



Institute of Technology  
West Virginia University®

**BEARFACTS  
2011-2012**

**Community Expectations  
&  
Campus Information**

*Available on-line at [www.wvutech.edu/](http://www.wvutech.edu/)*

Division of Student Affairs  
325 Old Main  
304-442-3158

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## Greetings from the Dean of Student Affairs

Dear Students:

Welcome! All of us in the Division of Student Affairs are delighted that you have chosen WVU Tech as your college home. You have made a wise decision. You will find the campus to be small enough that you will be recognized by name and big enough that you will receive a true university experience. You will have many rewarding experiences and build lifelong friendships during your time at Tech.

The Division of Student Affairs is responsible for many programs designed to make your college experience successful. The departments within Student Affairs include, the Dean of Students Office, Student Activities, Student Government Association, Residence Life, Dining Services, Campus Police, Student Health, Career Services and Cooperative Education and Student Support Services, Upward Bound, and Disability Services. Each department is dedicated to helping you succeed. We are here to serve you. I strongly encourage you to take advantage of our many services.

It is well-proven that engaging in the full range of activities of a college campus increases students' chances of graduating. There is much to learn outside the classroom, and we are here to provide you those learning opportunities so you may benefit fully from your education at Tech.

My office is located in Old Main in room 325, and I can be reached by telephone at 304-442-3158 and via email at [Richard.Carpinelli@mail.wvu.edu](mailto:Richard.Carpinelli@mail.wvu.edu). If there is ever anything I or another member of the Student Affairs team can do to assist you in any way, please do not hesitate to contact me.

Welcome once again to WVU Tech. We look forward to having you as a part of our family. We care about your success and look forward to serving you throughout the year.

Sincerely,

Richard Carpinelli  
Dean of Students

## **Compliance Statement**

It is the policy of West Virginia University Institute of Technology to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merits without regard to race, color, religion, sex, marital status, disability, veteran status, sexual orientation, national origin or age. This policy is in compliance with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and all other applicable federal, state and local statutes, ordinances and regulations.

Information on the implementation of the policy may be obtained by contacting:

AA/EEO/ADA/Social Justice Officer  
West Virginia University  
Morgantown, West Virginia 26506  
304-293-5496

## **Non-Discrimination Statement**

West Virginia University Institute of Technology (WVU Tech) and is an Equal Opportunity/Affirmative Action Institutions. WVU Tech does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of our educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the WVU Tech Equal Opportunities Policy/Affirmation Action Plan. Inquiries regarding the WVU Tech non-discrimination policy may be directed to the Director, Affirmation Action/Equal Employment Opportunity, at West Virginia University.

Contact:  
304-293-5496

## **Sexual Harassment**

West Virginia University is committed to provide faculty, staff and students with a work and educational environment free from all forms of sexual harassment. Therefore sexual harassment, in any manner or form, toward West Virginia University students, faculty and staff is a violation of University policy and expressly prohibited.

For further information contact:  
Executive Officer and Director of ADA/504 Compliance  
304-292-5496

## Americans with Disabilities Act

The Americans with Disability Act (ADA) and the Rehabilitation Act of 1973 were established in order to provide a clear comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

For further information contact:  
Office of Disability Services  
326 Old Main  
Montgomery, WV 25136  
Email: Access2@mail.wvu.edu  
304-981-6210

## Academic Information

For information specific to WVU Tech academics please refer to:  
<http://techregistrar.wvutech.edu/catalogs>

## Student Code of Conduct

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 31  
UNIVERSITY STUDENT CONDUCT CODE  
West Virginia University including Potomac State College and West Virginia University  
Institute of Technology**

### Section 1 General

**1.1. Scope:** The Policy sets forth the West Virginia University Board of Governor's policy regarding Student Conduct for the WVU campuses as noted above.

**1.2. Authority:** W. Va. Code: W.V. Code §18B-1-6; §18B-2A-4.

**1.3. Effective Date:** August 15, 2006; Amended September 8, 2006

#### **1.4 Rationale for the University Student Conduct Code**

West Virginia University expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The university will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the university. Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the university will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the university is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

### **1.5 The Office of Student Affairs**

The Office of Student Affairs is located in 325 Old Main. Professional staff members of Student Life are available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying this Code. The staff member (s) therein will:

1. Advise any segment or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;

3. Advise the chairperson of the appropriate review board and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Governors and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Governors and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment), and all records will be filed in the Office of Student Affairs.

## **1.6 Definitions**

1. The term “University” means West Virginia University Morgantown campuses, including Potomac State College of West Virginia University and West Virginia University Institute of Technology.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. Notwithstanding the foregoing, students enrolled in programs of study at the Health Sciences Center or Law School shall not be subject to this Code solely to the extent that they are subject to a separate code of conduct applicable to their program of study, and solely as it relates to the subject matter of such a separate code of conduct.
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student (including those at the Health Sciences Center), faculty member, University official or any other person employed by the University.

6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “student organization” means any number of students who have complied with the formal requirements for University recognition.
8. The term “Student Code Administrator” means the University official authorized by the Dean of Student Affairs or his/her designee to perform those duties and obligations of the position, as further described herein.
9. The term “Student Conduct Board” means a panel constituted in accordance with the terms set forth in this Code.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The Dean of Student Affairs is the person responsible for the administration of the Student Code, and for performing other duties and obligations of the position, as further described herein.
13. The term “policy” is defined as the written regulations of West Virginia University as found in, but not limited to, the Student Code, Residence Hall Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs or successors.
14. The term “cheating” includes, but is not limited to: (1) giving or receiving of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “Complainant” means a person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.

17. The term “Accused Student” means any student accused of violating this Student Code.
18. “Stalking” means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person’s safety or the safety of that person’s immediate family members or close acquaintance, and that in fact causes the person to fear for his/her safety or the safety of that person’s immediate family members or close acquaintance.

## **Article II: Judicial Authority**

A. The Student Conduct Board shall be composed of three or five members chosen from a pool which will consist of: one faculty chairperson; no less than eleven additional faculty members; and no less than eleven students, five of whom will be graduate or professional, who will be nominated by the President of the Student Government Association and approved by the Student Board of Governors in the spring of each year to serve a one-year term, from June 1 to May 31. For so long as the membership of the University Committee on Student Rights and Responsibilities is consistent with this section, that Committee shall serve as the pool.

B. Membership on the Student Conduct Board shall consist of a faculty majority and at least one student. Prior to the hearing, each party appearing before the Student Conduct Board will have an opportunity to review a list of the University Committee on Student Rights and Responsibilities members with the Dean of the Students Office and will be given an opportunity to strike a maximum of two members from the University Committee on Students Rights and Responsibilities. Each remaining member of the University Committee on Students Rights and Responsibilities shall recuse themselves if, for any reason, their ability to render an unbiased decision is compromised. In all cases, the decision of a majority of the Student Conduct Board shall be the decision of the Student Conduct Board.

C. The Dean of Students or his/her designee shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

D. Decisions made by the Student Conduct Board shall be final, pending the normal appeal process.

## **Article III: Proscribed Conduct**

A. Jurisdiction of the University Student Code

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s

conduct, while a student as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students or his/her designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

## B. Conduct –Rules and Regulations

Any student found to have committed or have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1. Acts of dishonesty, including but not limited to the following:
  - a. Plagiarism: Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:
    - i. Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;
    - ii. Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.
  - b. Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:
    - i. Obtaining help from another student during examinations;
    - ii. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own;
    - iii. The unauthorized use of notes, books, or other sources of information during examinations;
    - iv. Obtaining without authorization an examination or any part thereof.
  - c. Forgery, misrepresentation, or fraud:
    - i. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record;
    - ii. Use of university documents or instruments of identification with intent to defraud; ;
    - iii. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the university or from a university course;

- iv. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain;
  - v. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation;
  - vi. Knowingly furnishing false statements in any university academic proceeding.
- 2. Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities when the act occurs on University premises.
- 3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person. Engaging in harassment or repeated unwanted contact, rising to the level of illegal harassment, including, but not limited to, stalking.
- 4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- 5. Hazing, which means to recklessly or intentionally cause any action or situation which endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a team, a group or student organization. The express or implied consent of the victim will not be a defense. Knowingly witnessing or acquiescing in the presence of hazing are not neutral acts; they are violations of this rule.
- 6. Sexual Offenses, including, but not limited to:
  - a. Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent;
  - b. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.
- 7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- 9. Violation of any published University policies, rules or regulations in hard copy or available electronically on the University website.
- 10. Violation of any federal, state, or local law.

- 11. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
- 12. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- 13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 14. Improper obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- 15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.
- 16. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to improperly interfere with the work of another student, faculty member, or University official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to improperly interfere with normal operation of the University computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the University Computer Use Policy.
- 17. Abuse of the University Student Code of Conduct and hearing procedures, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing for violations of the University Code of Student Conduct.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the University Student Code of Conduct.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the judicial proceeding.

- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a judicial proceeding.
  - h. Failure to comply with the sanction(s) imposed under the student code.
  - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- 18. Actions which cause or attempts to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or intentionally failing to evacuate university buildings during a fire alarm.

### C. Violation of Law and West Virginia University Discipline

- 1. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Affairs or his/her designee.
- 2. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.
- 3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by the criminal courts for the rehabilitation of student violators.
- 4. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## Article IV: Student Conduct Code Policies

### A. Charges and Hearings

- 1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Student Code Administrator. Any charge should be submitted as soon as possible after the event takes place or the discovery of the same, but in no event later than ninety (90) days after the event takes place or the discovery of the same.
- 2. In cases where suspension or expulsion is a possible outcome, the Student Code Administrator shall refer the case to the Student Conduct Board. In all other cases, the Student Code Administrator shall seek to determine whether the charges can be disposed of administratively by mutual consent or refer the matter to the Student Conduct Board. In the event that the charges are disposed of by mutual consent, that decision shall be final and there shall be no subsequent proceedings.

- 3. All charges shall be presented by the Student Code Administrator to the Accused Student in written form. Unless the matter is disposed of administratively pursuant to IV, A, 2 above, a time shall be set by the Student Code Administrator for a hearing, not fewer than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Code Administrator, where adherence to such limits would be impracticable.
- 4. Hearings shall be conducted by the Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:
  - a. Hearings shall be conducted in private except as otherwise authorized by the Student Code Administrator.
  - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberation). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or the Student Code Administrator.
  - c. In hearings involving more than one Accused Student, the chairperson of the Student Conduct Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The Complainant and the accused shall each have the right to bring, at his or her own expense, an advisor to the hearing. Except as otherwise expressly set forth herein, the advisor must be a member of the University community. Each of the Complainant and the Accused Student is responsible for presenting his or her own case and, except as otherwise expressly set forth herein, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. In cases where expulsion is likely to be sought, the advisor may be an attorney who may directly participate in the hearing, provided the Student Code Administrator is notified of such at least two weekdays in advance of the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - e. The Complainant, the Accused and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will make all reasonable efforts to arrange the attendance of relevant witnesses who are identified by the Complainant, Accused Student and/or Student Conduct Board at least two weekdays prior to the Student Conduct Board Hearing. The Complainant, the Accused and the Student Conduct Board may ask relevant questions to a witness, or a party to the hearing. This will be conducted in a format identified by the chairperson of the Student Conduct Board. The

chairperson of the Student Conduct Board shall have the authority to decide any questions regarding relevancy or admissibility that may arise during the hearing.

- f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the hearing, the Student Conduct Board shall determine, by majority vote, whether the student has violated each section of the Student Code for which the student has been charged.
  - i. In cases where expulsion is likely to be sought, the Student Conduct Board's determination shall be made on the basis of whether there is clear and convincing evidence that the Accused Student violated the Student Code. For all other cases, such determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. This Code prescribes the rules of process, procedure and evidence applicable to Student Code proceedings. Such proceedings shall not be subject to federal, state or local rules of process, procedure and evidence, such as are applied in criminal or civil court. The Dean of Student Affairs or his/her designee shall have the authority to develop guidelines related to such proceedings, to the extent not inconsistent with this Code. Similarly, the chairperson of the Student Conduct Board shall have the authority to determine questions of process, procedure and evidence at a hearing, in a manner not inconsistent with the rules and guidelines referenced above.
- 5. There shall be a single record, such as a tape recording or summary notes, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University. Access thereto shall be provided only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and in accordance with any other applicable terms set forth by the Dean of Student Affairs or his/her designee.
  - 6. Except in the case of a student charged with failing to obey the summons of a Student Conduct Board or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Board. In all cases, the evidence in support of the charges shall be presented and considered.
  - 7. The Student Conduct Board may accommodate concerns for the personal safety and/or well-being of the Complainant, Accused Student, and/or a witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by videophone, closed circuit television, video conferencing, videotape, or other means,

where and as determined in the sole judgment of the .Dean of Student Affairs or his/her designee to be appropriate.

- 8. If the charge involves an organization allegedly engaged in unlawful activity, the case may be referred to the Office of Student Organization Services. Procedures which may be followed in such instances will be identified by that office. If in the judgment of the Associate Dean of Student Affairs, individual members of any such organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

## B. Sanctions

- 1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
  - d. Fines – Previously established and published fines may be imposed.
  - e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions – Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Student Code Administrator).
  - g. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
  - i. West Virginia University Suspension – Separation of the student from the University for a definite period of time not to exceed one year, after which the student is eligible to return. Conditions for readmission may be specified.

- j. West Virginia University Expulsion – Permanent separation of the student from the University.
  - k. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
  - l. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - m. The Grade of Unforgivable Failure (UF).
- 2. More than one of the sanctions listed above may be imposed for any single violation.
  - 3. Other than University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, disciplinary sanctions imposed hereunder shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, upon application to the Dean of Student Affairs or his/her designee. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure shall be expunged from the student’s confidential record seven (7) years after final disposition of the case.
  - 4. The following sanctions may be imposed upon team, group, or student organization:
    - a. Those sanctions listed above in Section B.,1., a through f.
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
  - 5. The role of the Student Conduct Board will be to determine whether or not a student has violated the Student Code of Conduct and to impose sanctions as set forth in this Code. The Chair of the Student Conduct Board shall advise the accused in writing of its determination and the sanction(s) imposed, if any.

### C. Interim Suspension

In certain circumstances, the Dean of Student Affairs or his/her designee may impose a University or residence-hall suspension prior to the hearing before a Student Conduct Board.

- 1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student

poses a definite threat of disruption of or interference with the normal operations of the University.

- 2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or his/her designee may determine to be appropriate.
- 3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

#### D. Appeals

- 1. A decision reached by the Student Conduct Board concerning acts of academic dishonesty, as described in III, B, 1, a, b and c of this Code, may be appealed by Accused Students or Complainants to the University Provost or his/her designee within five (5) school days of the decision. All other decisions or sanctions, including those concerning violations of III, B, 1, c which do not involve academic dishonesty, may be appealed by Accused Students or Complainants to the Dean of Student Affairs or his/her designee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Student Affairs or his or her designee.
- 2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether jurisdiction as established in the Student Code was properly asserted.
  - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - c. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - e. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

- 3. The University Provost or his /her designee, or the Dean of Student Affairs or his/her designee, as applicable, shall respond to the appeal, and deliver his/her decision thereon, within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.
- 4. If an appeal is upheld by the University Provost or his/her designee, or the Dean of Student Affairs or his/her designee, as applicable, the matter shall be remanded to the original Student Conduct Board and Student Code Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the University Provost or his/her designee, or the Dean of Student Affairs or his/her designee, as applicable, the matter shall be considered final and binding upon all involved.
- 5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the University Provost or his/her designee, or the Dean of Student Affairs or his/her designee, as applicable, may not result in more severe sanction(s) for the Accused Student.

**Article V: Interpretation and Revision**

A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Affairs or his or her designee for final determination.

B. The Student Code shall be reviewed and/or revised under the direction of the Student Code Administrator.

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**APPENDIX 1 - CODE OF ETHICAL STANDARDS**

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

- 1. The name or status of students involved in disciplinary situations shall not be discussed with anyone outside the review board membership except as otherwise required by this Code, by law or court order.
- 2. Even in the case of open hearings, hearing body members shall refrain from public comment on the proceedings, and in no instance shall the closed deliberations of the hearing body be discussed, nor shall confidential information be revealed except as otherwise required by this Code, law or court order.
- 3. The votes cast by members of the hearing body shall be treated as confidential and shall not be shared outside the hearing room except as otherwise required by this Code, law or court order.

- 4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Dean of Student Affairs. However, answers to general questions about the disciplinary system and hearing procedures may be provided by a hearing body member as part of his/her mission in the intended educational process.
- 5. Members of review bodies shall serve as models for students by upholding university regulations and performing their duties in an exemplary manner. Any such member found guilty of violating a university policy or regulation is subject to temporary suspension from the review body for a specific time, is ineligible to participate in the body's duties, and must reapply for membership through established procedures.
- 6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the case, Complainant or student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with the Complainant or student charged (e.g., kinship, close friendship, fraternal, or organizational affiliation). A hearing board member with any such knowledge or relationship shall recuse himself/herself from the applicable case. Any disputes or questions regarding recusal shall be resolved by the chairperson of the hearing board.
- 7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present a conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership if the conflict is general.

*Note: This Student Code includes adaptations in part or whole from The Journal of College and University Law written by Edward N. Stoner II and John Wesley Lowery.*

## **Campus Programs and Services**

### **Athletics**

The Athletic Department sponsors both intercollegiate and intramural athletics for its students. WVU Tech is a member of the NAIA Division 1 and competes in the Mid-South Athletic Conference. Students may also compete on the intramural level. Men and women may compete in such sports as basketball, volleyball, football, softball, tennis, and many others.

WVU will not be responsible for any injuries or related cost to injuries incurred while participating in intramurals.

Contact:

Baisi Athletic Center

304-442-3181

<http://athletics.wvutech.edu/>

### **Campus Police**

Public safety at Tech is maintained by our Campus Police. Officers are assigned to patrol the campus around the 24/7. Their duties include the preservation of peace and public safety to the students, faculty, and staff, and visitors. Campus Police is also responsible for maintaining all parking and traffic regulations on the campus. Parking is available by permit only. Permits may be purchased in the Cashier's Office located in 212 Old Main.

Contact:

Non-emergency calls On-Campus 3313

Non-emergency calls Off-Campus 304-442-3313

Emergency calls On-Campus 3101 or 9-911

Emergency calls Off-Campus 304-442-3101 or 911

[http://studentservices.wvutech.edu/campus\\_police](http://studentservices.wvutech.edu/campus_police)

### **Career Services and Cooperative Education**

The Office of Career Services and Cooperative Education offers career development programs and services and experiential learning opportunities (internships and cooperative education) to all students. Daily contact with employers and faculty enables the office to provide students with an up-to-date reference between college and the world of work.

Contact:

326 Old Main

304-442-3185

<http://careerservice.wvutech.edu/>

## Dining Services

The WVU Tech Dining Services operations The Bear's Dean (in the Tech Center). Hours of operations include: Monday thru Friday 7:00 AM – 7:00 PM; Saturday & Sunday, Brunch 11:30 AM – 1:00 PM. Dinner, 4:00 PM – 6:00 PM

Contact:  
304-442-3278  
<http://dining.wvutech.edu/>

## Student Health Services

Student Health Services Clinic located at Montgomery General Hospital on 401 Sixth Avenue, Montgomery, WV 25136. Appointments are encouraged, but walk-ins will be seen as the schedule allows. Hours of operation are Monday/Tuesday: 8:30am to Noon; Wednesday: 8:30am to Noon and 1:00pm to 4:00pm; Thursday: Closed; Friday: 8:30am to Noon. Students must present a valid student ID in order to receive services.

Contact:  
304-442-1244 or 304-442-3347  
[http://studentservices.wvutech.edu/student\\_health\\_services](http://studentservices.wvutech.edu/student_health_services)

## Identification Cards

Student Identification Cards (IDs) are distributed by the Office of Campus Life 324 Old Main to all new students during the registration period of each semester. Any student who loses their ID Card should report the loss immediately to the Office of Campus Life. A replacement fee of \$20.00 will be charged for any lost or \$10.00 for a mutilated cards.

Contact:  
304-442-3100

## Student Support Services

The Student Support Service Project is a uniquely designed educational program that provides professional/peer tutoring, career exploration, personal or academic counseling and many student workshops geared toward college success.

Contact  
304-442-3477  
<http://techsss.wvutech.edu/>

## Library

The fully automated, modern Vining Library opened for the first time during the 1972-73 school year. The library, a Federal Government Documents Depository, houses more than

153,167 volumes, 379,620 microfiche pieces, 18,433 microfilm reels, as well as other services such as interlibrary loans, Fax, microfilm/microfiche reader-printers, infotrac magazine plus/business, MAS-magazine article summaries, and ProQuest magazine article index search, Academic Reference Center, ERIC, Grolier Multimedia Encyclopedia, Peterson's Four and Two year colleges and Gradline on Silver Plater Compact Disc and CD-ROM Format respectively, photocopiers, personal computers, typewriters, study carrels/rooms, browsing room, lounge area, audio-visual center and internet access. The library provides textbooks too, which are in the Reserve Section located beside the Circulation Desk.

Contact  
304-442-3141  
<http://library.wvutec.edu/>

## Student Organizations

WVU Tech extends recognition to a wide variety of student organizations, this recognition is an institutional privilege, not a right. Organizations on the Tech campus include fraternities, sororities, various departmental, professional and special interest groups. For a list of organizations go to [http://www.wvutec.edu/student\\_organizations](http://www.wvutec.edu/student_organizations)

Contact:  
322 Old Main  
304-442-3100  
[http://studentservices.wvutec.edu/student\\_activities\\_office](http://studentservices.wvutec.edu/student_activities_office)

## Residence Life

Residence Life strives to provide living-learning facilities that support students in their educational goals while providing a safe and secure living environment.

### Who Lives On Campus?

All single first and second year students with fewer than 59 credit hours (including transfer credits) are required to live in University housing. The following exceptions apply with verification:

- students who will be residing with parent(s) within commuting distance (50-mile radius of Montgomery) (see Commuter Students below);
- married students;
- students with children;
- students 21 years of age or older.

The above students are required to live on campus but we also have a large number of junior and senior students that choose to live on campus. Nationwide, students that live on campus connect

better to their college and make higher GPAs than those students that commute from home or live off campus. Give yourself the best opportunity to succeed and move on campus.

### Commuter Students

If you qualify and wish to commute, please click on the Housing Contracts link at [http://residencelife.wvutec.edu/housing\\_contracts](http://residencelife.wvutec.edu/housing_contracts) follow the steps to apply for housing; you will be able to click on a commuter check box before you get to the actual application. Even as a commuting student, you are welcome to stop by the residence life office and we will help you, if we can.

Contact:

322 Old Main

304-442-3183

<http://residencelife.wvutec.edu/>

### **Residence Hall Councils**

Each residence hall has a governing body composed of residents of that community. Hall Councils review Residence Life and individual hall policies and make suggestions for change; assist the resident hall staff with programs and activities; and establish certain hall policies like visitation hours and quiet hours.

### **Residence Hall Staff**

Each hall will be assigned a Resident Director (RD), and a paraprofessional student staff of 5 to 8 Resident Assistants (RA) to help facilitate students' personal growth and aid in their adjustment to college.

### **Room Inspections**

The University reserves the right to enter and inspect rooms without notice for purposes of (1) repairs, maintenance, facility improvements; (2) recovery of University/state/local government owned property not authorized for use in the assigned space; (3) fire, health, and safety inspections made periodically, as well as at hall closing/vacation periods; (4) when there is a reasonable basis for believing that an emergency exists (including but not limited to fire, accidents, sickness, or danger to the health and welfare of residents); and (5) when there is a reasonable basis for believing that a University policy is being violated.

### **Rules and Regulations**

The residence hall policies of WVU Tech are designed to protect the individual within an environment that promotes personal and academic achievement. The following policies, procedures, and guidelines are designed to enhance your living environment. Violation of these policies, procedures, and guidelines may result in disciplinary action against the resident.

a) *Alcohol and Other Controlled Substances*: Possession and consumption of beer, wine, and other alcoholic beverages is prohibited. Dangerous drugs, narcotics, and other harmful materials, as defined and prohibited by state and federal statutes are also prohibited.

b) *Appliances*: Personal electrical equipment authorized for use in the residence halls includes UL-approved lamps (no halogen lamps), hairdryers, computers, radios, stereo equipment, fans, and coffeemakers with a lighted on/off indicator. Use or possession of open flame and open element appliances including but not limited to toasters, hot plates, and hot pots in residence hall rooms or unauthorized areas is prohibited. Microwave ovens are not permitted in student rooms. (A microwave/refrigerator is available through a private vendor contracted by the University.) Mini-refrigerators (120 volts, 2 amps, 2.5 cubic feet) are permitted and must be UL approved, equipped with a three-prong rounded plug, and must be maintained in a safe and sanitary condition.

c) *Computers/Data Connectivity*: Residents who wish to use the WVU Tech computer network must first follow certain policies and procedures contained in the ResNet Policy. Additional information concerning Res Net is available at <http://www.resnet.wvu.edu> Residents are responsible for compliance with all WVU guidelines concerning computer use. In addition to other disciplinary action, violations may result in termination of ResNet access.

d) *Fire Safety*: Arson or the setting of fire, tampering with or misuse of fire safety equipment (including automatic door closures, smoke detectors, sprinkler heads), fire-alarm systems, fire-fighting equipment, or building security systems is prohibited, extremely dangerous, and illegal. Immediate evacuation when an alarm sounds is mandatory, and reentry into a building before an alarm is silenced or staff authorization is given is prohibited. The burning of candles and incense is prohibited. Tapestries and other room decorations affixed or suspended from the ceiling and the use of extension cords or multi-receptacle outlet, with the exception of UL listed power strips with surge protectors, are prohibited.

e) *Firearms/Weapons*: The possession of firearms, ammunition, and any weapons including but not limited to knives, hunting bows, guns, BB guns, slingshots, paintball guns, nunchakus, or launching devices is prohibited in the residence halls. This also extends to any projectile objects, firecrackers, gunpowder, and other explosive or similar and potentially dangerous objects.

f) *Furniture*: Misuse of University property, including possession of common area furniture in Resident rooms, is prohibited and will result in a minimal charge of \$25 to return the property.

g) *Gambling*: Gambling in the residence halls is prohibited. The conducting of any business or commercial enterprise for personal profit is prohibited in University-owned facilities unless conducted by recognized student activities and student government or under the sanction of properly designated University personnel.

h) *Harassment of Members of the University Community*: Physical or mental harassment, which may be verbal or written, or conduct that intimidates, threatens, or endangers the health or safety of self or others, is prohibited.

i) *Identification/Failure to Comply*: Residents are expected to provide proper identification when requested by a staff member or other University officials and comply with their directions in the performance of their official duties. Residents are further expected to comply with the terms and sanctions imposed as a result of disciplinary action.

j) *Guest Visitation*: In all residence halls, guests must be escorted throughout the hall in order to ensure safety and the right to a reasonable degree of privacy for each resident. Residents are responsible for the conduct of and adherence to policies by any guests or visitors. Inappropriate behavior and damage caused by guests becomes the responsibility of the host resident. Residents inviting guests/visitors should consult with their roommates concerning any possible objections. **No resident student will be allowed more than two guests at one time.**

Access to restroom facilities is limited to persons of the same sex residing on the floor served by the facilities. Visitors of the opposite sex are required to use authorized facilities, which are located on the respective floors or in public areas of the halls.

*Overnight Guests*: Residents are permitted to have overnight guests in the residence halls by advance arrangement through residence hall staff. All Residents and guests must follow appropriate registration procedures, and any overnight guest requires the approval of the roommate(s). The resident must accompany his/her guest at all times. Overnight guests may be registered for no more than two consecutive nights. **Persons who have been removed from the residence halls for any reason may not return as overnight guests following their removal.**

k) *Lounges and Recreation Areas*: Lounges and recreation areas are for the exclusive use of the hall residents and their guests.

l) *No Smoking*: Smoking is prohibited in the residence halls and within the designated nonsmoking area outside the residence halls.

m) *Pets*: Pets and animals of any kind (with the exception of fish kept in a maximum 10-gallon aquarium) are prohibited for health, safety, and sanitation reasons.

n) *Water-Filled Furniture*: Water-filled furniture is not permitted due to the potential problems of water damage.

o) *Quiet Hours*: Residents must observe reasonable quiet hours at all times, both inside and outside the residence halls. Even when quiet hours are not in effect, the noise level must not interfere with the rights of Residents who want and need to study at that time. Quiet hours are established by individual halls/floors, and minimally will be in effect from 10:00 pm. until 10:00 am. the following day, Sunday through Thursday. Twenty-four hour quiet hours are in effect during the last week of classes and during finals week of each semester.

p) *Roofs, Ledges*: Unauthorized presence on rooftops, ledges, or areas marked for restricted access in any residence hall facility is prohibited.

q) *Security*: Residence hall security is a shared responsibility of the University staff and students. All exterior residence hall doors are locked 24 hours per day. Visitors to residence halls must be met outside the building and escorted into the building. Residents who leave by locked exterior doors are responsible for leaving the doors in a locked position. (For reasons of safety and security, it is important that residents do not leave exterior hall doors or their room doors unlocked. The lending of residence hall keys and the “propping” exterior residence hall doors is strictly prohibited. Residents should always carry their Student ID Card and present it to authorized residence hall and other University staff when requested to do so.

r) *Solicitation*: Door-to-door solicitation and operating a business within the residence halls is prohibited. See the *Bear Facts* for further details.

s) *Telephone*: Phone lines are provided by the university, but no phone. Note: An administrative tracking fee will be assessed on any unauthorized long-distance bill traced to a residence hall room. Deliberate use of an unauthorized TID (Long Distance Authorization Code) or PSC (Personal Security Code) number constitutes fraud and may be grounds for prosecution and/or suspension from the University in addition to the assessment of an administrative fee.

Each room has a telephone line for your use. Any standard telephone with a modular jack will work. To call on campus just dial the four digit campus phone number. To dial free local calls (within bands 1,2,3 or 4) dial a "9" first, the number.

t) *Theft*: Theft or possession of stolen goods, including the illegal possession of or damage to University property or property of a person in residence halls, is prohibited.

u) *Weight-Lifting Equipment*: Weight-lifting is not permitted in individual rooms because of noise and potential damage to floors.

v) *Windows, Screens, and Objects from Windows*: For safety reasons, window screens are not to be removed under any circumstances. Dropping, throwing, or projecting solid or liquid objects from a window is prohibited.

Note: The Housing Contract <http://residencelife.wvutec.edu/r/download/82918>, along with the student’s housing Application/Contract, serves as a legally binding commitment to Residence Life and Dining Services.

## Consolidation Policy

For a number of reasons, some people who may have signed up for a double room find that they are without a roommate during the course of the school year. In that instance, the Residence Life expects that students will abide by a consolidation policy (also stated on the Housing and Food Service Contract.) This policy requires that a resident who signed up for a double room, but has no roommate, to select one of the following three options:

- Find another person to move into their room.
- Move into another room either through personal choice or by Residence Life placement,

- Reside in the room as a private and pay a prorated single room occupancy rate for that room.

Staff from the department of Residence Life will notify you if it becomes necessary for you to comply with this policy.

## Keys

Each student will be issued a room key upon check in. The key must be turned in at the end of each semester or whenever the student vacates the room. Failure to return the key will result in a “lock change” and the resident responsible will be assessed a \$75.00 lock change and new key charge. Similarly, a \$75.00 lock change fee will be initiated for lost keys. New keys may be picked up at the residence hall office. Duplicating ANY Tech key is strictly prohibited and grounds for judicial action. Student room keys are not transferable

## Breaks

When residence halls are officially closed because of semester breaks or end of the year closings, residents may not remain in the building without special permission from the department of Residence Life. Residents failing to comply with this regulation will be subject to disciplinary action. In addition, after an official close date and time, students will be given, with special permission, a grace period of 24 hours to vacate their room. After this grace period, students will be charged a \$25 per evening lodging cost. When Tech is not officially in session, it is the policy of the University to allow use of the residence halls only by special contractual arrangement and permission by the department of Residence Life.

## Fire Emergency Policy

Whenever you hear the fire alarm sound you are to vacate the building immediately -IT IS THE LAW. Failure to leave not only endangers your life and the lives of others, but also could result in disciplinary and legal action. Here are the procedures to follow when a fire alarm sounds:

1. Close the windows and turn off electrical appliances.
2. Turn off lights and leave draperies open.
3. Put on substantial shoes, not just slippers.
4. Carry a towel in case you encounter smoke.
5. Close and lock your room door.
6. Quickly exit building but do not run.
7. Stay at least 50 feet from the building and do not block street so fire equipment can get through.
8. Comply with the directives of law enforcement officials, fire safety professionals and residence life and other university staff.
9. Above all else -DON'T PANIC. When there is a fire alarm, the RD may have the RA's check residents' rooms. No one may re-enter the building until given clearance by the Housing staff.