

## Welcome to Richard Bland College of William & Mary!

Welcome to Richard Bland College of William & Mary. You have joined a community of learners who seek an exceptional educational experience with the ultimate goal of transferring to William and Mary or another highly ranked university in the Commonwealth or around the world. As a student, you will be supported by a dedicated team of professors and staff who are committed to your success.

The award-winning Exceptional Student Experience (ESE@RBC) program connects you to a Learner Mentor who acts as your guide, coach, and advisor, ensuring that every step of your educational journey leads directly to graduation and successful transfer.

Professors and staff work as a team, providing you just-in-time support and a highly personalized learning experience. To get the best results, remain in constant contact with your professors and Learner Mentor, and utilize the many resources available to you in the Student Success Center.

The College's academically rigorous programs are grounded in the liberal arts tradition of William & Mary, one of America's oldest and most prestigious public universities. Strong partnerships with 50 selective colleges and universities—both public and private—seamlessly connect you to high value baccalaureate programs and degrees, resulting in a solid academic foundation. Plot your pathway to the baccalaureate degree of your choice early, and be sure that every class you take gets you one step closer to your goal.

The expansive and picturesque Richard Bland campus is a perfect setting for the small, diverse, and vibrant learning community that you have now joined. From the Residential Student Village and adjacent athletic complex to exceptional academic facilities, you know that we're serious about providing you everything you need to *CREATE YOUR JOURNEY* and succeed. Speaking of journey, the pecan grove, nature trail, and water garden are here for your enjoyment, so get outside and enjoy the abundant natural beauty all around you.

Finally, take the opportunity to learn and grow outside the classroom. As a member of Student Assembly, an athlete, an Honor student, or a Statesman club member, there will be ample opportunity for you to meet fascinating people, become an effective teammate, and build leadership skills. It's all part of the educational experience that is here for you at Richard Bland College.

Sincerely,

Debbie L. Sydow, Ph.D., President  
Richard Bland College of William & Mary



## Numbers to Know

GENERAL INFORMATION	(804) 862-6100
Office of the President	(804) 862-6221
Provost	(804) 862-6210
Finance Office	(804) 862-6213
Cashier	(804) 862-6213
Human Resources	(804) 862-6215
Technical Support	(804) 862-6401 / <a href="mailto:stac@rbc.edu">stac@rbc.edu</a>
Library	(804) 862-6226
Financial Aid	(804) 862-6260
Director of Records and Registration	(804) 862-6236
Learner Mentors	(804) 862-6100 ext. 8563
Residence Life	(804) 862-6161
Counseling Services	(804) 862-6263
Athletics	(804) 863-1644
Assistant Provost for Enrollment Management	(804) 862-6100 ext. 8583
Communications & Marketing	(804) 862-6214
Student Activities & Leadership	(804) 862-6775
Police/Fire/Rescue	(804) 862-6111

**RBC Alert**

**RBC Alert** – is an emergency notification system that sends out alerts and updates to individuals' cell phones, mobile devices, and email accounts. All registered students will receive the alerts. To add a device, update information, or "opt out" of the service, contact your Learner Mentor.

**The policies and procedures outlined in the Richard Bland College of William & Mary Student Handbook are subject to change without prior notification. Students should consult the online version of the [Student Handbook](#) for the most up-to-date information. The online text of this document serves as the College's official Student Handbook.**

**The words "rule," "regulation," and "policy" are interchangeable, having the same meaning as each other throughout the Policy Manual and this Student Handbook.**

## Mission, Vision, and History

### 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.

### History

Richard Bland College ("the College" or "RBC") was established in 1960 by the General Assembly of Virginia as a branch college of The College of William & Mary. The College was named for the Virginia statesman and champion of public rights, Richard Bland. Son and grandson of successful planters, Richard Bland was educated at The College of William & Mary. From 1742 until his death in 1776, he represented the area in which the College is now located, first in the House of Burgesses, and later, with the adoption of a state constitution, in the House of Delegates. He also served as a delegate from Virginia in both the First and Second Continental Congresses. Because of his careful study of the ancient records of the colony, he was respected not only as a political leader, but also as the leading authority on Virginia's history.

It seems fitting, therefore, that an institution of higher learning located in an area served for so many years by this distinguished Virginia patriot and scholar, should derive its name from one whom Jefferson described as "the most learned and logical man of those who took prominent lead in public affairs."

Before the Civil War, the property on which the College is now located was a plantation owned by the Gurley family. It became an important part of the Union-occupied territory during the 1864-1865 Siege of Petersburg. The present campus was the scene of two battles during that campaign.

Shortly before the turn of the century, the Hatcher-Seward family established a dairy and cattle farm on the former Gurley property and constructed two farmhouses. Today they serve as the President's residence and the Hospitality House.

In the early 1900s, the majestic grove of pecan trees was planted. The farm was used as a work camp for about twenty conscientious objectors during World War I. The Commonwealth of Virginia authorized Central State Hospital to purchase the land in 1932 for use as the Petersburg Training School and Hospital for African-

American Youth. That institution was moved in 1959, and the land, still owned by the Commonwealth, became the location for the establishment of Richard Bland College of The College of William & Mary.

Under the guidance of Colonel (Ret.) James M. Carson, the former hospital and training facility was transformed into Richard Bland College, and classes were held beginning in 1961. In the late 1960s, Ernst Hall (named for a local business leader influential in the establishment of the college) was added to the original campus. The Student Center/Library building and a gymnasium were constructed in the early 1970s, and with the core of the campus established, Colonel Carson retired as the founding President of the College in 1973.

From 1973 through 1975, Dr. Cornelius Laban, Professor of Biology, Emeritus, served as the Acting President of Richard Bland College.

In 1975, Dr. Clarence Maze succeeded Colonel Carson as Richard Bland College's second President. During his tenure, Dr. Maze designed and built a water garden that was inspired by Monet's garden at Giverny in addition to expanding the College's academic programs and international travel-study offerings. In recognition of his service to the College, the renovated administration building was named Maze Hall upon his retirement in 1996.

In 1996, Dr. James B. McNeer succeeded Dr. Clarence Maze as Richard Bland College's third President. Dr. McNeer introduced a residential life program. The Residential Village completed in 2008 is comprised of two dormitories, Freedom Hall and Patriot Hall, which together originally housed 250 students. A new Science and Technology Building was added in 2010, and in recognition of his service to the College, the building was named James B. McNeer Hall. Dr. McNeer retired in 2012.

In 2012, Dr. Debbie L. Sydow succeeded Dr. James McNeer as Richard Bland College's fourth president. Dr. Sydow worked with College stakeholders to develop a far-reaching strategic plan that was approved by the Board of Visitors in 2013; expanded student housing; resurrected intercollegiate athletics; and centralized the Academic Quad on West Campus by re-purposing the former Ernst Hall, which houses state-of-the-art social sciences and humanities classrooms and a 220-seat auditorium.

# Accreditation

**Richard Bland College of William & Mary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award the Associate in Arts and Associate in Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Richard Bland College of William & Mary.**

Accreditation is the method by which the higher education community regulates itself. It provides for public confidence, institutional effectiveness, and the maintenance of standards. SACSCOC sets forth requirements for initial and continued accreditation of colleges and universities in its publication *The Principles of Accreditation: Foundations for Quality Enhancement*. Every ten years, each SACSCOC-accredited institution undergoes an accreditation review process. Richard Bland College completed its most recent renewal of accreditation in 2009.

Accreditation by SACSCOC means that Richard Bland College of William & Mary:

- Has a mission appropriate to higher education;
- Has resources, programs, and services sufficient to accomplish and sustain the mission; and
- Maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that indicate whether it is successful in achieving its stated objectives.

SACSCOC is the regional accrediting body for degree-granting higher education institutions in 11 southern states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia. SACS, founded in 1895, is a private, voluntary, nonprofit organization dedicated to the enhancement of educational quality and improvement of institutional effectiveness through peer review and institutional self-regulation.

## The Campus

The Richard Bland College of William & Mary campus consists of approximately 800 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 Theatre, 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.

### WEST CAMPUS

#### Academic Village

##### **Social Sciences, Humanities, & English Building (SSHE)**

First Floor: classrooms, faculty offices, auditorium

Second Floor: art studio, classrooms, lounge, and writing center

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

Science and Technology

First Floor: classrooms, labs, faculty offices, Information and Communications Technology Department offices  
Second Floor: classrooms, laboratories, faculty offices  
Third Floor: classrooms and labs  
Outdoor Nature Trail

#### **The Student Commons**

Student Activities & Leadership, Center for Student Engagement, Library, Student Success Center, Testing Center, Café, and Bookstore

#### **Student Village**

##### **Patriot Hall**

##### **Freedom Hall**

Office of Residence Life (Suite 104 – Freedom Hall)

#### **Athletic Village**

##### **Statesman Hall**

First Floor: Gymnasium, Statesman Athletic Department offices  
Second Floor: 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**

##### **Administration**

Maze Hall  
Offices of the President, Provost, Assistant Provost for Enrollment Management, Financial Officer, Advancement, Legal Counsel, Communications & Government Relations, and Assistant Provost for Student Life.

##### **Commerce Hall**

##### **Enrollment Services Building (formerly CSA)**

Financial Aid, Human Resources, Records and Registration, Cashiers, Admissions

##### **Barn Theatre**

A vestige of the dairy farm that previously operated on the site, the Barn Theatre is a multipurpose 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**

Before 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 house 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, Irises, and numerous other plants surround the pond. Pecan, Japanese Maples, Cherry, Maple, and Dogwood Trees encase the garden.

#### **Police Department**

Chief of Police, Campus Safety, Dispatch

#### **Property Management**

Director of Operations & Capital Assets, Events Coordinator, Maintenance

# I. Statement of Civility & Positive Campus Citizenship

## 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.

### Preamble

Richard Bland College 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.

In keeping with the College of William & Mary's Student Rights and Responsibilities, Richard Bland College has adopted language from the Student Handbook of the College of William & Mary ([www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook](http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook)):

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

### PRIVILEGES AND IMMUNITIES

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and of the Commonwealth of Virginia as stated in the 14th Amendment to the United States Constitution. The following mutual rights and responsibilities, institutional and student, are set forth with accompanying procedures for implementation.

### Basic Rights

Among the basic rights are lawful freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence, and personal abuse.

### Right to Freedom from Discrimination

Richard Bland College is an equal educational opportunity institution, and in keeping with this policy, the College makes no distinction in the admission of students or in any other of its official activities on the basis of race, color, national origin, gender, age, religion, political affiliation, handicap, veteran's status, or other non-merit factors. All



standards and policies governing student employment, recruitment, admissions, financial aid, and support programs are applied accordingly.

### **Right to Organize**

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

### **Right to Privacy**

Each member of the College community has a right to privacy in his/her dealings with the institution when authorized by law and RBC policy.

### **Right to Fair and Equitable Adjudication Procedures**

Students have the right to due process and formal procedures with the fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to have written findings, and to appeal to a higher authority. This process is defined and outlined under the Code of Conduct section of the Student Handbook.

### **Responsibility of the College to Preserve Rights: Access to Education**

Each student has the right to expect the College to fulfill its educational mission. It is the responsibility of the College to establish and maintain high academic standards as well as the authority to adopt and implement standards of orderly conduct that will promote an environment conducive to learning and meaningful individual development. The following mutual rights and responsibilities, institutional and student, are set forth with accompanying procedures for implementation.

The submission of an application for admission to Richard Bland College represents a voluntary decision on the part of the applicant to comply with and be governed by the rules, policies, and regulations as published in College documents or provided on the College website. The College fulfills its responsibility by administering discipline up to and including expulsion of a student whose conduct or academic performance is found unsatisfactory. This action is taken only after permitting the student an appropriate hearing or investigation, as applicable, and appeal. The admission standards are approved by the Board of Visitors of The College of William & Mary and administered by the Assistant Provost for Enrollment Management.

## **II. Student Complaint Process**

Richard Bland College is committed to respecting all members of the campus community. Students represent a vital component of our community. The purpose of the complaint process is to ensure all written student complaints are addressed fairly and resolved promptly.

### **Procedure**

When possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or staff involved. However, if an informal approach is neither successful nor advisable, the student should use the online complaint form. The written student complaint process can take up to 15 business days for resolution from the date the written complaint was submitted.

The complaint must be submitted within ten (10) business days of the alleged conflict or action. Any student filing a complaint shall have at every level the right to be represented by legal counsel and to present witnesses and

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evidence to support the grievance without fear of reprisal. This procedure does not confer the right upon anyone to make slanderous or libelous statements (i.e. false statements).

Written student complaints concerning students will be addressed by the Office of the Assistant Provost for Student Life. Written student complaints concerning professional staff to include faculty will be addressed by the Office of Human Resources.

Upon receipt of the written student complaint a conference will take place with the student and the appropriate office handling the report. The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint. The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve the complaint.

A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process. All relevant documentation and possible outcomes must be submitted by the student or other appropriate persons to the applicable supervisor(s) within ten (10) business days of the date the complaint is filed.

When possible, the final resolution (or a finding of "unresolved") will be filed with the appropriate office within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

If the student is not satisfied with the outcome of the complaint, a Written Student Complaint Committee ("Committee") will be appointed to review the information and render a final decision. The Committee will consist of three faculty and staff representatives appointed by the Assistant Provost for Student Life with the consent of the RBC President and two student members appointed by the Student Assembly President. The Committee's decision will be final.

**Note:** Nothing in this procedure or in this Student Handbook 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 conducted.

This process does not apply to complaints regarding discrimination, harassment, sexual misconduct, or retaliation. For complaints involving student or employee discrimination, harassment, sexual misconduct, or retaliation pursuant to Title IX, please refer to the RBC website at <https://www.rbc.edu/my-rbc/title-ix/> for applicable policies and procedures.

#### RICHARD BLAND COLLEGE STUDENT COMPLAINT FORM

### III. FERPA: The Family Educational Rights and Privacy Act

## IV. Student Financial Services

### Financial Aid

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The College offers eligible students 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. When refunds are ready, notifications are sent to the Learner Mentors who notify students to report to the cashier's office to receive their checks. Except as otherwise indicated in this Student Handbook or other College policy, a student will be entitled to a refund in the following increments for regular start Fall and Spring semester classes:

- a) 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);
- b) 75% of tuition upon withdrawal after the 7th and through the 14th consecutive calendar day from the beginning of classes;
- c) 50% of tuition upon withdrawal after the 14th and through the 26th consecutive calendar day from the beginning of classes.
- d) No refund of tuition after the 26th consecutive calendar day from the beginning of classes.

Navitas International Students are not issued refunds as it could impact their visa status. Any questions from the Navitas students on this issue should be directed to their Navitas representative.

Refunds generated from the excess of Financial Aid awards will be processed within 14 calendar days from the date of overpayment. All refund checks will be made out in the student's name, unless the overpayment is caused by a Parent Plus Loan. For overpayments in Parent Plus Loans, the refund check is processed in the parent's name and mailed out to the address on file.

All summer schedule, intercession, late start, and any other special classes will have abbreviated refund deadlines which can be viewed on the Office of Student Accounts website.

## Dining Plans

The 14 and 19 weekly meal plan amounts reset each week. The block meal plans carry over from week to week but reset at the end of the Fall semester. All meal plans include dining dollars which may be used for additional meals or à la cart items. Dining dollars rollover from Fall to Spring but do not roll between academic years. Unused meal swipes or dining dollars are not refundable or transferable. See the housing and food service agreement for more details.

## Additional Financial Information

- a) 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.
- b) No refund of any tuition and fees will be made to a student who has been required to withdraw by the College regardless of the date of withdrawal.
- c) Students changing from 12 or more hours to fewer than 12 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, which is published in the academic calendar.  
<http://www.rbc.edu/calendar/academic-calendar/>

- d) Part-time students who withdraw or who drop one or more courses will be entitled to refunds according to the guidelines above.
- e) The actual date of proper notice will be certified by the Office of the Director of Records and Registration, and refunds, when applicable, will be computed based on the certified date. Refunds are not based on the last day of class attendance.
- f) Pro-rata refunds to first time students attending Richard Bland College who receive Title IV financial aid will be based on Title IV requirements.
- g) Withdrawal for medical or legal reasons will follow the same refund schedule as published above.
- h) Housing and Board (meal) charges will be refunded according to the **"Withdrawal/Cancellation"** section of the Housing Terms and Conditions.
- i) Additional information on payment options, charge and fee types, current rates, and billing schedules can be found on the Office of Student Accounts website.

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## Late Fees & Collection Costs

**Students and families are hereby placed on notice that failure to pay in full at the time goods or services are rendered or when billed will result in the imposition of a late fee of 10% of the balance due. Returned checks will incur a handling fee of \$50. If the account is referred for collection to an attorney or to a private collection agency, then the student will be liable for all attorney's fees or additional collection costs. Request for or acceptance of goods or services will be deemed to be acceptance of these terms.**

To prevent the possible assessment of late payment fees, students must pay all calculated charges on, or before, the semester due date or the date a charge is incurred (whichever occurs later). If tuition has not been paid by the established due date, secured with adequate financial aid, or an automatic payment plan is not in place, students will be charged a late payment fee of up to 10% of the outstanding balance (not to exceed \$100) as prescribed in § 2.2-4805 of the *Code of Virginia*. Failure to receive a bill does not waive the requirement for payment when due and will not prevent the application of the late fee.

Students who believe they have been erroneously charged a late fee must fill out a Student Request to Waive Late Fee form and submit it to the Cashier's Office for processing. Late fees will not be waived for the following reasons: lack of funds, a tuition bill was not received, the Financial Aid process was not complete by the due date, balance changes, or delay of mail services. Results of a student's late fee waiver request will be sent to their campus email within 5 business days.

## Class Drop for Non-payment

Depending on the outstanding balance remaining after the due date, a student may be dropped from his/her courses for non-payment. Communications will be sent to students in advance of being dropped. It is the student's responsibility to make certain that all permanent, local, and personal email addresses are current in our system. Richard Bland College's main form of communication for currently enrolled students is through the RBC email address. Failure to review, open, or check the RBC email Inbox, Spam, or other folders will not prevent classes from being dropped for non-payment.

## Student Financial Responsibilities

In consideration of Richard Bland College of William & Mary allowing individuals to register for courses, all students are expected to meet their financial obligations. As a member of the campus community, all students are held responsible for and accept the following conditions.

1. All students of Richard Bland College of William & Mary understand and accept the responsibility to:
  - o Submit full payment of tuition and fees generated from course registration, housing, and dining services.

- o Submit full payment for any fines, damages and any other miscellaneous charges incurred on the student account.
  - o Review any electronic billings and pay the College by the due dates stated. Students understand that paper bills may not be sent out and failure to receive a bill does not waive the requirement for payment when due and will not prevent application of the late fee.
  - o Review the self-service Banner account regularly for balances and charges incurred throughout the semester.
  - o Pay a \$50 returned check fee for payments returned by the bank. All returned payments must be repaid in cash to the Cashiers office.
  - o Maintain a current mailing address and other contact information on file with the Records & Registration Department. Failure to update information may cause a delay in receiving refund checks.
  - o Acknowledge the RBC email address as the official form of communication and students agree to read email regularly for updates. Failure to review, open, or check the RBC email Inbox, Spam, or other folders will not waive the application of late fees or class drops caused by missed information.
  - o Submit all financial aid paperwork in a timely manner, including any documents requested during the verification process.
  - o Pay the College any Financial Aid amounts the student is not eligible for under federal guidelines and the student realizes the financial aid may be adjusted throughout the semester due to ineligibility caused by class drops, official/unofficial withdrawals, etc.
  - o Return or repay any funds owed to the College in the event adjustments or additional charges are posted to the account after a refund has been processed.
2. If students fail to pay or repay any unpaid balance owed to Richard Bland College of William & Mary, students agree that RBC may take such steps as necessary to recover funds owed. The process of collecting the debt may include:
- o Deduction of such debt from any funds due to the student from the College or State of Virginia, including wages or financial aid, and any applicable tax refunds via the Virginia Debt Setoff program.
  - o Contacting the student by telephone, text messages, emails, and letters at any telephone number, email address, or permanent address associated with the account by RBC employees or agents. Students understand the account may be sent to a collection agency or attorney.
  - o Students agree to pay all costs of collections including late fees, additional fees imposed by third party collection agencies or attorney fees (up to 30% of the principal, plus accrued interest), court costs, and/or other charges as necessary to collect any debt.

**This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia without regard to conflict of law principles, and any litigation with respect thereto shall be brought in the courts of the Commonwealth, as provided under Virginia law.**

## 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 ten 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. A student's account is considered delinquent when the payment has not been received by the payment due date. Once an account is considered delinquent with the College, we are required by the Commonwealth of Virginia to send the account to either a private collection agency or the Office of the Attorney General, according to the guidelines established below:

- ✓ All accounts receivable for \$3,000 or more that are more than 59 days past due must be forwarded to the Office of Attorney General, Division of Debt Collection for collection.
- ✓ All accounts receivable under \$3,000 that are more than 59 days past due must be sent to a private collection agency.

**The following actions may be taken on unpaid accounts:**

- **Financial Hold:** You will have a financial hold placed on your account and you will not be able to register for future classes, obtain transcripts, access your Banner account, etc.
- **Collection Agency:** Your account will be placed with a collection agency, and you will be responsible for any collection costs incurred.
- **Credit Reporting:** Your account will be listed by the Credit Bureau as a bad debt.
- **Debt Setoff:** If you are a Virginia Resident, your delinquent account can be collected in full from income tax refunds or other refunds due you from the state.
- **Attorney General:** Your account may be turned over to the Virginia Attorney General's Office Division of Debt Collection ("Division") for litigation depending upon the outstanding balance due. You will be responsible for all attorney and Division fees, and interest will begin to accrue. Your presence in court may be required.

## Veterans Affairs

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

# V. Student Activities & Leadership

## Student Activities & Leadership

The Office of Student Activities and Leadership collaborates with campus and community partners to enhance student learning and satisfaction. We seek to provide students with a variety of learning and enrichment opportunities that they may gain the insight, sensitivity, and integrity necessary for achieving their future goals.

Students are encouraged to get involved in the many activities and leadership opportunities offered at Richard Bland College. Student Assembly elections are held annually for students interested in representing the student body on policy issues and improving the quality of life on campus. Student organizations are another valuable way that students can create new opportunities for community on campus. These can represent any number of interests and activities. Student leaders often are invited to attend regional undergraduate conferences at William & Mary and elsewhere to learn more about their leadership styles and strengths.

Events at Richard Bland College create a rich, vibrant, and inclusive community of students and staff. We host social events, annual traditions, field trips, cultural awareness activities, transfer events, career recruiting events, transfer information sessions, and more. Also, students have the opportunity to attend workshops and seminar series related to topics including leadership, wellness, financial fitness, and connecting with the surrounding community.

For students interested in getting involved in the community, there are opportunities to serve at nearby Walnut Hill Elementary School as a teacher's aide. Richard Bland College also hosts a blood drive each semester, can food drives to support the local food banks, and other one-time service and philanthropy opportunities.

Students and staff who are interested in planning a student activity also may apply for funding from the Student Assembly. These funds may be used to pay a visiting speaker, to buy food for a cultural awareness activity, or to pay for similar activities that benefit the student community.

Please contact the Office of Student Activities and Leadership ([activitiesandleadership@rbc.edu](mailto:activitiesandleadership@rbc.edu)) for more information and to learn how to get involved.

**The Student Commons** is the hub of student life on campus. The Student Commons houses the Office of Student Activities & Leadership, the Bookstore, the Community Room, and the Statesmen Café. Students also can gain access to the Library and Student Success Center from the Student Commons.

## VI. Honor Code

Each Richard Bland College student is honor bound to refrain from stealing, lying, and cheating. Richard Bland College students commit themselves to producing academic work of integrity that adheres to accurate attribution of sources, appropriate use of data, and acknowledgment of the contributions of others. Cheating on exams, tests, or quizzes; plagiarizing the ideas or language of others; and any other form of dishonesty (including, but not limited to, lying, falsifying documents, or failing to disclose knowledge of an Honor Code violation) constitute violations of the Honor Code.

### Preamble

The Richard Bland College Honor Code covers both academic and non-academic actions. The Honor Code at Richard Bland College is a democratic system of government that is upheld and supported by students, whose democratic efforts are actively supported by the administration and faculty. The letter and the spirit of the College's Honor Code promote the virtues that sustain a democratic society, such as integrity, social responsibility, and moral courage. As a branch of The College of William & 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 Student Conduct Board shall not discriminate in its membership or in its dealings with the accused on the basis of race, color, religion, national origin, gender, gender identification, sexual orientation, economic status, veteran status, disability, or any other status protected by law.

### Student's 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, failing to disclose an Honor Code violation, stealing, or cheating is a violation of the Honor Code and will subject me to disciplinary action, which could result in expulsion from the College. I hereby pledge, without reservation, my full support of the Honor Code.**

## Honor Code Violations

A student violates the Honor Code if the student engages in dishonorable conduct as defined below. All Honor Code violations will be referred to the Student Conduct Board, and if necessary, a hearing will be conducted following the Student Conduct Board Process and Procedures. Students who commit academic Honor Code violations are subject to grade sanctioning by the course instructor and a hearing before the Student Conduct Board, following the Student Conduct Board Process. The Honor Code will be applied reasonably in accordance with the examples below. Examples of proscribed conduct are meant to be instructive and not all-inclusive.

### General Violations

- a. **Lying:** the presentation of false information with the intent to deceive. Lying includes, but is not limited to:
  - Misrepresenting oneself or one's accomplishments for the purpose of gaining an academic advantage or an advantage in opportunities for employment or other co-curricular opportunities;
  - Falsifying College documents, including alteration, forgery, providing false information, or omitting required information; and
  - Providing false or misleading information to Campus Police or to Student Conduct Board members or investigators during the course of an investigation or hearing of an alleged violation of the Honor Code or Student Code of Conduct or during an investigation involving discrimination, harassment, sexual misconduct, or retaliation. Lying within this context may be charged as a separate offense.
  - Providing false information on a Richard Bland College application.
- b. **Stealing:** knowingly taking or appropriating the property of another, including property of the College, without the rightful owner's permission and with the intent to permanently or substantially deprive the owner of the property. One does not receive rightful permission if it is induced by fraud or deception.

### Academic Violations

- c. **Cheating:** includes, but is not limited to, the following acts:
  - **Plagiarism:** the presentation with intent to deceive or with disregard for proper scholarly procedures of a significant scope, of any information, ideas, or phrasing of another as if they were one's own without giving appropriate credit to the original source.
    - One commits plagiarism when one includes the words of another without quotation or when one includes the substantive work of another without properly crediting the source with footnotes, quotation marks, or other appropriate citation.
    - A student's intent may be inferred based on the extent and context of the improperly cited material and whether the student has provided false citation or has manipulated the original text such that a reasonable person may conclude the student did so in order to avoid detection.
    - Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter, and the instructor may determine whether an academic penalty should be applied without pursuing resolution under the Honor Code. But any intentional acts of plagiarism or disregard for the scholarly procedure of a significant scope shall be treated as a violation of the Honor Code.
  - **Unauthorized Assistance/Collaboration:** giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations. Unauthorized assistance includes, but is not limited to, providing information to another about an assignment or examination prior to the conclusion of the administration of such exams/assignments to all related sections of the course unless permitted by the instructor.
  - **Use of Unauthorized Materials:** using or consulting unauthorized materials (including electronic materials) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations.
  - **Unauthorized Dual Submission of Previous Academic Work:** 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 from the appropriate instructor(s).



- **Time Constraint Violation:** intentionally commencing work or failing to end work on any examination, test, quiz, or assignment according to the time constraints imposed.
- **Directions Violation:** failing to follow instructions for an assignment or examination despite knowing or having reason to know that such conduct would result in an unfair academic advantage.
- **Failing to disclose that another student has committed an Honor Code violation.**

## Grade Appeals

In matters involving grade appeals, including academic violations to the Honor Code, the student should consult with the faculty member who issued the final grade for the course or assignment. If the student still believes a grade has been assigned unfairly, the student may appeal to the Department Chair and further to the Provost. If the issue cannot be resolved at any of these levels, the student has the right to appeal formally to the Academic Standards & Appeals Committee. This written appeal must be submitted within ninety (90) calendar days of issuance of the student's final grade. A form for facilitating the appeal process is available in the Office of the Provost.

It shall be the responsibility of the Academic Standards & Appeals Committee to hear the student's grade appeal and to interview anyone the student chooses to speak on his/her behalf. The faculty member issuing the grade also has the right to appear before the Committee for the purpose of presenting pertinent information and also may have witnesses present if desired. The recommendation of the Committee will be reported to the Provost, who will make the final decision and notify the student. The Committee is not empowered to change a grade.

In these proceedings, the burden of proof is on the student to prove that a change of grade is the appropriate action.

**For misconduct involving student or employee discrimination, harassment, sexual misconduct, or retaliation pursuant to Title IX, please refer to the RBC website at [Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy](#) for applicable policies and procedures.**

## VII. Academic Support and Learning Resources

### Student Success Center

The mission of the Student Success Center at Richard Bland College of William & Mary is to ensure an exceptional student experience. Using a wide variety of wrap-around support services, the Student Success Center fosters a campus culture of collaborative and engaged learners working in a rigorous academic and social environment.

Located on the first floor of the library, 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, disability services, peer-led and online 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 <http://www.rbc.edu/academics/student-support-team/> or call (804) 862-6483.

Our Student Success Center team focuses on creating a one-size fits one, student-centered support system. Learner Mentors support students 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 take control of their academic journeys.

## Learning Support Center

Also located on the first floor of the library, the Learning Support Center's mission is to provide academic support to all students enrolled at Richard Bland College of William & Mary. The Learning Support Center strives to provide excellence in tutoring services by supplementing student learners with individual and group peer tutoring, thereby empowering students to cultivate the skills, strategies, and behaviors of independent and lifelong learners.

The Writing Center is located in SSHE 222. We provide writers with the opportunity to test ideas with a tutorial staff comprised of academic coaches/tutors and RBC staff. We believe that the best writing support is achieved with academic coaches/tutors who listen and ask questions in order to foster a writer's own curiosity. We support writers from the beginning, exploratory stages of the writing process to the final phases of polishing the final version.

What is an Academic Coach/Tutor? An Academic Coach is a personalized meeting with a trained coach/tutor who can help to improve your skills and performance. Academic Coaches not only tutor, but they can assist in time management, goal setting, and test preparation.

## 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 a counselor in the Student Success Center (first floor of the Library) 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 will help them 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: **Referral Guide**

## 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](http://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. Payments by credit card must be in excess of \$10.
2. Submit your request to the College in person or by mail. First print RBC's transcript request form, which is located at <http://www.rbc.edu/wp-content/uploads/2016/03/Transcript-Request-Form.pdf> or submit a letter of request with the following:
  - 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. Include your payment: \$5 per transcript with 3-5 day processing or \$10 per transcript with same day/next day processing. Checks should be made payable to Richard Bland College (do not send cash via mail). Immediate processing may not be available for students who attended prior to 2004.

**Mail signed request and payment to:**

Richard Bland College Director of Records and Registration's Office  
ATTN: TRANSCRIPTS  
11301 Johnson Road,  
South Prince George, VA 23805

**In Person**

Official transcripts can be requested in person by visiting the Director of Records and Registration's Office in Commerce Hall.

**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 is picked up by someone other than the student, that 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.

## VIII. Library

## 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 175 students. Collaborative work is encouraged on the first floor of the Library, and the second floor has been designated a quiet study area. A valid Student ID serves as your Library card. Covered drinks and packaged snacks are permitted. There are two seminar/study rooms, and one is equipped for multimedia viewing available for checkout for up to two hours on a first-come, first-served basis. 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).

## Chromebook Loan Program

This program allows eligible students to borrow Chromebooks acquired by the College to bridge the Digital Divide regarding full-time RBC students on campus, who have graduated from high school or equivalent as determined solely by Richard Bland College, and are in a degree-granting program at the College. Students who borrow a Chromebook must comply fully with the Chromebook Loan Agreement, which they must sign prior to taking possession of the device. The Chromebook Loan Agreement also must be signed by the custodial parent(s) or legal guardian(s) of a student under the age of 18 and not emancipated.

Richard Bland College is committed to providing students with an excellent learning environment regardless of their socioeconomic status. An essential element for fulfilling this commitment is bridging the Digital Divide by loaning eligible students the computer tools necessary to help maximize their opportunities to learn.

Please access additional information on the Chromebook Loan Program at the link below:

<https://www.rbc.edu/student-handbook/viii-library/#chromebook-loan-program-anchor>

### Definitions

“Digital Divide” means the gulf between those who have ready access to computers and the Internet and those who do not.

## IX. Residential Living

### Bill of Rights

Each student living on campus has individual worth and will be treated with the utmost respect at all times. All students living on campus will be held accountable for the responsibilities that come with living in a residence hall. At a minimum, residents must adhere to the expectations and requirements outlined in the Student Handbook, the housing and food service agreement, and all other College policies applicable to students. Each shall have the opportunity to engage in those physical, educational, and social pursuits that are necessary parts of his or her RBC life. **Living in a residence hall is a privilege and not a right.** As such, the privilege can be revoked at any time if a resident commits a criminal act or violates the Honor Code, the Code of Conduct, this Student Handbook, the housing and food service agreement, or any other College policy relating to students.

1. **Noise Policy:** Each resident must be respectful regarding his/her noise level as it affects other residents. More than one complaint against a resident regarding noise levels may result in disciplinary action.

2. **Personal Property Policy:** Residents sharing suites must be respectful of one another, including each individual's personal property. Each resident must be considerate of each other's living space including the actual physical living conditions of each room.
3. **Safety and Wellness:** Each resident can voice complaints about residence life, which may include but is not limited to noise violations, personal property damage or theft, and safety and wellness policies. **If a resident desires to file a complaint or feels unsafe, he or she should contact a Residential Director (RD), any staff member of the Office of Residence Life, ([residencelife@rbc.edu](mailto:residencelife@rbc.edu)), or Campus Police.**

## Residential Guidelines

Richard Bland College will do everything within its power to provide a safe environment for you and your belongings; however, your room is still your responsibility. Richard Bland College is not liable for loss, damage, or theft of your personal belongings. **Please keep your door locked.** The Office of Residence Life **strongly recommends** obtaining Renter's or Homeowner's Insurance to cover personal belongings. Living conditions (unclean, trashy) that could adversely affect residents' health and safety are prohibited. Please be sure to review the housing and food service agreement. The most current, published housing and food service agreement along with the Student Handbook will govern your on-campus stay at RBC.

The Board of Visitors of the College of William & Mary and the RBC President maintain authority to establish additional policies, rules, and regulations, which shall be applicable upon their effective date and operate continually unless otherwise stated. Further, RBC reserves the right to make reasonable modifications to this Student Handbook and the housing and food service agreement to ensure personal safety or protection of property, or for other reasonable purposes, provided reasonable advance notice is given. **Residential students should review the housing and food service agreement terms and conditions in conjunction with the residential living portion of the Student Handbook.**

## Housing Criteria

In order to live on campus, a student must comply with the following:

1. Be admitted to Richard Bland College.
2. Be a full-time student in good academic standing in a degree-granting program who has graduated from high school or the equivalent as determined solely by RBC.
3. Maintain a class load of at least 12 credit hours.
4. Pay all outstanding balances with the business office.
5. Pay the required housing damage deposit.
6. Complete the online application for housing.
7. Abide by all requirements in the Housing and Food Services Agreement.

On-campus housing priority is given first to currently housed, full-time students. Full-time students who live outside of a 30-mile radius from the College and who have at minimum a 3.0 cumulative GPA also receive priority. Students whose GPAs fall below a 2.0 may be required to vacate the residence hall. Students on academic suspension are not authorized to live in the residence halls. Unauthorized persons are not allowed to reside in any suite or individual room. Violators will be fined and/or charged with trespassing.

## Part-time Students

Housing preference is given to full-time students. Part-time students who request on-campus housing will be contacted in the event space becomes available. If full-time students drop below full-time status, they will be required to add the requisite number of courses to achieve full-time status in order to remain living in campus housing. Full-time status is 12 or more credit hours. Full-time students are permitted to request a one-time waiver of the full-time requirement if they need to drop below 12 credit hours without dropping below 9 credit hours during any given semester. Full-time students who drop below 9 credit hours will not be permitted to remain in campus housing. (The one-time waiver is only good for dropping below 12 credit hours without dropping below 9 credit hours, and can only be used once during a student's stay at Richard Bland College.)

## Mail Services

All residents living in the RBC residence halls will be assigned a mailbox. Students will be assigned new mailbox numbers at the start of each academic year. Room changes to another residence hall will result in a new mailbox. Incoming mail should be addressed as follows:

Students First and Last Name  
11301 Johnson Road  
Residence Hall Name, Box Number  
South Prince George, VA 23805

Thomas Bland  
11301 Johnson Road  
Freedom Hall, Box 361  
South Prince George, VA 23805

\*Mail that lacks a complete address will be returned to sender.

## Maintenance

All requests for work orders should be made directly to the Office of Residence Life (ORL) in Suite 104, Freedom Hall or via email at [residencelife@rbc.edu](mailto:residencelife@rbc.edu). Repairs will be made as quickly possible. The student requesting the work order has an obligation to alert the ORL in the event repairs are not made in what the student considers a reasonable amount of time. Contact the ORL immediately for one of the following emergency maintenance issues:

- sparking or smoking outlets or fixtures;
- no lighting in room;
- no water;
- leaking sprinkler head;
- inability to lock or gain access to your room;
- loss of heat;
- broken glass;
- flooding; or
- buzzing smoke detector.

**NOTE:** the submission of a work order authorizes RBC personnel to enter your room. The cost of repairs as a result of damages will be passed along to the student(s) within the room and/or apartment or the student(s) found responsible for the damages.

## Cleanliness

Residents are responsible for maintaining established standards of cleanliness and safety throughout the building. Residents are responsible for taking their personal trash from their room to the dumpster outside daily. Residents are also responsible for arranging a cleaning schedule for the common areas within their assigned suite.

- The Residential Directors (RD) and Resident Assistants (RA) reserve the right to inspect suites and rooms a minimum of once per week for cleanliness.
- Thorough inspections are conducted before your arrival and during every hall closing – you will be required to sign a room condition report acknowledging the condition of your room upon your arrival and departure.
- It is your responsibility to notify the residence life personnel of any damages that may be present in your room upon your arrival.
- Locks should not be placed on closets without permission from the RD. Damage to your assigned space will be billed to your student account.

- All wall hangings need to be secured with putty or masking tape only. No glue, tacks, double-sided tape, or nails are allowed. If walls are damaged, the cost of repairs and painting of the entire room will be charged to your student account.

## Storage

Due to space limitations, there is no storage for personal belongings available on campus beyond the limited storage space in the assigned residential unit. Students are encouraged to plan in advance considering space limitations within the room.

## Room Changes

There will be no room changes for the first thirty days after arrival. This enables the College to verify who has moved in, who has not arrived, and what spaces are available for reassignment. Signs will be posted to announce the start of the room change process. If a student moves without authorization, they are subject to removal from the residence halls and will be charged for an unauthorized move. In addition to room changes, the ORL conducts room consolidation in an effort to consolidate spaces. Students without a roommate will be moved into a consolidated room or apartment in an effort to achieve maximum occupancy. See the housing and food service agreement terms and conditions.

## General Governing Policies for Residence Life

**Violation of any of the rules below may result in disciplinary action, including possible interim suspension from housing or campus while awaiting a final decision from the Student Conduct Board and any subsequent appeals.**

1. All residence halls are smoke-free. Smoking includes, but is not limited to, hookahs, e-cigarettes, fog machines, and all other smoking devices. It also includes the smoking of any substance. Additionally, persons may not smoke within 25 feet of any exit door on RBC property.
2. Violence in any form will not be tolerated. Violence includes not just physical violence, but also verbal abuse and hurtful language directed toward Richard Bland College employees, including the Department's professional and student staff, campus visitors, and resident and nonresident students.
3. Keep the residence hall rooms and common areas clean. Charges will be levied to applicable residents to cover the cost of extra custodial services required to remove personal possessions, to clean up trash left in rooms, or to clean rooms after vacating the premises for vacations, or at the close of the school year.
4. Door-to-door soliciting and peddling are prohibited except with prior written permission from the Assistant Provost for Student Life. Soliciting from or delivery to a student's room is not permitted.
5. Solicitation in the lobby areas requires prior written approval from the Assistant Provost for Student Life.
6. Tampering with the fire alarm, fire extinguisher, fire exit doors, or smoke detector is against state, federal, and local laws. Violators will be prosecuted criminally, and administrative sanctions will be initiated.
7. Residents are not permitted in unauthorized areas including, but not limited to, attics, maintenance rooms, boiler rooms, roofs, ledges, and storage rooms/areas.
8. Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, or stairwells. They may not be hung from ceilings or other RBC furnishings. Bicycles and/or equipment found in the hallways, stairwells, or lounges will be confiscated. Tire streaks, handle bar marks, mud, debris, or other signs left by a bicycle must be cleaned or they will result in cleaning or damage charges to the individual student, suite, hallway, or entire residence hall depending on the location of the damage. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.
9. **Residents are encouraged to obtain renter's insurance** for personal property as Richard Bland College does not assume responsibility for any loss, theft, or damage to personal items.
10. **Residents must have received all immunizations** required by the Virginia Board of Health, and provide proof thereof, **before the first day** of entry into his or her assigned residence hall. **See Appendix 5 for required student immunizations.**

## Prohibited Items

Electrical Items	
Extension cords or outlet splitters	Ceiling fans
Lava lamps	Electric heaters
Light dimmer switches	Halogen lamps
Wax pots	Exterior antennas or satellite dishes
Electrical appliances without automatic shut off	Scented plug-ins with socket attachments
Combustibles	
Non-flame retardant curtains, draperies, wall hangings	Flammable liquids including propane, motor oil, gasoline, cooking fuel, kerosene
Oil lanterns	Pressurized canisters
Live cut trees	Flammable materials including charcoal
Incense	Candles or any open flame
Scented oil burners	Firecrackers or explosives
Aerosols	Propane canisters or flammable gasses
Weapons	
BB guns	Nerf or water guns
Guns	Ammunition
Pellet guns	Swords and martial arts blades
Stun gun and Tasers	Knives used for any purpose besides cooking that are over 4" in length
Any other weapon not specifically listed	
Alcohol and Drug Paraphernalia	
Alcohol (empty containers or otherwise)	Scales
Drugs and narcotics illegal in Virginia	Paraphernalia that may be used for illegal drug use, including pipes, grinders, one hitters, etc.
Appliances	
Air conditioners	Individually owned large appliances
Deep fryers	Toaster or convection ovens
Outdoor grills	
Miscellaneous	
Waterbeds	Personal door locks
Wall mounted shelving, furniture, of fixtures	Construction barriers
Shortwave radios	Street signs
Newspaper machines	Bed risers or bricks
Noncollege-supplied mattress	Liquid or gel rain clog remover chemicals
Drums and other percussion instruments	Amplified electrical instruments
Hoverboards	Scooters including Segway (excluding wheelchairs or other ADA approved devices)

## Suggested Items

- Alarm clock
- Formal/semi-formal attire
- Area rug
- Flashlights and batteries
- Iron and Ironing board
- Umbrella
- Broom, dustpan, cleaning supplies
- Large trash bags
- Linen (extra-long twin)
- School supplies
- Fan
- Personal size portable safe
- First aid kit
- Sewing kit



- Television no larger than 24"
- Toiletries
- Wastebasket
- Winter coat
- Headphones
- Plants
- Bicycle w/lock
- Clothing dryer rack
- Digital converter box (for TV older than 2014)
- Envelopes and postage stamps

## Permitted Items

- Vacuum cleaner/electric sweeper
- Hairdryers/curling irons
- Blenders/crock pots/soup warmer/toaster
- Goldfish
- Multi-plug power strip w/circuit breaker/surge protector
- Air purifiers
- Dehumidifiers
- Bread machine
- Coffee pot
- Gaming systems
- \*If in doubt, contact the ORL.

## Residence Hall Safety

Residence hall staff members will be available to open the doors due to access card system failure. It is essential that you actively participate in making your residence hall a safe and secure place for you and your fellow residents to live. Carry your room key and access card with you at all times.

Students are urged to be cognizant of their safety and security needs while on and off campus. An escort service is available by contacting RBC Police. Dial (804) 862-6111. Please note the following:

1. Though RBC takes all reasonable precautions, our campus is a public area and therefore not immune to the dangers of modern society. Therefore, as RBC cannot absolutely guarantee the safety and security of the premises at all times, the College expects students to take reasonable precautions to protect themselves and their property.
2. Computerized I.D. card access is provided in the residence halls for the safety of residents. While RBC is in session, the exterior doors to the residence halls will be controlled to restrict access to residents and their escorted guests. Access to residences by non-residents may be restricted if RBC determines that this is necessary for safety and security reasons.
3. Individual residents are the only persons authorized to use their specific ID card to access the residence halls. Allowing anyone else to use their ID card is expressly prohibited. Students who violate this policy are subject to disciplinary and/or criminal action.
4. Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises. Students are prohibited from propping open exterior doors for any purpose.
5. The roofs, attics, and mechanical equipment rooms of all College buildings are restricted areas and may not be accessed.
6. Individuals observed in the hall who are not residents or guests must be reported immediately to an ORL staff member or RBC Campus Police.

## Room Entry/Inspection

RBC will strive to respect the privacy of its residents. A goal of the Office of Residence Life is to preserve the health and safety of its residents while maintaining an environment that facilitates safety and scholarship. At times, RBC Staff will enter a student's room or escort non-RBC personnel to an apartment/room for maintenance concerns. Reasonable efforts shall be made to notify residents in advance. **ORL staff may enter a room without prior notification if evidence exists that a violation of the student code of conduct or other residential or RBC policy is occurring or has occurred, a medical problem exists, maintenance repairs are necessary or recommended, or to recover RBC-owned property.**

ORL staff members are authorized to enter apartments and rooms at least once per week to perform maintenance inspections and wellness checks. Wellness checks are designed to ensure compliance with housing rules and to ensure the apartment/room is free of maintenance issues.

**Search and Seizure:** College Officials, which includes Office of Residence Life staff, may conduct a visual search of a room in the event there is reasonable cause to believe that a student has used his/her room/hall for purposes that violate College policies, or federal, state or local laws.

- **Administrative Searches:** RBC administrator(s) designated by the President may authorize a visual search of a defined area to further the educational mission of the institution, which includes student and public safety and RBC policy enforcement. The Assistant Provost for Student Life and Residential Directors (RD) will be the principal parties responsible for these searches. Evidence secured as a result of an administrative search may be used in an RBC disciplinary proceeding and, when authorized by law, in legal proceedings.

**NOTE:** Administrative searches do not require a search warrant. Administrative searches will be executed by written authorization from the Assistant Provost for Student Life. If campus police deem a search necessitates a search warrant, they will be the principal party conducting the search after the search warrant has been secured.

## Removal from the Residence Hall

The College may terminate a student's housing agreement and take possession of the room at any time for violation of any federal or state law or regulation or College policy or rule, or for health or administrative reasons. The student removed in this situation will not be permitted to return to his or her housing assignment or visit other residential facilities until approved by the Assistant Provost for Student Life.

In accordance with Virginia Landlord & Tenant laws, the Housing and Food Service Agreement is entered into by Richard Bland College and the student in full acknowledgment that public and private higher education housing institutions in the Commonwealth of Virginia (such as Richard Bland College) with residential on-campus student housing assignments are not bound by the Virginia Landlord Tenant Laws. Among other things, Richard Bland College is not obligated to follow civil court proceedings related to removal of the student and the student's property from the on-campus student housing assignment, but may automatically remove the student and the student's property from on-campus housing if Richard Bland College determines that the housing and food service agreement or RBC housing rules have been violated, or the student otherwise does not qualify for student housing.

**Abandoned Property:** RBC will not be responsible for damage or loss of any personal property not removed within 48 hours after a student separates from housing or after the residence halls officially close in the spring. A room cleaning charge will be assessed against any student who fails to remove his/her items within the 48-hour timeframe. RBC does not store abandoned property. Any property abandoned by a student will be owned by RBC after 48 hours, and disposed of as deemed appropriate by RBC.

## Canceling Housing Agreement

Cancellation notifications must be submitted in writing to [residencelife@rbc.edu](mailto:residencelife@rbc.edu) or:

Richard Bland College of William & Mary  
Office of Residence Life  
11301 Johnson Road  
South Prince George, VA 23805

Students who officially withdraw or are released from the College or Housing (during any session) and complete their exit as is defined in Section 17 of the Housing and Food Service Agreement will be charged room and board (meals) according to [Refund Policy](#).

- Navitas International Students are not issued refunds as it could impact their visa status. Any questions from the Navitas students on this issue should be directed to their Navitas representative.
- Damage deposits will be held until after room damage assessment is completed.
- Students must complete an Entrance/Exit Form when checking into a Residence Hall and prior to departing the Residence Hall. The student is considered to maintain possession of the room until a completed exit form is properly received by The Office of Residence Life.
- Students exiting the residence halls during a semester, but who plan to return the next semester, must submit a new Housing and Food Service Agreement for the upcoming semester.
- Students who fail to properly turn in their key at the end of the Housing & Food Service Agreement period and/or prior to any departure will be charged the cost of changing the lock.
- When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original condition. Failure to do so will result in charges to the resident(s) of the room. Items left in the room after the Office of Residence Life has determined the room is vacant shall become the property of Richard Bland College. Room cleaning charges will be applied to those students' accounts who vacate without properly returning their room/apartment to its original condition.

## Noise

The residence halls exist to support and complement the academic mission of the College. Quiet Hours and Courtesy Hours provide standards of acceptable noise levels for residents to socialize, study, and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Noise shall include but not be limited to music, TV, voices, video games, and activities.

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

**Quiet Hours:** are in effect **9:00 p.m. through 9:00 a.m.** each day. Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside of the room or through walls. The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours.

During finals week, Quiet Hours are in effect twenty-four hours a day, beginning at 9:00 a.m. until the last scheduled exam. Failure to observe Quiet Hours or Courtesy Hours is considered conduct infringing on others and is a violation of residence hall policy.

**Amplification:** Placing stereo speakers or other sound amplification devices in windows, doorways, and common areas is prohibited unless for an approved event receiving prior written approval from the ORL. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers.

## Visitation

Visitors must abide by the posted visitation policies. Visitors include persons who live in other residence halls, commuter students, or persons who have no affiliation to RBC. No more than two (2) guests per resident are authorized at any given time unless prior written approval is received from the ORL. All guests must surrender a photo ID and be properly signed in by the on-duty staff member (RA, RD, and Security). Residents are responsible for policing the behaviors of their guests. Visitors can be asked to leave campus housing at any time for violation of hall rules and regulations. Residents and guests must follow the visitation policy and abide by the Student Code of Conduct.

#### Visitation Procedures:

1. Visitors must present a valid ID to the on-duty staff member.
2. The resident must be with their visitor when they arrive to be signed in.
3. The on-duty staff member will sign the visitor into the visitation log book.
4. At the conclusion of visitation, all visitors are required to vacate or be held in violation of the visitation policy.
5. Visitation hours: Sunday-Thursday (10am-12am) & Friday-Saturday (10am-2am).

**NOTE:** Residents living in another residence hall are considered visitors and must follow the visitation process and rules.

**NOTE:** Visitation Hours are subject to change. See the visitation policy in ORL for the most recently approved visitation hours.

## Overnight Guests

People not assigned to live in a specific apartment are considered guests and must abide by the guest policies. Overnight guests are allowed to stay overnight with prior consent of the resident's roommate/suitemates, notification to the Residential Director, completion of the RBC Residence Life Overnight Guest Visitation Form, and acceptance from the ORL. **Residential students are permitted overnight guests during the weekday if the guest is a residential student. The deadline for such submissions is 2:00 p.m. of the requesting date. Non-residential students can only stay overnight on Friday and Saturday.** All guests must present a picture ID to the hall staff before signing in as an official guest. Guests are allowed to stay no longer than three (3) consecutive days. No more than **two guests per visit are authorized inside each room. Unsanctioned parties or gatherings are not authorized.** Even with roommate and suitemate consent, residents may not host overnight guests for more than 10 consecutive weeks without special written approval from the Assistant Provost for Student Life. Violators must be reported to the ORL staff. Residents are responsible for monitoring their guest's behavior and assuring adherence to rules. Residents whose guest fails to abide by RBC or ORL rules and regulations will be subject to disciplinary action. Residents will be held financially responsible for damages caused by their guest(s). Students must abide by the posted visitation policies. All guests must surrender a photo ID and be properly signed in by the on-duty staff member. Guests can be asked to leave campus housing at any time for violations of hall rules and regulations. Residents must review and abide by the parking policy regarding visitor parking.

The overnight guest policy is in no way intended to provide the opportunity for, or encouragement of, cohabitation. Failure to gain each apartment mates written consent on the guest form and to properly register one's guest(s) will result in disciplinary action. Due to Fire Safety Regulations, students with overnight guests on each floor will be approved on a first-come, first-serve basis to prevent exceeding floor and or building occupancy levels.

## Roommate Success Tips

### COMMUNICATE

There is probably no other person in the world you will get to know as well as your roommate. Even if you bond instantly, there may be moments when your roommate's little quirks get on your nerves. Letting things fester can turn an annoyance into misery. Communication – both talking and listening – will be the key to a great relationship.

### PERSONAL BELONGINGS

Less is more. By the time you've managed to fit in two beds, a computer, and TV, how much room is left for clothes and a few books? There is no way you are going to duplicate all the comforts of home.

### BORROWING

Rule #1: Don't. Rule #2: If you absolutely must borrow something, always ask permission first. Return it in the promised timeframe and the condition it was in when borrowed. If you damage or lose something you borrow, you are responsible for replacing it. Can't afford to replace it? See rule #1. Nothing causes more strife between roommates and friends than borrowing – money, food, clothes, CDs, sports equipment, etc.

### NEATNESS

If the law of averages works, one of you will be neat and the other messy. Here is where you learn the great art of communication and compromise. Mom doesn't live here, but you do. The neat one will have to learn to tolerate life's imperfections. The messy one, well, it's time to start picking up after yourself.

### LIGHTS OUT

It's inevitable, one of you will have an 8:00 a.m. class and the other will want to study until 2:00 a.m. Work out routines for late night studying (is there a lounge?), late night returns (tiptoe and use a flashlight), and early morning classes (tiptoe out and dress in the bathroom). Everyone needs a good night's sleep.

### QUIET TIME

All residence halls have quiet hours. Loud music or socializing in the hall will not be appreciated by your fellow corridor-mates and is a one-way ticket to unpopularity and possible suspension from campus housing.

### IRRECONCILABLE DIFFERENCES

When the course of rooming does not run smoothly, seek guidance from your Residence Assistant first, Residential Director second, and finally the Assistant Provost for Student Life. But remember, not liking your roommate does not grant you a room change – this is college, and you will meet people from many different backgrounds.

## X. Solicitation

### Solicitation

Bulletin boards are provided in common areas to keep students informed of RBC activities. Posting on non-residential bulletin boards must be approved by the Director of Communications. Only active student organizations and College departments are authorized to post advertisements. Student organizations must seek approval from their faculty/staff advisor prior to advertising. Posting to residential bulletin boards requires approval from the Residential Director. Posting on main lobby doors, community windows, floors, ceilings, and building exteriors is prohibited. Material that is inappropriately posted or contains obscenities will be removed.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitations by RBC student organizations. Solicitation in the lobby or lounge areas requires prior approval from the Assistant Provost for Student Life or Assistant Director of Student Activities & Leadership for non-residential spaces. **Student rooms must not be used as places of business, nor can students advertise business functions.**

## XI. Compliance

## Disability Services under the Americans with Disabilities Act (ADA)

### Policy of Non-Discrimination on the Basis of Disability 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, and access to, or treatment in its programs and services. The Department of Student Success has been designated to coordinate compliance with the requirements of the Americans with Disabilities Act (ADA). A Telecommunications Device for the Deaf (TDD) is available by calling 711-VaRelay/ (804) 863-1615.

Students in need of accommodations not including housing must follow the procedures listed below:

- Submit their documentation(s) of their disability to the Student Success Center, c/o Deputy ADA Coordinator, (804) 862-6100 ext. 8563, 1<sup>st</sup> Floor – Library.
- Contact the Department of Student Success to schedule an appointment for accommodative services.
- Bring all appropriate documentation to the appointment, including but not limited to the most recent psychological educational evaluation of the student, his/ her most recent IEP (Individualized Education Plan), and medical documentation. During the meeting, a member of the Department will work with the student to determine the accommodation(s) he/she is eligible for based on the documentation provided.

**Students who desire special housing accommodations should follow the procedures contained below:**

- [Special Housing Accommodation Request Form](#)

### ADA Grievance Procedure

This is RBC's grievance procedure mandated under the Americans with Disabilities Act of 1990 (the ADA) and Section 504 of the Rehabilitation Act of 1973 (the Rehabilitation Act). The ADA and the Rehabilitation Act prohibit RBC from excluding people from participation in its educational programs or activities based on their disability, from denying them the benefits of such programs or activities, and from discriminating against such individuals. The ADA and Rehabilitation Act also require a process for grievances relating to disability-based discrimination. Complaints by students should be addressed to:

Richard Bland College of William & Mary  
Deputy ADA Coordinator  
11301 Johnson Road  
South Prince George, 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 laws and 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 the 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 rights 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 ensure that Richard Bland College complies with the ADA and implementing regulations.
8. The complainant can request reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made to the RBC President's Cabinet within ten (10) days of receipt of the written determination. Such requests must be submitted to the Director of Human Resources at the following address:

Richard Bland College of William & Mary  
Director of Human Resources  
11301 Johnson Road  
South Prince George, VA 23805

The Director of Human Resources, who is also the Equal Employment Opportunity/ Affirmative Action representative, coordinates ADA compliance.

## XII. Code of Conduct

### Code of Conduct

The Richard Bland College community shares a commitment to achieving our educational mission, vision, and strategic goals. The William & Mary Board of Visitors and the RBC 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 that supports the pursuit of academic learning and activities, respect for others, and the opportunity for personal growth and development. The College expects students and student organizations to abide by the Code of Conduct both on and off campus. The Code of Conduct for students applies 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 Code of Conduct will be applied to behavior occurring off campus on a case-by-case basis. This Code of Conduct exists to provide an environment conducive to the mission, vision, and values of the institution. Through this Code, 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 also contains specific provisions relating to colleges and universities. Violations of the *Code of Virginia* may result in the application of the College's Code of Conduct procedures, which may result in a student's expulsion from RBC.

**For complaints relating to student or employee discrimination, harassment, sexual misconduct, or retaliation pursuant to Title IX, please refer to the RBC website at <http://www.rbc.edu/why-rbc/faculty-staff/policy-manual/> for applicable policies and procedures.**

## XIII. Disciplinary Standards and Procedures

### Disciplinary Standards and Procedures

By authority of the William & Mary Board of Visitors, the RBC President has delegated the responsibility and authority for overseeing enforcement of policies governing student life to the Chair of the Student Conduct Board. The policies are designed to enable the College to protect itself and its members against the conduct of those who would impair or infringe upon the disciplinary rules of the College. The policies and procedures were formulated through the process of shared governance. This fact in no way abrogates the authority granted by the Board of Visitors to the RBC President and designee(s) to determine, manage, and maintain a system of discipline and safety in the College community. The Board of Visitors or the Richard Bland College President may alter or modify the rules concerning student conduct and discipline at any time.

The **Student Conduct Board** process is authorized to make a determination as to whether a student's conduct violates the Student Code of Conduct or the Honor Code. The applicable criterion of review is the preponderance of the evidence standard. Evidence is presented by the parties and/or witnesses called by the parties. The evidence presented may be in the form of, but is not limited to: (a) oral or written testimony from parties or witnesses; (b) affidavits and depositions; (c) police reports and memoranda; (d) properly signed court documents; or (e) other taped or written statements.

## Interim Suspension

Richard Bland College may take interim measures, as necessary, to assist or protect the complainant during the investigation, to address the safety of the complainant or any member of the campus community, or to avoid retaliation. If, in the judgment of the Chief of Police, Assistant Provost for Student Life, Title IX Coordinator, or the Chair of Student Conduct, the safety or well-being of any member of the campus community may be jeopardized by the presence on campus of the accused individual, any of the aforementioned individuals, in consultation with the RBC President, may provide interim remedies to address the short-term effects of harassment, discrimination, and/or retaliation and to prevent further violations. In the most grievous incidents, the decision may be made immediately by the Chief of Police or the Assistant Provost for Student Life to initiate interim measures to assist or protect the College community. Richard Bland College will seek the consent of the complainant before taking interim measures to the greatest degree possible, but consent is not required. Interim measures may include, but are not limited to, changes in classroom schedules or housing arrangements, no-contact order, bar from campus, escorts on campus, referral and coordination of counseling and health services, and modification of work or academic requirements.



## XIV. Standards of Conduct Violations

### Standards of Conduct Violations

Student conduct violations are divided into three distinct classifications: Conduct Against Community, Conduct Against Property, and Conduct Against Person. The following acts or omissions are prohibited. Examples of proscribed conduct below are not all inclusive. The College is within its rights to address any areas of misconduct that could constitute a threat to the safety of the campus community.

#### Alcohol and Drugs

Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication is prohibited, including on any owned, leased, or licensed campus property or at any College-related event. Students are not permitted to display empty or otherwise altered alcohol containers for the purpose of decoration/display. 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, including any owned, leased or licensed campus property or at any College-related event. **Students should review the alcohol and drug policy in Appendix 1 of this document.**

#### Endangering Health or Safety

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens, provokes, or endangers the health or safety of any person, including violation of the College's Discrimination, Harassment, and Sexual Misconduct Policy, is prohibited. Taunting or physically harassing or harming wildlife or other animals or creating an unsafe or hazardous environment involving wildlife or other animals on property owned or controlled by the College is prohibited.

#### Hazing

Hazing is prohibited. 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 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. Hazing incidents are a violation of the *Code of Virginia* and are a Class 1 misdemeanor. Hazing which causes bodily injury shall be reported to the Commonwealth's Attorney of Dinwiddie or Prince George County, who shall take such action as he/she deems appropriate.

#### Weapons

The possession, carrying, storage, or maintenance of any weapon by any member of the campus community, except law enforcement officials and other individuals authorized under the **Weapons Policy**, is prohibited on College property. Any individual who is reported or discovered to possess a weapon on College property or maintains or stores a weapon on College property in violation of this prohibition will be asked to remove it immediately. The presence of a prohibited item will result in disciplinary action, which may include termination from employment for employees or expulsion from college for students.

#### Prohibited conduct includes, but is not limited to:

1. Illegal or unauthorized possession of weapons, explosives, fireworks, 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 in others.
3. Possession of counterfeit, replica, or blank-firing firearms or realistic-looking toy firearms, knives, or swords. Students who live in residence halls may possess kitchen knives; however, such knives must be stored out of sight when not in use.

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**Comment [4]:** Please highlight for clicking.

4. Possession of pellet, paint, water, toy guns such as water/Nerf guns, 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.

Any such individual who is reported or discovered to possess a firearm or weapon on College property will be asked to remove it immediately from College property. Failure to comply may result in a Student Conduct Board referral, an employee disciplinary action, or arrest.

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 rules, policies, or regulations. Stun guns and tasers are prohibited.

**All students must comply with the College Weapons Policy and with the Richard Bland College Weapons regulation found at Virginia Administrative Code: 8 VAC 115-30-10 through 115-30-30.**

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.

#### **Open Flames on Campus**

"Open Flame" means any activity or device producing a flame, including, but not limited to candles, tiki torches, oil lanterns, butane burners, incense, campfires, bonfires, grills, and fire pits.

"College Property" means any property, vehicle or vessel owned, leased or controlled by Richard Bland College.

Open flames are prohibited on all College property, including within College buildings and facilities, except pursuant to a permit issued by the College.

Exceptions to the requirement for a permit are:

1. Activities taking place within the scope of academic coursework when under the supervision of the relevant faculty member;
  2. Flames created for the transient purpose of lighting a cigarette, cigar, pipe, or similar smoking article or device, provided such activity is in an authorized location, is otherwise lawful, and the burning or smoking elements are safely and responsibly disposed; and
  3. Small celebration candles used briefly and in an appropriate quantity in connection with a celebration, provided such activity is not left unattended, is in an authorized location, is otherwise lawful, and the smoking or burning elements are safely and responsibly disposed.
- B. Persons seeking to ignite an open flame must apply to the Department of Campus Safety and Police for a permit to perform the activity. Permits may be issued for a one-time event or activity, or on a recurring or on-going basis.
  - C. Applicants must apply at least five (5) working days in advance of the activity to ensure consideration. An applicant's history of compliance with previous permits will be considered in a decision to grant a permit.
  - D. Persons granted a permit are required to comply with all conditions of the permit.
  - E. In addition to individuals authorized by College policy, Richard Bland College police officers and representatives of the Department of Campus Safety and Police are lawfully in charge for the purposes of forbidding entry upon or remaining upon College property of those who are in violation of this prohibition.
  - F. Persons who fail to obtain a permit or to comply with its conditions are subject to arrest and to prosecution under the laws of the Commonwealth. Members of the College community are also subject to disciplinary action, including termination or expulsion.

### **Abuse of the Student Conduct System**

Abusing the Standards of Conduct System is prohibited, 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 or to any misconduct investigator.
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 before, during, or after a proceeding.
6. Failing to comply with the sanction(s) imposed by the Student Conduct Board or College Official.
7. Attempting to or influencing another individual to violate the Standards of Conduct.

### **Acts of Dishonesty**

Acts of dishonesty are prohibited, which include but are not limited to:

1. Cheating, plagiarism, or other acts of academic dishonesty.
2. Providing false information to any College official, faculty member, or staff, including Campus Police.
3. Forging, altering, or any misuse of any College document, record, or instrument of identification.
4. Violating the RBC Honor Code.

### **Disorderly, Lewd, or Indecent Conduct, or 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 is prohibited. Disorderly Conduct includes but is not limited to: any unauthorized use of any device to make an audio or video record of any person 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 includes, but is not limited to, furtively taking pictures of another person in a gym, locker room, or restroom. **NOTE: students are required to be fully clothed when in public areas on campus.**

### **Disruption or Obstruction of College Activities**

The following constitutes misconduct:

1. Participating in an on or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of another member of the College community.
2. Leading or inciting others to disrupt a scheduled and/or normal activity on College property.
3. Obstructing the free flow of traffic (pedestrian or vehicular) on College property or property immediately adjacent thereto or at College sponsored or supervised events.
4. Failing to comply with directions of College officials or law enforcement officers performing their duties and/or failing to identify oneself to these individuals when requested to do so.

### **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, regulation, or ordinance may result in disciplinary action if it is determined 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.

### **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. A larceny under \$200.00 is a misdemeanor. If the value of the property exceeds \$200.00, it is a felony. If it is a larceny of \$5.00 or more from off a person, then it is grand larceny, which is a felony.

#### **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
5. Interfering with the normal operation of the College computing system by using computing facilities and resources.
6. Sending obscene or abusive messages and photographs or videos using computing facilities and resources or similar personal resources.
7. Violating copyright laws using computing facilities and resources.
8. 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 Code Section: 100 – Conduct Against Community**

Students shall not endanger the health and safety of the campus community. This includes but is not limited to possession of weapons, acts of dishonesty, infractions of conduct policies, disruptions of the peace, distribution or possession of an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia, or the distribution or possession of alcohol regardless of age.

#### **Subsection 1 – Weapons**

100.0 - Violating the Weapons Policy and/or the Richard Bland College Weapons On-Campus Regulation as written in the Virginia Administrative Code, 8 VAC 115-30-10.

100.1 - Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or combustibles on College premises.

100.2 - Use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

100.3 - Knives are prohibited on campus. Students who live in residence halls may possess kitchen knives for the purpose of cooking; however, such knives must be stored out of sight when not in use.

100.4 - 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 rules, policies, or regulations.

100.5 – Use or storage of stun guns and tasers on college property or College sponsored events.

#### **Subsection 2 – Drugs**

101.0 – Smoking illegal substances on property belonging to or controlled by Richard Bland College.

101.1 - Use, possession, manufacturing, or distribution of drug-related paraphernalia or the misuse of legal pharmaceutical drugs.

### **Subsection 3 – Alcoholic Beverages**

102.0 – Possession of an alcoholic beverage on property belonging to or controlled by Richard Bland College including college sponsored events or trips.

102.1 – Storing or displaying alcoholic beverages (sealed and or empty) containers. This includes posters containing imagery promoting underage drinking.

102.2– Public intoxication, drunkenness, or activities related to the consumption or possession of alcoholic beverages that infringe on the rights of others.

### **Subsection 4 – Acts of Dishonesty**

103.0 – Students shall not intentionally provide or give false, written or verbal, information to any Richard Bland College employee, contracted employee, or government official as a means to obtain services or mislead employees acting in the performance of his/her duties. Forging, altering, or any misuse of any College document, record, or instrument of identification is prohibited.

103.1 - Violations of the RBC Honor Code.

103.2– Students shall not fail to comply with any disciplinary sanction imposed upon them by the Student Conduct Board or other authorized College official.

103.3 - Students shall not misrepresent other students which includes using another person's identification or password.

### **Subsection 5 – Visitation & Unauthorized Entry**

104.0– Violating prescribed visitation policies.

104.1– Guests who remain in another student's room while illegal visitation is occurring shall be considered a participant and in violation.

104.2– Students will be responsible for informing their guests and nonstudents of College policies and will be held accountable if their guests violate College policies.

104.3– Students shall not enter or remain in a private room, office, or restricted area under the control of another student, faculty member, or College official except by permission or invitation. This includes unauthorized individuals entering a College building, room, or roommate dresser or personal storage that has been locked or by other means restricted.

104.5 - Residential students and all guests are expected to respect quiet and courtesy hours.

104.6 - Pets and wildlife are not allowed in any Residence Hall or campus building other than small aquatic fish and service animals.

### **Subsection 6 – Disruption & Disorderly Conduct**

105.0 - Any conduct that is disorderly, lewd, or indecent; a breach of the peace; or encouraging or requesting 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 is prohibited.

105.1 – The act of obstructing the free flow of traffic during college sponsored or supervised events is prohibited.

105.2– Students shall be fully clothed when in public spaces on the campus of Richard Bland College. Not being fully clothed is prohibited.

105.3– Refusal to follow directives given by Richard Bland College employees or contracted employees, including but not limited to presenting a student ID card and/or proof of identification when requested.

105.4 – Hall Sports (ball playing, bicycles, roller blades, scooters, hoverboards, and skateboards) are prohibited in any campus operated buildings.

105.5 - Participating in riots or disturbances with the purpose to commit or incite actions that present a clear and present danger to others or College property is prohibited.

## Conduct Code Section: 200 – Conduct Against Property

Students shall not remove or damage the property belonging to another. This includes but is not limited to destruction of Richard Bland College (RBC) furniture, theft or damage to RBC computer equipment, illegal tampering with firefighting equipment, or violating fire code regulations.

### Subsection 1 – Fire Code

200.0 – The Virginia Fire Code prohibits the use of extension cords, multi-plug adapters, and ungrounded three-prong adaptors in the residence halls.

200.1 – Students shall not, without authorization, operate or tamper with any firefighting equipment, except for the purpose of extinguishing a fire.

200.2 – Improper use of electrical appliances or wiring that creates a fire hazard.

200.3 - Inappropriate or dangerous activities involving fires, open flames, candles, matches, or other flammable materials are prohibited in all residence halls, or in any buildings owned or operated by Richard Bland College.

200.4 - Persons who knowingly give or turn in a false alarm of fire by ringing fire bells or giving any other common or recognized alarm of fire are guilty of endangering the lives of other people, which may cause damage to the persons and/or equipment responding to such false alarm.

200.5– Blocking or in any way preventing the use of fire exit doors, room doors, or building hallways.

200.6– Smoking or suspicion of smoking of any substance (including vapor e-cigarettes) is NOT ALLOWED in campus buildings (including student rooms, suites, bathrooms, or classrooms) within 25 feet of a building door. Smoking is prohibited in all vehicles owned, rented, or leased by RBC.

200.7– Hoverboards or items that are deemed a fire hazard or endanger the health & safety of the college community are prohibited on campus.

200.8– Open flames of any kind are not permitted inside campus buildings; this includes: incense, candles, and oil burning lamps. Exceptions are made when flames are a part of academic or training related activities and supervised by a college staff or faculty member with appropriate approvals.

#### **Subsection 2 – Property Damage**

201.0– Defacing or vandalizing college property to include land, buildings, or equipment.

201.1 – Defacing or vandalizing the property of others.

201.2– Students shall not remove, exchange, or alter arrangements of any college property without permission from the appropriate authority.

#### **Subsection 3 – Computer Equipment**

202.0 – The theft and/or abuse of computer facilities and resources.

202.1 – Entering or transferring a file into a file for any purpose without authorization.

202.2– Downloading copyrighted content.

202.3– Students shall not use unauthorized devices while completing an assignment.

202.4 - Inappropriate and/or unauthorized use of any college operated technology device or resource outside the academic scope.

## **Conduct Code Section: 300 – Conduct Against Person**

Students shall not engage in violations of conduct directed at an individual or individuals. This includes but is not limited to hazing, fighting, harassment, robbery, and violations of roommate agreements.

#### **Subsection 1 – Endangering Health & Safety**

300.0 - Causing physical harm to any person or exhibiting threatening behavior, including bullying or intimidation, , or behaving in a manner that a reasonable person would find alarming or intimidating is prohibited. This includes food fighting and actions that occur via social media, email, text messaging, or video chat.

300.1 - Students shall not throw an object that has the potential to deface or damage College property or bring injury to persons. Water balloons (unless during a College sanctioned activity), fireworks including smoke grenades, or any other object that may be deemed a projectile by RBC representatives are prohibited. Snowballs shall be deemed a projectile when aimed at an RBC official or non-participating student. Snow and ice are prohibited inside all buildings on campus.

300.2 – Three or more violations of the roommate agreement shall result in disciplinary measures up to and including removal from the residence hall.

300.3 - Hazing, including acts which endanger the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a

condition for continued membership in, a group or organization is prohibited. The express or implied consent of the victim, tradition, and intent of such acts are not valid defenses.

300.4 – Attending an event or activity where hazing is occurring is not permitted.

300.5 – Sending or posting obscene, threatening, harassing, or abusive messages is prohibited.

300.6 – Using electronic or other devices to make an audio or video recording of the private activities of any person without his/her prior knowledge or without his/her effective consent is prohibited.

300.7 – Online behavior that poses a direct threat to the campus community or otherwise impairs achievement of the educational objectives of the College is prohibited and may result in disciplinary sanctions.

#### **Subsection 2 – Theft and Gambling**

302.0 – Participating in a game for any sum of money or other property of any value is prohibited. Making any bet for a fee, directly or indirectly give or accept anything of value to be wagered or to be transmitted or delivered for a wager is prohibited. This excludes organizational approved fundraising raffles.

300.1 – The attempted or actual possession of another's property without their authorization to include robbery and burglary is prohibited.

## **XV. College Department of Campus Safety and Police**

### **Mission**

The mission of the Richard Bland College Department of Campus Safety & Police 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 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 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 the police will assist the individual in contacting the necessary counseling service. There are several emergency call boxes located at various sites across campus.

Contact the College Department of Campus Safety & Police @ 804-862-6111 for all fire, medical, and police emergencies. The department is located at 510 Carson Drive, next to the facilities building.

### **Emergency Call Boxes**

Emergency call boxes are located strategically across campus. They are relatively simple to use and may be activated to request assistance. 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 police officer. If a student has any questions concerning the call boxes, please call Campus Safety and Police at (804) 862-6111.



## Campus Parking, Vehicle Registration, and Traffic Rules

This policy establishes parking and traffic rules and imposes the requirement of vehicle registration for faculty, students, and staff to park their vehicles on the College campus. All motor vehicles are subject to College traffic rules and Virginia traffic laws while on campus. The College assumes no responsibility for loss or damage to private property. All traffic signs must be obeyed. The 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 manner, 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.

The College parking and traffic rules are designed to allow safe pedestrian and vehicular movement, to ensure emergency vehicles and personnel access to buildings and spaces, to provide orderly parking of vehicles on campus, and to provide for an equitable distribution of parking spaces with appropriate priorities.

### A. Registration of Vehicles

Richard Bland College is a decal-controlled community. As such, 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's Department of Campus Safety and Police.

1. Parking decals will be available at the Campus Safety & Police Department:
  - a. For students – upon payment of tuition and fees.
  - b. For full and part-time College staff – upon hire and annually thereafter.
  - c. For faculty – upon hire and annually thereafter.
2. Parking decals will be issued to students, faculty, and staff 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 must notify the College Department of Campus Safety & Police immediately.
3. All parking decals must be obtained and displayed by the beginning of the semester.
4. Failure to obtain or display a parking decal is a violation of the Code of Conduct (students) and a violation of this College policy.

### B. General Parking Rules

1. All students must display an RBC parking decal.
2. Decals shall be displayed on the backside of the rearview mirror located inside the vehicle.
3. Students not obtaining or displaying their parking decal will be subject to a parking citation.
4. All parking signs shall be obeyed.
5. Generally, parking is prohibited on:
  - a. Grass plots,
  - b. Tree plots,
  - c. Construction areas,
  - d. Sidewalks,

- e. Any place that will mar the landscaping of the campus,
  - f. Any area that will create a safety hazard, and
  - g. Any area that will interfere with the use of College facilities.
6. Parking is prohibited at all times on all campus roads, at crosswalks, and in all fire lanes whether marked by painting in the lane or by signage.
  7. 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.
  8. Any motor vehicle or trailer parked in violation of College parking rules or abandoned on-campus is subject to removal and impounding at the expense of the owner or operator.

#### **C. Parking Lots**

1. Parking rules will be enforced from 8:00 a.m. until 5:00 p.m. Monday through Friday when school is in session, and citations will be issued to students, faculty, and staff for parking violations.
2. **Students and visitors are not authorized to park in Faculty/Staff parking areas, unless prior approval is received from the Department of Campus Safety & Police.**
3. Parking is provided in the following parking lots as indicated below:

##### All students:

- East side of Johnson Road at Maze Hall, and
- West side of Johnson Road at the Soccer Field.

##### Residential Students:

- Student Village parking lots at Freedom and Patriot Halls.

##### Faculty/Staff:

- SSHE parking lot,
- McNeer parking lot,
- Statesman parking lot,
- Commons parking lot, and
- Maze parking lot.

##### Visitors:

- Commons parking lot.

#### **D. Residence Hall Parking**

1. The Student Village provides parking to residential students, Residence Life staff, and approved visitors.
2. Students must display a residential parking decal or proper visitor's parking pass issued by the Office of Residence Life (ORL) or the Department of Campus Safety and Police for all parking, including any handicapped parking spaces.
3. Residential students who are hosting guests must bring their guest(s) to the ORL Office during normal business hours to obtain a visitor parking pass. After normal business hours, the host may contact the on-duty Residence Hall Director to obtain a visitor parking pass. The visitor pass must 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 passes and are subject to fines and sanctions for violations.

4. Visitors with approved visitor passes are permitted to park in the spaces designated for visitor parking.
5. Students who are unable to obtain a student decal because it is after hours must contact the on-duty Residence Hall Director to obtain a visitors pass.
6. Failure to have either a RBC decal or residence life visitor pass will constitute a parking violation.
7. Residential students are permitted to use the visitor pass until the next available business day.

#### **E. Violation Sanctions**

1. All parking violation fines are assessed at \$30.
2. An additional delinquency penalty of \$10 will be assessed for failure to pay fines within two weeks.
3. Students that fail to pay fines will be sanctioned by:
  - a. No academic credit.
  - b. No transcript or grades issued.
  - c. No re-admittance until settlement of the account.
  - d. Repeat offenders (three or more violations in a semester) and failure to pay fines (beyond a two-week delinquency period) can result in student discipline hearings.

#### **F. Appeals**

1. The appeal of a citation for a parking violation must be made in writing within fourteen (14) days of the issuance of the citation, and must be submitted to the Business Office.
2. Appeals must be made by the person to whom the ticket is written.
3. The Student Conduct Board will review and render a decision for all student violations. Decisions of the Board are final.

## **Campus Safety & Security**

Students are urged to be cognizant of their safety and security needs while on and off campus. An escort service is available by contacting RBC Police 804-862-6111.

Students and other authorized personnel must utilize their RBC Identification Card (herein referred to as the "RBC Card") issued by RBC. The RBC Card is issued to each student during his or her initial registration, and it is valid for his or her entire stay at RBC. The RBC Card provides access to the cafeteria, some sporting events, the bookstore, and the library, as well as to the front door entrance to the residence halls. All cards will be deactivated at the close of each semester to ensure the residents' safety and security. Carry your RBC Card with you at all times. There is a \$20.00 fee for replacing a lost card. Please take note of the following:

- Though RBC takes all reasonable precautions, our campus is a public area and therefore not immune to the dangers of modern society. Therefore, as RBC cannot absolutely guarantee the safety and security of the premises at all times, the College expects students to take reasonable precautions to protect themselves and their property.
- Resident's may not lend their RBC card to anyone; your RBC card is for your use only.

Failure to comply with this requirement will result in immediate disciplinary action as it endangers the safety of all residents.

- Do not hold the front door open for other people. All authorized residents have an access card.
- **Do not prop exit doors open.** For safety and security reasons, exterior, stairwell, and fire doors should not be left propped or intentionally unsecured at any time.
- Keep your residential room door locked at all times.
- Immediately report a lost key or lost access card to the Office of Residence Life or the Department of Campus Safety and Police.
- Do not allow other students to borrow your key or access card.
- Report doors that do not close and/or lock, lights that do not work, or any other safety or security problem in your academic building or residential building to the Office of Residence Life or the Department of Campus Safety and Police.
- Report suspicious circumstances (people or events) to the Residence Hall staff or RBC Department of Campus Safety & Police.
- The roofs, attics, and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.

#### **Bomb Threats**

All bomb threats will be considered real. The person receiving the bomb threat call should then immediately call the Department of Campus Safety & Police at 804-862-6111. Suspicious packages, boxes, or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, students should keep the area clear and contact the RBC Police immediately at (804) 862-6111.

#### **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 or designees 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 the building.
- 2) Call Campus Police (804) 862-6111.
- 3) Fire alarm pull stations are to be used only for fire and fire drills.

#### **Bicycle Policy:**

All bicycle users must adhere to the Virginia laws 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:**

Richard Bland College does not authorize activities that have the potential to create excessive noise or inflict damage upon College property or cause physical injury. Students are expected to use good judgment and common sense when riding bicycles, skateboards, longboards, scooters, and rollerblades on campus. **Hoverboards are banned from campus due to fire hazards.** 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.

## **Fire Safety**

Richard Bland College places high importance on promoting fire safety and encouraging all students to take leadership in this area. Students will participate in regular fire drills and attend periodic fire safety programs in order to understand how to manage the risks and respond appropriately in case of emergency. Students living on campus must exercise care and caution to prevent fires. All students and visitors must abide by all Fire Safety Regulations. Fire safety equipment is installed in each building on campus. **Students or guests are not permitted to tamper with fire safety equipment, including fire extinguishers, smoke detectors, sprinklers, and fire exit doors.** Setting off false alarms or discharging fire extinguishers are serious violations. Students and guests are not permitted to have in campus buildings items with open flames, including, but not limited to candles, hot plates, grills, and space heaters. Residential students should review the non-permitted items list for a complete listing. The Office of Residence Life reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others. All students are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, such as fireworks, gun powder, gasoline, etc., is prohibited within the residence halls.
2. The integrity of all ceilings, floors, and walls must remain intact and not be disturbed. Light fixtures must have a proper globe or deflector in place. Any open bulb fixtures are a fire hazard and must be reported to ORL.
3. The possession or use of halogen lamps is prohibited.
4. The possession, lighting, or burning of candles, incense, oil lamps, gas lanterns, outdoor grills, or any device capable of producing an open or enclosed flame or odor is prohibited in all student residences.
5. Students found to be tampering with fire alarms, smoke detectors, or fire extinguishers are subject to RBC disciplinary action and or legal prosecution. The same sanctions apply for calling an ambulance or firefighting apparatus without just cause.
6. Window decorations other than college furnished shades, drapes, or blinds may be used but must carry a recognized fire rating and be constructed of fire retardant material.
7. According to the International Fire Code 805.1.2, adopted as law by the Commonwealth of Virginia, no more than 10% of a residence hall room's wall surface area may be covered by potentially flammable objects. This includes but is not limited to posters, framed pictures, photos, flags, tapestries, or any other decorative object that is mounted on the wall. Residents in residence hall rooms that approach or surpass this 10% level may be required to remove items as necessary to comply with fire safety requirements. Additional wall coverings (e.g. paneling, wallpaper, tapestries, etc.) may not be installed by occupants. In addition, wall hangings should not come into contact with electrical outlets or come closer than 12 inches to the heating unit. Hanging any object or item from ceilings or fire sprinkler heads is prohibited.
8. Room doors, corridors, stairways, and building exits must be kept clear of obstructions at all times. Fire doors on corridors and in stairways must be kept closed at all times.
9. All residents and guests must evacuate any building in which a fire alarm sounds. Persons refusing to evacuate constitute a hazard to fire officials and will be subject to disciplinary action.

## XVI. Sanctions

### Sanctions

Students are expected to display appropriate behavior at all times. Students who are found responsible for having violated RBC's on- and off-campus conduct policies while enrolled at RBC will face consequences. Infractions of RBC policy can lead to a warning up to suspension or expulsion from the College.

**Sanctions:** Sanctioning is a method to provide accountability for one's actions and educate students on how their actions affect themselves and the College community. 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 Code of Conduct will be considered and may impact subsequent sanctioning decisions. Students who are found in violation of the Code of Conduct will face consequences through appropriate sanctioning. Sanctioning may include, but is not limited to:

- Disciplinary written warning
- Disciplinary probation
- Sanction hours
- Disciplinary Expulsion from the College
- Dismissal from the residence hall
- Restitution
- Program development
- Other sanctions as deemed appropriate

## XVII. Conduct Hearings

### Administrative Residential Hearing

The Office of Conduct and Integrity reserves the right to administratively hear minor violations of residential policies and other violations as deemed appropriate by the Assistant Provost for Student Life and the Chair of the Student Conduct Board. Students will be afforded the same basic rights of notice as with Student Conduct Board hearings. The administrative hearing officer shall be assigned by the Assistant Provost for Student Life. Decisions by the administrative hearing officer may be appealed to the Assistant Provost for Student Life. Decisions at that level are final. **Violations of the Code of Conduct that involve drugs, weapons, or fighting are required to follow the Student Conduct Board hearing process.**

### The Student Conduct Board

The Student Conduct Board ("Board") upholds the College's "Code of Conduct" and Honor Code to provide an environment conducive to the mission, vision, and values of the institution through the resolution of student conduct incidents and education.

- 1) **Student Conduct Board Composition:** The Student Conduct Board shall be comprised of seven members determined as follows: Three RBC students approved by majority vote of the Student Assembly, two faculty members recommended by majority vote of the Faculty Assembly, and two administrators reviewed and recommended by the President's Council. All seven members chosen must also be approved by the RBC President. There must be at least three members of the Board present at a hearing, and of those three, one member must be a faculty member, one must be a student, and one must be an administrator. The Chair of the Student Conduct Board, a non-voting member, will be designated by the RBC President. To help ensure neutrality, the Chair of the Student Conduct Board shall conduct regular training to maintain a current listing of eligible board members. Board members cannot be approved without having received the Student Conduct Board Training.
- 2) **Chair responsibilities:** the Chair is responsible for the overall performance and flow of the Student Conduct Board, which includes the following:
  - a) Review alleged misconduct and determine if a hearing is needed.
  - b) Write the respondent a notification letter.
  - c) Inform Board members about the date, time, and location of the hearing.
  - d) Serve as spokesperson for the Student Conduct Board.
  - e) Ensure all procedures are followed by the Board.
  - f) Write the decision letter.
  - g) Follow-up on the completion of sanctions.

- 3) **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, or Honor Code for alleged Honor Code violations, to verify a violation occurred.
  - h) Be open, creative, and thorough when determining sanctions.
  - i) Refrain from discussing individual decisions with other board members prior to submission of comment sheet.

## Student Conduct Board Procedures

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

When determining if a Code of Conduct or Honor Code violation has occurred, the “**preponderance of the evidence**” standard will be used. This standard requires a majority of the Board members to decide that the greater weight of the evidence indicates that the Responding Party is responsible regarding the allegations. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.

#### A. Rights and Duties of the Respondent

- 1) **Right to Freedom from Harassment and Retaliation.** The right to be free from harassment, intimidation, and coercion, including attempts to change testimony. Any violations of this right may be considered a serious violation of the Student Code of Conduct.
- 2) **Right to Pre-hearing Notice.**
  - a) The right to preliminary written notice of the nature of the allegations received from the Reporting Party as soon as practical and not less than 72 hours in advance of a hearing.
  - b) The right to subsequent written notice of the formal charges and of the date, time, and location of any hearing no fewer than 72 hours in advance of the hearing.
  - c) If a student does not appear after being properly notified of the date, time, and location of the hearing, the Student Conduct Board may proceed with the hearing in the absence of the student.
- 3) **Right to Know the Evidence to be Presented.** The Respondent will have the opportunity to inspect, review, and request copies of all evidence to be considered by the hearing panel at least 48 hours prior to the hearing. The Respondent may be required to sign an agreement that he/she will not make copies of or disseminate the work product of an instructor or other materials containing information about other students that are protected under the Family Educational Rights and Privacy Act and must return the materials immediately after the hearing. The Respondent will be instructed that failure to abide by the agreement may be considered a serious violation of the Student Code of Conduct.
- 4) **Right to Assistance.**

- a) The right to the presence of a silent supporter (who may be legal counsel) and one immediate family member to attend the hearing. Neither the silent supporter nor the family member may participate in the hearing in any manner.
- 5) **Right to Confidentiality.** The Respondent has the right to confidentiality regarding all matters related to the alleged violations except from those who have a legitimate educational interest in the information under the Family Educational Rights and Privacy Act. Violations of that right may be considered an infraction of the Code of Conduct.
- 6) **Right to Receive Post-hearing Notification.** The right to be notified of the outcome of the hearing following post-hearing review by the Office of the Assistant Provost for Student Life in coordination with the Chair of the Student Conduct Board within five working days after the conclusion of the hearing.
- 7) **Rights within the Hearing.**
  - a) The right to the presumption of innocence until the panel has found the student in violation by a preponderance of the evidence.
  - b) The right to a separate hearing on each charge if multiple unrelated charges have been filed.
  - c) The right to request a separate hearing if two or more students are charged with the same offense.
  - d) The right to present evidence relevant to the charges and, if necessary, possible sanctions and to request the presence of necessary witnesses. The number of witnesses may be limited by the Chair if the Chair finds the proposed testimony will duplicate that of the other witnesses or the proposed testimony is immaterial. The Respondent may submit written statements from witnesses in lieu of personal appearances.
  - e) The right to ask relevant question of all witnesses.
  - f) The right to a closed hearing, and the right to request an open hearing.
- 8) **Right to be Free from Conflict of Interest.**
  - a) The right to have the Reporting Party or witnesses barred from participating in the matter in any other capacity.
  - b) The right to request that a Board member be removed from his/her case on the grounds of possible bias or conflict of interest. The Respondent must provide reasons as to why the Board member in question is unable to hear the case fairly, and the decision whether to grant the request is left to the Chair, who, where such a request is rejected, will provide a written explanation.
- 9) **Right to Prepare for Appeal.** The right to review the documentary evidence and recording in preparation for an appeal. The review must occur in the presence of a member of the Assistant Provost for Student Life's staff.
- 10) **Right to Waive any Rights.** The Respondent has the right to sign a knowing and voluntary waiver of any of the rights accorded.
- 11) **Duty to Cooperate.** The Respondent will reasonably cooperate with the investigation and, if necessary, hearing. This duty includes answering questions fully and honestly and presenting requested information; however, the Respondent has the right not to answer questions if he/she is facing charges in criminal court for the same or similar behavior. Lying in the course of an investigation or hearing may be considered a separate violation of the Student Code of Conduct. This duty also includes complying promptly with requests for meetings or information.

#### **B. Rights and Duties of the Reporting Party**

- 1) **Right to Freedom from Harassment and Retaliation.** The right to be free from harassment, intimidation, and coercion, including attempts to change testimony. Any violations of this right may be considered a serious violation of the Student Code of Conduct.



- 2) **Duty to Preserve Confidentiality.** The Reporting Party will keep all matters regarding the conduct or honor case confidential except from those who have a legitimate educational interest in the information under the Family Educational Rights and Privacy Act.
- 3) **Right to Know the Outcome of the Case.** Faculty reporters will have the right to know the outcome of the case, both following the hearing, and if applicable, the appeals process. This right does not extend to all case materials. Due to the protections afforded student records, this provision does not extend to those who do not have a legitimate educational interest in receiving the information.
- 4) **Right to Know Grounds for Dismissal of Case.** Faculty reporters will have the right to know the basis for dismissal of a particular case, regardless of the stage at which the case is dismissed, if such knowledge serves a legitimate educational purpose.
- 5) **Right to Request Student not Participate in End of Semester Evaluations.** A faculty member who reports a student for a potential violation of the Honor Code or Code of Conduct will have the right to request that the student be excluded from conducting a formal end of semester evaluation.
- 6) **Duty to Cooperate.** The Reporting Party will cooperate reasonably with the investigation and, if necessary, hearing. This duty includes answering questions fully and honestly and presenting requested information and complying promptly with requests for meetings or information.

### C. Rights and Duties of Witnesses

1. **Right to Freedom from Harassment and Retaliation.** The right to be free from harassment, intimidation, and coercion, including attempts to change testimony. Any violation of this right may be considered a serious violation of the Student Code of Conduct.
2. **Duty to Preserve Confidentiality.** Witnesses will keep all matters regarding the case confidential.
3. **Duty to Cooperate.** Student witnesses will reasonably cooperate with the investigation and, if necessary, hearing. This duty includes answering questions fully and honestly and presenting requested information; however, the witness has the right not to answer questions if he/she is facing charges in criminal court for the same or similar behavior. Lying in the course of an investigation or hearing may be considered a separate violation of the Honor Code. This duty also includes complying promptly with requests for meetings or information.

**All participants have the responsibility to be completely truthful with the information they share at all stages of the process. Any individual who knowingly or intentionally provides false information as part of a report, investigation, or hearing will be subject to discipline in accordance with the procedures set forth in the applicable Student Handbook, Policy Manual, or Faculty Handbook. This provision does not apply to information that is not substantiated or proven by a preponderance of the evidence.**

**Student Conduct Board Appeal Process:** If the Respondent wishes to appeal the decision of the Student Conduct Board, he/she must submit an official letter of appeal to the appellate authority, the Chief Development Officer, 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 RBC policies and procedures.
- 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 that were not known to the Respondent at the time of the original hearing.

If one or more of the criteria is met, the appeal will be granted. The Chief Development Officer ("appellate authority") will provide to the Respondent a written decision within thirty days of receiving the appeal either denying the appeal or granting the appeal and remanding the case back to the Board for a new hearing. In either case, the appellate authority will provide the basis for the decision. If remanded, the Respondent will have another hearing based solely on the applicable appeal criteria found by the appellate authority. The hearing will be conducted in accordance with the Student Conduct Board Process and Procedures for On-Campus Misconduct.

1. **Off-Campus Student Misconduct Process:** A student's off-campus misconduct and/or actions will be reviewed by the Chair of the Student Conduct Board 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 to the safety of the campus community would be areas of misconduct that could result in 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.
2. **Postponement of Hearings:** A Respondent may request one postponement of a hearing by contacting the Student Conduct Board Chair (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 may require written verification of the reason claimed from the affected witness/witnesses, consultant/counsel, family member(s), or a healthcare provider as appropriate.

1. **Student Removal from Campus:**  
**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 from the College. A notice and hearing should follow as soon as practicable.**
2. **Board Member Ethics and Confidentiality:**
  - a. Information regarding a hearing or sanctioning status must not 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 that 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.
  - g. Any failure of the requirements above may result in disciplinary action.

**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 Chair of the Student Conduct Board, in conjunction with the Assistant Provost for Student Life and the Chief of Police shall 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 issuance of a summons may be carried out simultaneously with the above action. It is not necessary to wait for the completion of the RBC 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 any of the incidences below.

1. 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.
2. 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.
  - a. All students, faculty, and staff of Richard Bland College are required to complete Title IX training annually.
  - b. **For misconduct involving student or employee discrimination, harassment, sexual misconduct, or retaliation pursuant to Title IX, please refer to the RBC website at <https://www.rbc.edu/my-rbc/title-ix/> or applicable policies and procedures.**
3. Illegal Drugs – Possession or distribution of an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia, Chapter 34 of Title 54.1 of the *Code of Virginia*. The list of illegal drugs includes, but is not limited to, marijuana, hashish, amphetamines, LSD compounds, rohypnol (date rape drug), mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens including Spice, K2, and synthetic marijuana. **Students who are suspected of possessing/using these drugs without proper doctor's prescription may be dismissed from the College and held responsible in accordance with the Drug and Alcohol Policy located in Appendix 1 of this document.**
4. Possession/use of a weapon(s) – using, possessing, or threatening to use a weapon or any object as a weapon.
5. More than two violations of the College's Student Code of Conduct or Honor Code.
6. 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

1. If the violation requires immediate attention, please call the Richard Bland College Department of Campus Safety and Police at (804) 862-6111 and they will call the Chair of the Student Conduct Board or Assistant Provost for Student Life if appropriate.
2. If the violation is egregious enough to warrant arrest, the accused may be removed from housing and/or campus until the Student Conduct Hearing is convened and the Student Conduct Board submits their findings.
3. A findings report is submitted to the Chair of the Student Conduct Board, the Assistant Provost for Student Life, and the Chief of Police.
4. The accused is notified through a pre-hearing process 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.
5. The accused completes a pre-hearing notification form.
6. If the individual admits he/she is responsible, sanctions will be administered.



# Appendix 1: Drug and Alcohol Policy

## Drug and Alcohol Policy

In keeping with the Federal Drug-Free Schools and Communities Act Amendments of 1989, which require that all College students receive annual notice of the laws regarding alcohol and other drug use, the following information is offered:

Members of the College community enjoy a high degree of personal freedom, guaranteed by the United States, the Commonwealth of Virginia, and the Richard Bland College's Statement of Rights and Responsibilities. That freedom exists within the context of local, state, and federal law and the obligations imposed by College regulations. The Student Handbook is the official document describing College policy for student behavior, the student discipline system of Richard Bland College of William & Mary, and sanctions for violation of College policy.

- Richard Bland College clearly prohibits the use and distribution of illicit drugs and the abuse of alcohol.
- Violations of local, state, or federal law also constitute violation of College regulations.
- When a student is charged with a violation of law, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action. Behavior off-campus is subject to disciplinary action.

### Alcohol Policy and Sanctions

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. The sanctions for violation of this regulation shall range from warning to dismissal and will usually include alcohol education or treatment.

### Drug Policy and Sanctions

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens including Spice, K2, and synthetic marijuana, except when taken under a physician's prescription in accordance with law.

College regulations, in conformity with federal and state statutes governing drug use, provide the following:

- Manufacturing or providing drugs to others is prohibited. The penalty for violation of this regulation shall range from disciplinary probation to dismissal from the College.
- Possession or consumption of drugs is also prohibited. Possession of drug paraphernalia is prohibited. The penalty for violation of this regulation ordinarily shall range from probation to dismissal.

## I. Legal Sanctions

Members of the Richard Bland College community should be aware of legal penalties applied for conviction in cases of drug and/or alcohol abuse. An offense is classified in the Code of Virginia as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

### Alcohol

Virginia's Alcohol Beverage Control Act contains a variety of provisions governing the possession, use, and consumption of alcoholic beverages. The Act applies to all students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, and sanctions for violations, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### **Controlled Substances and Illicit Drugs**

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended.

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury of the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to \$500,000.
7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

## II. Risks

Richard Bland College is dedicated to the education of students and employees about risks associated with the abuse of alcohol and other drugs. Descriptions of some of these health risks are offered below. In addition, behavioral difficulties at work or in school, in relationships, and with the law can be linked to the abuse of alcohol and other drugs.

### Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car or walk home safely. Low to moderate doses of alcohol also are associated with increased incidence of a variety of aggressive acts, including sexual assault, vandalism, and fighting. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn, memorize, and perform academically, sometimes for weeks after the drinking occurrence. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to impairment, high tolerance, and dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants often have irreversible physical abnormalities and mental retardation. Research indicates that children of alcoholic parents have a greater risk of becoming alcoholics.

## III. Area Resources Related to Substance Abuse

Students in the College community have access to several sources of assistance for substance abuse problems.

### Campus Educational and Consultation Resources

- Richard Bland College Counseling Services: 804-862-6263
- District 19 Community Service Board Crises Hotline: 804-862-8002
- Richard Bland College Police: 804-862-6111
- Division of Student Life: 804-862-6161

## IV. Minimum Sanctions Applicable for Alcohol & Drug Violations

Discretion may be used in applying sanctions in cases where violation is of such a nature to warrant additional or more severe actions. Students dismissed from College are entitled to no refunds of College fees or tuition/room and board.

**First Offense** – program development and conference with a Student Conduct & Integrity administrator or Residence Life administrative staff member.

**Second Offense** – 20 service hours, \$100.00 fine, conference with the Assistant Provost for Student Life, and disciplinary probation for one year.

**Third Offense** – Disciplinary suspension or expulsion from College

Drug violations are defined as possession or intent to distribute.

## Appendix 2: Charges

**Note:** Amounts are subject to change based on increase in labor or repair cost. This list is not inclusive of all possible charges.

### DESCRIPTION OF CHARGES

DESCRIPTION OF CHARGES	AMOUNT
1.Replacement of lost or unreturned keys (room and mailbox)	\$75.00 per key
2. Trash Removal	\$ 15.00 per bag
3. Lock-out service (after 3rd request)	\$ 15.00
4. (A) Room not clean (B) Room not clean at closing	(A) \$ 25.00 (B) \$ 110.00
5.Unauthorized use of Emergency Exit Door	\$ 50.00
6. Not attending mandatory hall meeting	\$ 25.00
7.Removal of College-owned furniture	\$ 40.00 per piece
8.False fire alarm	\$ 25.00
9. (A) Unauthorized move (B) Unauthorized Live-in	(A) \$100.00 (B) Up to \$9,600 (depending current room rates)
10. Covering smoke detector	\$ 50.00

### DESCRIPTION OF DAMAGE CHARGES

DESCRIPTION OF DAMAGE CHARGES	AMOUNT
10.Major patch/wall repair	\$ 275.00
11. (A) Replace interior door (B) Replace door hardware (C) Damage to electronic door strike (D) Replace apartment door (E) Replace apartment door frame	(A) \$ 175.00 (B) \$ 345.00 (C) \$ 450.00 (D) \$ 325.00



	(E) \$ 2,200.00
12. Repainting entire apartment (not including bathroom)	\$ 1,500.00
13. Repainting one wall	\$ 175.00
14. Damages to bathroom (due to excessive dirt/scum/mildew)	\$ 55.00
15. Damage to clean walls (due to marks, stickers, tape, etc.)	\$ 25.00 per wall (minimum cost)

# Appendix 3: Definitions

## Definitions

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

1. “College” means Richard Bland College of William & Mary.
2. “Student,” unless otherwise indicated, includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate degrees or non-degree seeking students, including dual enrollment. 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.” The 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, leased, licensed, 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 or Honor Code 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. “Policy” means any written rules, procedures, or processes 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.
14. “Reporting Party” means any person who submits a charge alleging that a student violated the Standards of Conduct or Honor Code.
15. “Respondent” means any student or student organization alleged to have violated the Standards of Conduct or Honor Code.
16. “Working days” means any day that the College is open for business exclusive of weekends or official holidays.

17. "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.
18. Campus police means sworn personnel within the Department of Campus Safety & Police.
19. Disciplinary Written Warning is an official warning that the student's behavior is in violation of College rules or policies, and if the student is subsequently found in violation of a rule or policy while on disciplinary warning; subsequent action may be more severe.
20. Disciplinary Probation shall be for a specific length of time in which any further violation of a College rule or policy places the student's status at the College in jeopardy. If the student is found to have violated another College rule or policy, the more severe sanctions may be imposed, including suspension or expulsion. While on disciplinary probation, restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; denial of the privilege to occupy a position of leadership or responsibility in any College student organization, publication, or activity, or ability to represent the College in an official capacity or position; trespass of College facilities or other areas of campus or contact with another specified person(s). Under disciplinary probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with College rules and policies. However, if the student is subsequently found in violation of a rule or policy while on disciplinary probation, the College may suspend or expel the student from the College. While on Disciplinary Probation, a hold will be placed on a student's record for record keeping purposes.
21. Disciplinary Suspension. A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involving repeated misconduct may face suspension. During the period of suspension, a student may not be enrolled in classes or participate in College-related activities, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on College premises unless authorized in writing by the Provost. A notation will be placed on a student's record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension shall remain in effect.
22. Disciplinary Expulsion. Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from the College without opportunity to graduate or re-enroll at the College in the future. A notation will be placed permanently on the student's record. Further, a hold will be placed permanently on a student's record.
23. Educational Sanctions. In conjunction with a sanction listed above, a student found to have been in violation of any of the College rules or policies will be assigned educational requirements such as, but not limited to, reflective/research papers, classes/seminars, community service, counseling, etc. If a student has any outstanding educational requirements at the conclusion of disciplinary probation or suspension, a student's disciplinary probation or suspension status and hold will remain in effect pending the completion of the educational requirements

## Appendix 4: Student Complaint Form

### Richard Bland College of William & Mary Written Student Complaint Form

#### RICHARD BLAND COLLEGE WRITTEN STUDENT COMPLAINT FORM

Richard Bland College is committed to respecting all members of the campus community. Students represent a vital component of our community. The purpose of the complaint process is to ensure all written student complaints are addressed fairly and resolved promptly.

#### Procedure

When possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or staff involved. However, if an informal approach is neither successful nor advisable, the student should use the online complaint form above. The written student complaint process can take up to 15 business days for resolution from the date the written complaint was submitted.

The complaint must be submitted within ten (10) business days of the alleged conflict or action. Any student filing a complaint 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 (i.e. false statements).

Written student complaints concerning students will be addressed by the Office of the Assistant Provost for Student Life. Written student complaints concerning professional staff to include faculty will be addressed by the Office of Human Resources.

Upon receipt of the written student complaint, a conference will take place with the student and the appropriate office handling the report. The staff member will notify appropriate persons and request any information or documentation needed to resolve the complaint. The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/administrator or by taking the appropriate action to resolve the complaint.

A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process. All relevant documentation and possible outcomes must be submitted by the student or other appropriate persons to the applicable supervisor(s) within ten (10) business days of the date the complaint is filed.

When possible, the final resolution (or a finding of "unresolved") will be filed with the appropriate office within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

If the student is not satisfied with the outcome of the complaint, a Written Student Complaint Committee ("Committee") will be appointed to review the information and render a final decision. The Committee will consist of three faculty and staff representatives appointed by the Assistant Provost for Student Life with the consent of the RBC President and two student members appointed by the Student Assembly President. The Committee's decision will be final.

**Note:** Nothing in this procedure or in this Student Handbook 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 conducted.

This process does not apply to complaints regarding discrimination, harassment, sexual misconduct, or retaliation. For complaints involving student or employee discrimination, harassment, sexual misconduct, or retaliation pursuant to Title IX, please refer to the RBC website at <https://www.rbc.edu/my-rbc/title-ix/> or applicable policies and procedures.

## Appendix 5: Student Immunizations

### Student Immunizations

IS IT REQUIRED?	IMMUNIZATION	INFORMATION
Required	MMR (Measles, Mumps, Rubella combination vaccine)	Two doses of live vaccine are required after 12 months of age (dates prior to 1968 are not considered live). The second dose is to be given at least one (1) month after the first dose. Copies of immune titers are required if vaccine is not given. If you were born before 1957, you are considered immune (an MMR is not required)
Required	Tetanus / Diphtheria	Documentation of Primary (DPT) immunization series, including month/day/year of each dose, is requested. Tetanus/diphtheria booster (Td) (month/day/year) within the past 10 years is required.
Required	Tuberculosis Screening	Tuberculosis screening is required of all entering students, regardless of enrollment status. Not all students will require placement of the TB skin test, however if so, the test must be performed within six months of entering.
Required	Meningococcal vaccine	Vaccine or signed waiver required.
Required	Hepatitis B	Given as a series of three vaccines. Vaccine or signed waiver required.
Requested	Polio	(1) Primary immunization with a total of three [3] doses of OPV (oral Sabin) or
		(2) Primary immunization with a total of four [4] doses of IPV (injected Salk).
		Note: Documentation of prior vaccination against polio, including month/day/year of each dose, is requested. However, if documentation is impossible, it is not recommended that the student complete the primary polio series unless the student is younger than 18 years or is planning travel to an area endemic or epidemic for polio.
Optional	Varicella (Chicken Pox)	Given as one vaccine or a series of two vaccines, depending on age. Recommended if no history of disease.

# Appendix 6: Acceptable Use Policy

## Purpose

The computing resources at Richard Bland College of William & Mary (RBC or College) support the educational, instructional, and administrative activities of the College, and the use of these resources is a privilege that is extended to members of the RBC community. Users of these services and facilities have access to valuable College resources, to sensitive data, and to internal and external networks. Consequently, it is important to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities, and all pertinent license and contractual agreements. If an individual is found to be in violation of the RBC Acceptable Use Policy, the College will take disciplinary action, up to and including suspension from the College or termination of employment. Individuals also are subject to federal, state, and local laws governing interactions that occur on RBC information technology resources.

This document establishes specific requirements for the use of all computing and network resources at Richard Bland College of William & Mary.

## Scope

The RBC Acceptable Use Policy applies equally to all individuals utilizing RBC information technology resources (e.g., employees, faculty, students, alumni, agents, consultants, contractors, volunteers, vendors, temps, etc.).

Information technology resources include all college owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

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

## Rights and Responsibilities

As members of the College community, users are provided with the use of scholarly and/or work-related tools, including access to the Library, to certain computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. There is a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (which may vary depending on whether the user is a College employee or a matriculated student), and of protection from abuse and intrusion by others sharing these resources.

In turn, users are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technologies and resources. Users are responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action. Users are representatives of the RBC community, and are expected to respect the College's good name in electronic dealings with those outside the College.

## Privacy

All users of state networks and systems should keep in mind that all usage of information technology resources can be recorded and is the property of Richard Bland College of William & Mary. Such information is subject to the Freedom of Information Act and the laws applicable to state records retention. Employees have no right to privacy with regard to use of state-owned resources. RBC management has the ability and right to view users' usage patterns and take action to ensure that College resources are devoted to authorized activities.

Electronic files created, sent, received, or stored on RBC information technology resources that are owned, leased, administered, or otherwise under the custody and control of RBC are not private and may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Code of Virginia (§42.1-76 - 42.1-91).

### **Acceptable Use**

The RBC network exists to support education and administrative activities by providing access to computing resources and the opportunity for collaborative work. Primary use of the RBC network must be consistent with this purpose and the educational mission of the College.

Access to the RBC network from any device must adhere to all the same policies that apply to use from within RBC facilities.

1. Users may use only RBC information technology resources for which they are authorized.
2. Users are individually responsible for appropriate use of all resources assigned to them, including the computer, the network address or port, software, and hardware, and are accountable to the College for all use of such resources. Authorized users of Richard Bland College resources may not enable unauthorized users to access the network. The College is bound by its contractual and license agreements respecting certain third-party resources; users must comply with all such agreements when using RBC information technology resources.
3. Users should secure resources against unauthorized use or access to include RBC accounts, passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
4. Users must report shareware or freeware that is installed on RBC-owned equipment unless it is on the approved software list. When software is installed, it must be reported to the Statesman Technical Assistance Center (STAC) via email (stac@rbc.edu).
5. Users must not attempt to access RBC information technology resources without appropriate authorization by the system owner or administrator.

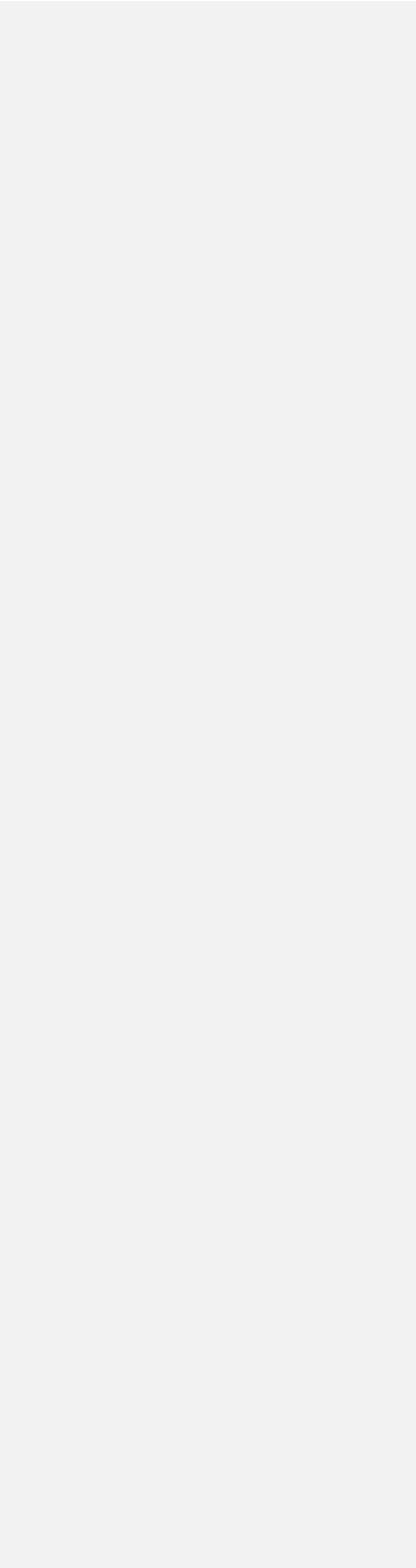
### **Restrictions**

All individuals are accountable for their actions relating to RBC information technology resources. Direct violations include the following:

1. Interfering or altering the integrity of RBC information technology resources by:
  - a. Impersonating other individuals in communication;
  - b. Attempting to capture or crack passwords or encryption;
  - c. Unauthorized access, destruction or alteration of data or programs belonging to other users;
  - d. Excessive use for personal purposes, meaning use that exceeds incidental use as determined by supervisor; or
  - e. Use for illegal purposes, including but not necessarily limited to violation of federal or state criminal laws;
2. Allowing family members or other unauthorized persons to access College information technology resources;
3. Transmitting to and/or from Richard Bland College email messages or communication containing obscenities, pornography, harassment, bullying, or threats;
4. Utilizing College systems and resources in any manner inconsistent with the intended purpose, including but not limited to commercial, business, illegal, or private gain;
5. Making unauthorized copies of licensed software and/or copyrighted materials, including media and entertainment resources;
6. Violating legal mandates such as the Digital Millennium Copyright Act (DMCA);
7. Installing pirated or illegally obtained software, utilities, media, or applications;
8. Knowingly engaging in any activity harmful to the computers, systems, and resources, such as creating or propagating malware, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type;
9. Deliberately circumventing or subverting security measures; or
10. Using RBC resources that inhibit or interfere with the use of resources by other authorized users (for example, using applications which use a disproportionate amount of bandwidth for extended periods).

NOTHING IN THIS POLICY LIMITS THE VALIDITY OF OTHER RBC POLICIES RELATING TO RBC INFORMATION TECHNOLOGY RESOURCES. HOWEVER, IF THERE ARE ANY INCONSISTENCIES BETWEEN ANOTHER RBC POLICY AND THIS POLICY, THIS POLICY SHALL PREVAIL.

Appendix 7: [Housing Terms & Condition](#)





# Appendix 8: Student Records and FERPA

The Richard Bland College policy relating to the Family Educational Rights and Privacy Act is found at (<https://www.rbc.edu/policy-manual/enrollment-admissions-policies/#student-records-and-ferpa-anchor>).

Cynthia Norwood 7/12/2018 7:08 PM

**Comment [5]:** It is best if we just show FERPA once online in case we have changes in the future. We likely will see changes during the next General Assembly Session relating to the new state law affecting FERPA.