



## Student Appeals Process

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Valley College (VC) strives to provide the best learning environment possible. VC has established this Code of Conduct policy and procedure to ensure students and employees are treated in a fair and consistent manner. This Code of Conduct applies to all students, including those who are applying for admissions, employees, and visitors/vendors. VC has authority to enforce this Code of Conduct on college property or in connection with official college programs or functions whether on or off VC property. VC prohibits retaliation against any student who engages in the appeals process.

Students and employees are expected to conduct themselves in a manner consistent with the best interests of VC and of the student body and employees. Any behavior that threatens safety or disrupts the educational process is grounds for disciplinary action, up to and including dismissal. VC expects students and staff to exhibit courteous behavior and professional conduct, appropriate to an educational environment, while on campus, off site learning sites (such as externship, clinic, or field trip sites), and school-sponsored events.

VC's administration reserves the right to modify any of its policies or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students or employees. Code of Conduct offenses may be related to persons, property, campus operations, and welfare, and the health or safety of students, faculty and staff while on campus.

VC reserves the right to discipline and/or dismiss a student, visitor, or employee for any of the following reasons:

- Failure to comply with the policies and procedures of VC, including those posted in the VC Student Catalog, Consumer Information website, classroom rules that are posted in the classroom/lab classrooms, programmatic handbook or course syllabus.
- Failure to comply with the policies and procedures of Externship sites, Clinical Sites or other external educational sites that VC uses to carry out their educational programs.
- Suspension or dismissal from or refusal of Externship, Clinical or Practicum experience site for any reason, subject to the specifics of the incident.
- Intentionally mishandling or misusing lab equipment and/or ignoring safety protocols in laboratory settings, which may lead to bodily injury or damage to the equipment.
- Violation of VC's Academic Integrity Policy.
- Falsification, misrepresentation, or omission of significant facts at the time of enrollment or during the student's tenure at the school.
- Disruptive behavior, which includes but is not limited to, continued willful noncompliance, open and/or persistent defiance of authority, disrespect towards employees or students, cursing, verbal threats, or any other forms of aggressive or inappropriate communication.
- Operation of any camera, audio or video recording device without prior approval.
- Posing a threat or danger to the health or welfare of students or other members of the campus community.
- Theft, on campus.



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- Intentionally or negligently damages or destroys property owned or in the possession of another person or of Valley College.
- Any form of assault on campus property.
- Electronic or social media violations on campus property. which include but are not limited to, cyberbullying, unauthorized sharing of private information, impersonation, academic dishonesty, and the use of social media to disrupt college operations or harm members of the college community
- Using, possessing, distributing, selling, purchasing or being under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances.
- Possession of firearms on campus property.
- Committing a computer-related offense, including, but not limited to, use of a VC computer to access sexually explicit images of persons and/or children.
- Failure to leave a building, streets, walks, driveways or other facilities of VC when directed to do so by an official of the campus.
- Engaging in discrimination based on race, gender, sexual orientation, religion, disability, or any other protected status. Promoting hate speech or engaging in hate crimes.

The list of examples above is not intended to be all-inclusive, and VC reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student/employee to be a conduct violation, although the action does not appear on a list of examples.

The Campus Director (or other employee with designated authority) reserves the right to take any action(s) deemed appropriate to ensure the immediate safety and well-being of any or all students, faculty, and staff.

Infringements of the Student Code of Conduct are handled by the designated VC campus leadership or faculty such as but not limited to the Campus Director, Director of Academic Affairs, or PN Program Administrator, VET Programs Program Head, or MCA Program Head. Students have the right to request further review in accordance with the school's "Code of Conduct Appeals Process" and or Student Complaint & Grievance Policy" as outlined in the Valley College Student Catalog.

### Student Appeals Process for Code of Conduct

If a student believes their dismissal from the program was unjustified and related specifically to alleged Code of Conduct violations, the student should submit a written appeal. This statement should clearly articulate the reason why the student feels that they should not have been dismissed. The appeal should be submitted to

- Shelly Smith, J.D., Provost and Vice President of Academic Affairs  
Valley College Administration, 287 Aikens Center, Martinsburg WV 25404 or [ssmith@valley.edu](mailto:ssmith@valley.edu)



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The student will receive an acknowledgement from the Provost and Vice President of Academic Affairs (Provost) within ten (10) calendar days. After, the Provost reviews and/or investigates the circumstances, and the student will be notified in writing of that decision. The decision will be made within thirty (30) calendar days.

The written notification will outline the next steps, which may include the process of reinstatement, if applicable. However, reinstatement is contingent upon the specifics of the case and may not be appropriate in instances involving severe violations of the Code of Conduct.

If the student believes that the Provost's decision is unsatisfactory, the student may submit their final written appeal to Valley College's Chief Strategy Officer.

- Matthew Jenkins, Chief Strategy Officer  
Valley College Administration, 287 Aikens Center, Martinsburg WV 25404  
[mjenkins@valley.edu](mailto:mjenkins@valley.edu)

The Chief Strategy Officer will send an acknowledgement of receipt to the student within ten (10) calendar days and will review the circumstances of the dismissal. The student will receive the results of that review and/or investigation within thirty (30) calendar days. The written notification will outline the next steps, which may include the process of reinstatement, if applicable. However, reinstatement is contingent upon the specifics of the case and may not be appropriate in instances involving severe violations of the Code of Conduct. The Chief Strategy Officer's decision is final.

**Program Progression:** If a student is terminated from their program and is approved to be reinstated, their program progression will be modified. The student must complete the readmission process. At that time the student will receive a new rotation schedule that shows the date of readmission and schedule for the courses they have left to take. The student will be provided with a new projected completion date. The projected completion date on the original Enrollment Agreement will be nullified.