



Institute of Technology
West Virginia University

**Bearfacts
2009-2010**

Student Handbook

*Brought to you by the
WVU Tech Student Activities Office
A Division of Student Affairs*

2009-2010 Bearfacts

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West Virginia University Institute of Technology

Overview

WVU Tech offers more than 60 fully accredited fields of study in two and four year programs, ranging from traditional liberal arts to computer science. Degree programs are divided among the colleges of Arts and Sciences, Business and Economics, and the Leonard C. Nelson College of Engineering.

Tech programs are primarily career oriented. The institution acknowledges the primacy of instruction but also encourages faculty to research in their respective fields as a valuable concomitant to good instruction. WVU Tech also stresses continuing education, within the realm of public service, serving the needs of people in the industrial, business, and educational communities. West Virginia University Tech has a long, proud history of service to the people and business of the state of West Virginia. Tech was founded in 1895 as Montgomery Preparatory School a branch of West Virginia University. Over the nearly hundred years since then the school has grown and changed to meet the needs of the state and its people. In 1941 it became WVU Tech. In 1952 Tech began to offer bachelor degrees in engineering. This marked the first instance in which a West Virginia four-year college had developed a specialized role in providing educational services to its constituencies.

WVU Tech challenges and nurtures students to learn the knowledge and skill required for meaningful citizenship, enlightened living, and useful careers, especially in fields related to engineering, technology, allied health, business and teacher education.

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, WV 26506
304-293-5496

Affirmative Action/Equal Opportunity

West Virginia University Institute of Technology reaffirms our commitment to the full realization of Affirmative Action and Equal Employment Opportunity in our employment practices.

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 Opportunity Policy/Affirmative Action Plan. Inquiries regarding the WVU Tech non-discrimination policy may be directed to the Director, Affirmative Action/Equal Employment Opportunity, at West Virginia University.

Sexual Harassment

West Virginia University is committed to providing 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:

Jennifer McIntosh

Executive Officer and Director of ADA/504 Compliance

Phone: (304) 293-5496 TDD: (304) 293-3057

Email: jennifer.mcintosh@mail.wvu.edu

American with Disabilities Act

The Americans with Disabilities 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.

West Virginia University Institute of Technology placed the administrative responsibility for ADA/Rehabilitation Act compliance in the President's Office for Social Justice. Examples of issues within the scope of this responsibility include program accessibility for all institutional constituents, removing existing architectural and physical barriers, ensuring that capital projects are in compliance, arranging for accessible transportation, providing ongoing education and training, and ensuring compliance in employment practices. Both ADA requirement and guiding principles for ADA/Rehabilitation Act compliance are available from this office. Consultation on disability related issues is available and encouraged.

From the WVU Tech Provost's Office

Welcome to WVU Tech, and thank you for becoming a Tech student!

You can expect a top quality academic experience here – one that will lead you to a satisfying and rewarding future career. Our academic degree programs are well known across our state and nation, and increasingly the world, for their excellence. Our accreditations are strong, our national rankings are high, and our comprehensive college status is the model to which others aspire. The strength of Tech's academic degree programs is reflected in the historic earnings advantage of our graduates - who on average start their employment with salaries \$6,000 higher than those of their peers at other four-year colleges in the state.

You can expect V.I.P. (Very Important Person) status on this campus – with fine-tuned orientation classes to better prepare freshmen and transfer students for the college experience, expanded and more accessible tutoring programs to enrich your study skills and competencies, and enriched academic advisement to better facilitate your academic pursuits and career path.

You are the “reason to be,” as well, for each and every member of our faculty. They are here to help you learn, and through your experiences with them you will be counting them among your mentors and friends. The members of our faculty are not only one of Tech's greatest strengths in the eyes of accrediting agencies they are also your family away from home during your college years with us.

Outside the classroom, hosting over 50 clubs and organizations, an intramural sports program, and diverse cultural, intellectual, and entertainment programs, WVU Tech will provide you with an exciting and personalized extended campus life. Montgomery and the surrounding communities accept the Tech community as part of their community. We feel fortunate, as well, that our location also offers easy access to many outdoor activities, such as skiing, whitewater rafting, camping, fishing, hiking, biking, and rock climbing.

Tech is truly a special place - where you can realize your professional and personal goals – all the while enjoying life on and off campus.

Good luck in all of your pursuits, and remember that all of us here at Tech – faculty, staff, and administration, are here to assist you.

Scott M. Hurst, Ph.D
WVU Tech Campus Provost

From the Dean of Student Affairs Office

August, 2009

Dear Golden Bears,

As Dean of Students, it is my sincere pleasure to welcome you to the West Virginia University Institute of Technology for the 2009-10 academic year!

As a new member of the Tech community myself this year, I have been impressed by the quality of our academic programs, the friendliness of our campus, and the commitment of the Tech faculty and staff to the overall success of students. Whether you are a new student attending Tech for the first time or a student continuing your education, you already know that Tech is a special place, just as it has been for well over a century.

Faculty and staff take pride in providing high quality learning experiences both within and outside of the classroom that contribute to students' overall success. In the classroom, Tech students work hard to balance the rigor of cutting-edge, academic programs. Outside the classroom, Tech students learn through personal interactions in the residence halls, participation in student organizations on campus, competition as student athletes, and attendance at educational, cultural, and social events held regularly on campus.

The faculty and staff at Tech stand ready to support you in your educational pursuits, and it is my hope that you will make the most out of your educational experience at WVU Tech. Please do not hesitate to contact me at Richard.Carpinelli@mail.wvu.edu or (304) 442-3158 if there is anything I can do be of assistance throughout the academic year.

Go Golden Bears!

With warm regards,

Richard Carpinelli
Dean of Students

PART I

ACADEMIC INFORMATION

ACADEMIC ADVANCEMENT

Credit Hours

Academic advancement by the student is measured in terms of semester hours. To earn one semester hour, the student must attend a lecture of 50 minutes (one clock hour) each week in a semester. For lab credit of one semester hour, the student attends two or three clock hours per week.

Course descriptions in the catalog show the number of semester hours for the course and the number of lectures or laboratories per week.

Classification of Students

Class rank is based on the total number of semester hours credit on file in the Registrar's Office at the beginning of each term. Minimum requirements are:

Semester	Hours Earned
Freshman.....	0-29
Sophomore.....	30-59
Junior	60-89
Senior.....	90-Over

Students enrolled in two year programs in the Community and Technical College are classified as sophomores even though they may have earned over 59 hours.

Classification of Students for Fee Purposes

Students enrolling at WVU Tech are classified as resident or nonresident for tuition and fee purposes at the time of admission.

If there is a question as to residence, a petition for residency must be filed with the Registrar and will be reviewed by the campus Residency Committee. This petition must be filed at least two weeks before the start of the semester.

Grading System and Quality Point Average

Grades awarded by WVU Tech are:

A - Excellent	4 Quality Pts. /Semester
B – Good.....	3 Quality Pts. /Semester
C – Average	2 Quality Pts. / Semester.
D - Below Average.....	1 Quality Pt. / Semester.
F – Failure.....	0 Quality Pts. / Semester
FI - Failure Irregular Withdrawal.....	10 Quality Pt.

I- Incomplete: Given a student when he is unable to complete a course because of illness or other unavoidable circumstances. Six weeks in the next regular semester are given in which to remove the I.

A - Audit: no quality points or credit.

P - Passing: no quality points given. Given only for Co-Op work experience. F grades in non-credit courses are computed.

W - No Grade: course dropped within time limit.

(Note: Students may not withdraw from remedial classes)

A requirement for graduation is that a student earns a minimum of twice as many quality points as credits carried or a 2.0 average. Anything below that is considered a quality point deficiency.

The average for a semester is computed by dividing the quality points earned by the semester hours attempted. The cumulative average is computed by dividing the total quality points earned by the total semester hours attempted.

When a student earns a D or F grade no later than the semester in which he attempts a total of 60 hours, he may repeat the course prior to earning a baccalaureate degree and have the original grade deleted from the cumulative grade computation.

Grade Periods

Mid-semester and final grades are reported to the Registrar's Office each semester. The mid-term grades are progress reports only and are sent to the advisor.

The college sends final grade reports to the student. If the student is under 18 and single, grade reports are also sent to the parent or guardian. A student having an error in a grade received or a grade omitted should contact the instructor and/or the Registrar immediately. If the instructor makes an error in reporting a grade, he/she may request a grade change by completing a form provided by the Registrar. All corrections in grades must be approved by the Dean of the school and the Committee on Classification and Grades.

Grade Appeals

If a student wishes to dispute an hourly examination grade or any grade of importance, the student must see the faculty member involved by the next class meeting after receipt of the grade. If the dispute is over a final examination grade or a final grade, the student must see the faculty member within two weeks after the next term begins. If not satisfied with the faculty member's decision, the student is directed to make an appeal to the appropriate department chairman/division director within one week.

If still dissatisfied, the student is directed to make an appeal to the appropriate academic

Dean, stating the grievance in writing, within two weeks after the meeting with the faculty member. The written appeal by the student to the academic dean must include a statement of the facts and evidence to be presented by the student in support of the charges made with sufficient clarity to reasonably disclose the claim for a grade change.

Within two weeks after receiving the grievances in writing, the academic dean will bring together the student and the faculty member involved, and the faculty member's department chair/division director for a hearing on the appeal. A student who desires may choose a faculty member or another student as the student's representative at the hearing.

If not satisfied with the results of the hearing, the student may, within one week, appeal the case in writing to the chair of the Academic Appeals Committee.

The Academic Appeals Committee shall consist of five faculty members and two student members determined in accordance with the respective constitutions of the Faculty Assembly and the Student Government Association. The Committee will elect its own chair.

Once a written appeal is made to the Committee by a student, the Committee will appoint a faculty member from the same area of study, or from an associated field in which the dispute is involved. The faculty member chosen by the Committee from the area of dispute will function in the same mode as any other member of the Committee for purposes of hearing the particular appeal case and is neither an advocate for the student nor the faculty member involved in the appeal. The purpose for the selection is to insure that someone with expertise in the subject area of dispute will be a member of the committee.

A member of the Academic Appeals Committee involved in such a dispute will be disqualified and the Committee will appoint a replacement.

Members of the Committee have the authority to determine whether or not an academic evaluation was "prejudicial, capricious, arbitrary, or discriminatory" and to recommend a change in grade. However, only the faculty members of the Committee have the authority to determine what the new grade shall be.

The Committee's decision is to be enforced by the President.

Summer Grade Appeal Policy

Any student whose May graduation was delayed by a grade of "D" or "F" in a required course may request a special summer procedure be instituted for grade appeals. If the faculty member is not on campus, the student may start the appeal process by notifying the instructor, department chair, or dean within three (3) weeks of the mailing date of final grades. For summer grade appeals, the President or Dean for Academic Affairs is empowered to appoint summer replacements for faculty representatives on the committee who are not available. The Dean of Students will appoint student replacements as needed. "Other than exceptions noted above, all other portions of regular Grade Appeals Policy are in effect."

Hearing Procedure for a Grade Appeal

1. Following receipt of the properly detailed, written student request for a grade appeal hearing, the Chairman of the Academic Appeals Committee shall schedule the hearing. The student's request shall include the course title and number, instructor's name and a brief summary as to what actions occurred that are alleged to be "prejudicial, capricious, arbitrary, or discriminatory." The hearing will be scheduled as soon as possible within the semester that the student initiates the grade appeal.
2. At least 2 weeks before the scheduled hearing, the faculty member involved and the student making the appeal shall receive notification of the date, time, and place of the hearing along with a copy of the student request for the hearing. Additionally, the faculty shall receive a copy of the student request for the Academic Appeal Hearing. The two week notice will only be waived if either (a) both the student and the faculty member request its waiver, or (b) unusual circumstances are presented by the student. The finding of unusual circumstances rests solely with the Academic Appeals Committee Chairman. An unusual circumstance is defined to be a situation where a student will be dropped from a course of study if the appeal is unsuccessful.
3. One week prior to the hearing, the student and faculty member involved must present to the Chairman a list of names of any proposed witnesses they wish to present testimony pertinent to their case along with a written justification for each perspective witness explaining their significance to the case. Testimony of any witnesses should be directly related to the facts and evidence described by the student in the initial request for a hearing. Collaboration of oral testimony can be submitted in written form to the Committee. The Committee has the right to refuse to hear from any witness who, in the Committee's judgment, would fail to add any pertinent information to the case.
4. Both the student and the appealed faculty member are entitled to be accompanied at the Academic Appeal hearing by an advisor of his/her choice. The advisor shall be either a West Virginia Institute of Technology student or faculty member. Such advisors may consult with but may not speak on behalf of their advisers or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Academic Appeals committee. Advisors are not committee members and therefore do not vote.
5. Prior to the hearing, the Committee Chairman shall appoint a faculty member from the subject area of dispute other than the departmental chairman to the Committee as a temporary voting member for the hearing. The faculty member chosen by the Committee Chairman will function in the same mode as any other member of the Committee for the purposes of hearing the particular appeal case and is neither an advocate of the student nor of the faculty member involved in the appeal. The purpose for this selection is to insure that an individual with expertise in the subject area of dispute will be a member of the Committee.
6. A Committee member who is directly involved in a dispute will be disqualified and a replacement, preferably an elected alternate, will be appointed by the Committee Chairman in consultation with the Committee members.

7. A Committee member who cannot attend a hearing should notify the Chairman as soon as possible and, if the member has a designated alternate, arrange for the alternate to participate in the hearing. *Hearings will be held as scheduled if a majority of the permanent membership of the Committee including at least one student is present.*

8. Since this is a hearing of an academic dispute and is not adversarial in nature, formal rules of evidence and court procedures do not apply. Types of evidence that a student may want to provide include but are not limited to: witnesses to events, written documentation, course syllabus, class outline, class notes and/or log, assignment sheets, absenteeism policy, grading procedures, the appealing student tests(if retained by the student), and other pertinent documentation. Tape recordings of classroom presentations are not considered evidence for an academic appeal. Faculty members are requested to provide a course syllabus, class outline, grading procedures, the students tests(if retained by the faculty member), answer keys, absenteeism policy and other pertinent documentation.

9. Order of the Proceeding:

- (a) Two tape recorders will be running during the time of all testimony and questioning. All individuals involved will be informed of the recording at the beginning of the hearing.
- (b) The Chairman of the Committee will summarize the hearing procedure at the beginning of the hearing and will request that the case not be discussed outside the hearing room
- (c) The student and the faculty member involved as well as their advisors will be present during the entire portion of the hearing when testimony and other evidence are being presented.
- (d) The student will have opportunity to state the charges against the faculty member and present all evidence and arguments to support the charges made.
- (e) The faculty member will have the opportunity to respond to the charges and present all evidence and arguments to support the awarded grade.
- (f) Witnesses for both parties will be heard one at a time with only the following people present: committee members, the student making the appeal, faculty member involved, and student/faculty advisors, if any.
- (g) The committee members will have the opportunity to ask relevant questions throughout the testimony.
- (h) The student and then the faculty member will have the opportunity to make additional comments and to summarize arguments.
- (i) Both, the student, the faculty member and their advisors will withdraw and the committee will discuss the case. Prior to discussion the tape recorders will be turned off.
- (j) The decision affirming or denying the allegation that the grade in question was improperly awarded will be made by majority vote using secret ballot of all committee members present including the Chairman.

(k) In the event of a decision favoring the charge that the grade in question was improperly awarded, the grade to be awarded will be determined by majority vote of the faculty membership of the committee present for the hearing only. Student members may not vote on the grade to be awarded. The Registrar will be notified by the Chairman of the Committee of the decision and of the grade to be awarded in the event the decision concerns a final grade.

(l) A written statement of the decision of the Committee will be provided to the student and faculty member involved and to the President of the College, and his/her designees. A brief report of the Committee's decision will be sent to all Committee Members. The Committee's decision will be enforced according to Board of Directors Procedural Rule no. 60.

(m) If the hearing lasts more than two hours, the Committee may choose to recess and complete the hearing at a later time. If the Committee does choose to recess, all members present for the first session are required to conclude the hearing.

(n) Copies of the tapes of the Committee proceedings will be furnished to the Academic Vice President within two weeks of the completion of the hearing. Evidence provided by the student will be mailed by registered mail to the student within two weeks of the Committee's decision. All materials generated by the Committee excluding memos relevant to the hearing will be destroyed.

10. The student is not entitled to a hearing until all previous steps in the appeals process have been properly taken. In accordance with Board of Directors Policy no. 60, the Academic Appeals Committee is the final step for a grade appeal.

Regulations on Attendance

The instructor sets attendance regulations for his/her classes. He/she will specify early in the semester what his/her regulations are and his/her policy regarding makeup tests and class assignments. Students are responsible for all work missed as a result of absence. Institutional excuses for college sponsored activities are granted by the Dean of the college and honored by each instructor.

CHANGE OF SCHEDULE

Changes in a student's schedule will be processed when a change in schedule form has been properly signed and returned to the Registrar.

A student has two weeks after the day designated as mid-term to withdraw from a course with a "W" grade. This date is given in the academic calendar.

During the summer, the deadline for withdrawal with a "W" will be available from the Registrar's Office.

CHANGE OF MAJOR

At the time a student applies for admission, he indicates a major. He remains in this major until graduation or until he is approved to change to another major. Such approval is granted when a student completes a change in major application, available in the Registrar's Office, and this application is approved by the old and new advisor.

GRADUATION INFORMATION

Requirements for Graduation

Normally a student may expect to graduate under the requirements published in the catalog year in which he/she was officially accepted into the specific degree program. However, the college reserves the right to change requirements for graduation. If such changes are made, they may, at the discretion of the college, be applied to students already enrolled, provided the new requirements do not impose extension of time for completion of a degree

As a general rule, a student has six years to complete degree requirements in an original baccalaureate program or three years in an associate program. However, if the student interrupts their program for one academic year they will be subject to the requirements of the existing catalog when they return.

Graduation requirements for baccalaureate degrees include the following:

1. Thirty of the last 36 hours taken in residence at WVU Tech.
2. A minimum of 40 semester hours in upper-division courses.
3. Overall 2.0 average in all courses attempted.
4. Overall 2.0 average in courses attempted at WVU Tech.
5. Minimum 2.0 average in all courses attempted at WVU Tech, in major, minor, and teaching fields as indicated below:
 - A. Teacher Education Students
 1. Content Teaching fields
 2. Professional education (2.0 in each course)
 3. Overall GPA (2.5)
 - B. Engineering

Professional courses (all Engineering, Math, and Physics)
 - C. Business

Professional courses (all Business and Economics). Printing management majors also will include all printing management (PMGT) courses.
 - D. All other Baccalaureate majors
 1. Major
 2. Minor (if elected)

Degree requirements vary from program to program. The minimum semester hours for a B.A. or B.S. degree is 128 semester hours. The student is responsible for completing all course requirements listed on the pattern sheet and must schedule a graduation check with the Registrar during both of the last two semesters preceding graduation. If a substitution or waiver is approved by the advisor and Dean, a signed waiver form must be on file in the Office of the Registrar. Candidates for graduation taking courses under the

transient student status must see that a transcript is received in the Office of the Registrar no later than ten (10) calendar days after the Commencement date. **This is your responsibility!**

Application for Graduation

A formal application for graduation must be filed in the Office of the Registrar by the date listed in the academic calendar. A graduation fee is payable at the time of application.

PROBATION AND SUSPENSION

The policies governing academic probation, dismissal, and reinstatement are listed below:

1. At the end of any semester in which a student has a cumulative quality point deficiency of 11 or more, he will be placed on academic probation.
2. No student while on probation can carry more than 14 semester hours, including non-credit courses.
3. The student, while on academic probation, may participate in only one extra-curricular activity in a semester (varsity sports, cheerleading, debating, and dramatics).
4. No student on probation may serve in the SGA or hold class office.
5. A student remains on probation until all deficit quality points are made up.
6. A student on academic probation will be suspended for one semester if he/she fails to make a 2.0 average in any semester or summer term and provided he has a deficiency of 11 or more quality points.
7. A student who has been suspended once may be reinstated by remaining out of school for one semester and applying for re-admission, or he/she may petition the Committee on Classification and Grades for readmission. Being out of school during the summer does not satisfy this provision.
8. A student who has been given a second academic suspension is not eligible to return except through special committee action.
9. Credits earned by students at other institutions while on suspension from WVU Tech will not be accepted for transfer credits if the student is readmitted

WITHDRAWALS

Students who find it necessary to withdraw from WVU Tech must do so through the Office of Admissions and Records. Failure to withdraw officially will result in F1 grades. Refund of tuition and fees are based on the date the completed withdrawal form is presented to the Registrar.

FRESHMAN SEMINAR

TECH 100 - Freshman Seminar is a required one credit-hour course for all first-time full-time Freshmen and full-time Transfer Students with less than 30 transfer semester hours. The course is designed to assist new WVU Tech students in making a smooth transition into the Tech community. Through this course, new students learn about university life, career goals and academic & personal skills necessary for successfully completing the all-important first semester at Tech. Students are grouped according to academic majors with senior students assigned as Freshman Seminar Mentors. The course is delivered by the Division of Student Development and the College of Engineering and the College of Business, Humanities and Sciences in an integrated format. Various members of the faculty, staff, and administration also provide information concerning university policies and procedures. Students have an opportunity to establish early relationships with their academic departments and confer with their academic advisor in developing short-term and long-range academic plans.

PART II

CAMPUS POLICIES

ACADEMIC DISHONESTY

Honesty among the members of any social group is required for the smooth functioning of the group. In college, new experiences, social awareness, and the academic life with its freedoms, frequently put individual honesty to the test. Without honesty, both individual and institutional goals would be compromised. Therefore, academic dishonesty will not be tolerated.

It is presumed that the student has gained a basic understanding of the meaning of the term dishonesty prior to entering college. Academic dishonesty includes any deceitful act committed to affect any student's scholastic standing. All parties knowingly associated with the act are guilty of dishonesty whether or not they directly benefit from the act.

Examples of academic dishonesty include, but are not limited to: (1) plagiarism of an item submitted for a grade such as a question or answer on an exam, quiz, or laboratory report, a submitted paper, experimental data, a computer program, or homework; (2) falsifying experimental data; (3) using work accomplished by another person; (4) assisting another person to cheat; (5) falsifying records pertaining to the course in question; and (6) improperly accessing computer stored information.

While this policy will apply for all courses in the institution, each faculty member may establish a policy statement within the framework of this policy on cheating and resulting penalties for their courses to be included in the course syllabus. It is a faculty and student responsibility to prevent academic dishonesty.

When academic dishonesty is suspected, the faculty member should discuss the matter with the student involved as soon as practical, but should assess a penalty only when the evidence justifies such action or where the student provides a written admission of guilt. Possible penalties the faculty member may utilize range from failure on the item in question to dismissal from the course with a failing grade. In the event of dismissal from a course for reasons of academic dishonesty, a student may not withdraw to avoid a failing grade. When a penalty is levied the student may accept the penalty and sign a written admission of guilt, accept the penalty without admitting guilt, or may, within one week, appeal the faculty member's decision to the chairman/division director of the department involved. If appeal is requested, the chairman/division director will meet with the student and faculty member involved as soon as possible to review the evidence related to the case. The student will have the option to remain in the course and continue the work until the appeal process is completed in the case of appeal of dismissal from a course. It should, however, be clearly understood that if the decision for dismissal is upheld the student will receive an "F" grade for the course regardless of overall performance in the course work. If the student chooses not to remain in the course, the committee shall decide whether to award a "W" or "F" grade based on the outcome of the appeal.

Should the Chairman/Division Director uphold the faculty member's decision, the student may appeal to the appropriate academic dean or accept the decision. If the chairman/division director does not uphold the faculty member's action, the instructor

may accept that decision or appeal the question to the academic dean. The appeal to the dean must be in writing describing the basis for appeal and be submitted within one week after the chairman/division director's decision.

Either the student or faculty member may appeal the decision of the dean by a written request for a hearing addressed to the Chairman of the Academic Appeals Committee within one week of the dean's decision. When such an appeal request is made the committee chairman will schedule a hearing within two weeks and notify, in writing, all concerned parties of the time and location of the hearing and also the hearing procedure to be followed.

Additional penalties for academic dishonesty include suspension or permanent dismissal from the institution. Only the Academic Appeals Committee can determine these sanctions after a formal hearing before the Committee.

In the event that a student receives an "F" grade in a course as a result of academic dishonesty, a report of this action will be filed with the appropriate administrative office. Should the student receive a second such "F" grade, the student shall be subject to suspension or dismissal from the institution, the appropriate action to be determined by the Academic Appeals Committee. When a student graduates any such report concerning that student will be removed from the file and destroyed.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY

In recognition of the growing social concern about the threat posed to life and health by the Acquired Immune Deficiency Syndrome (AIDS), WVU Tech would be remiss in not developing a policy to address the issue. Therefore, it is a policy of WVU Tech to balance the rights of individuals HIV positive to an education and to employment against the rights of students and employees to an environment in which they are protected from contracting the disease. In the belief that education can exercise some control over the spread of the disease and help the public respond in a reasonable manner, WVU Tech is committed to providing its community with education about transmission of the disease and precautions that may be taken to prevent its spread.

A complete copy of the AIDS policy is available upon request in the Dean of Student Services Office, in Old Main and the Student Activities Office, third floor, Tech Center.

ALCOHOLIC and DRUG POLICY

INTRODUCTION

West Virginia University Institute of Technology prohibits the illegal and irresponsible use of alcohol and other drugs. **The institution will enforce federal, state and local laws, as well as its own alcohol and drug policies,** and procedures that support these laws will be instituted and strictly enforced. It is the responsibility of every member of the campus community to know the risks associated with the use and abuse of alcohol and other drugs and to assist the institution in creating an environment which promotes health-enhancing attitudes and activities. This document is intended to provide information about the Institution's Alcohol and Other Drug policies and sanctions; federal, state, and local laws and penalties; procedures for the serving of alcohol and the registration of parties; health risks associated with alcohol and other drug use; and resources for education and treatment.

Alcohol and Other Drug Policies

A. The primary goal of students at West Virginia University Institute of Technology is to achieve academic excellence; therefore illegal use of alcohol and other drugs is prohibited. In addition, irresponsible use of alcohol by persons of legal age will not be tolerated.

B. At no time will West Virginia University Institute of Technology allow possession, use, and/or distribution of illegal drugs. For appropriate events, West Virginia University Institute of Technology will determine how, when, and where alcohol may be used.

C. Individuals and sponsoring groups are accountable for their choices and behavior. If alcohol or other drug violations occur, the following systems may be utilized:

1. Institution Disciplinary, Honor, or Judicial Boards and Sanctions.
2. Procedures outlined in faculty and employee handbooks.
3. Legal prosecution

D. Students, employees, and guests must adhere to federal, state and local rules and regulations.

E. Alcohol and other drugs will not be allowed to interfere with residence hall living, co-curricular activities, or classroom learning.

F. When alcohol is present at an event strict controls will be enforced in order to prevent underage drinking.

G. Alternative beverages and food must be available and visible when alcohol is served.

H. Specific guidelines for alcohol use will be issued for events that have approval for alcohol to be present.

I. Detailed alcohol procedures are available from the Dean of Students and the director of Student Activities. These procedures apply to all members of the West Virginia University Institute of Technology community, including guests and visitors.

J. Questions should be directed to the Director of Student Activities or the Dean of Student Services.

Alcohol Policy Violation Response

First violation - Attend an alcohol education session. Letter to parents/guardian noting violation and consequences for repeat violation (if the student is under the age of twenty-one). Informal disciplinary meeting with the Associate Dean of Students or Director of Residence Life. Additional judicial sanctions for any related violations.

Second violation - Attend personal one on one alcohol education session. Second letter to parents/guardian noting the violation and further consequences for repeat violation (if the student under the age of twenty-one); a formal hearing before the Council of Deans. Additional judicial sanctions for any related violations.

Third violation - Attend personal one on one alcohol education session. Citation by Police (leading to Magistrate's fine). Letter to parents/guardian noting the violation and further consequences for repeat violations (if the student is under the age of twenty-one).

Removal from campus housing (if the student lives on campus). Formal hearing before the Student/Faculty Discipline Committee or Council of Deans. Additional judicial sanctions for any related violations.

COMPUTER USE AND ABUSE POLICIES

WVU Tech has adopted a policy intended to allow for the proper use of WVUIT computing and network resources, for effective protection of individual users, and for equitable access to computing resources. In addition, users must comply with the "West Virginia Computer Crime and Abuse Act of July 1989" which defines potential computer abuse and prosecution and with WVNET computer usage policy. Both policies are available on WVU Tech's home page.

I. Definitions

A. Authorized User: users are to have valid accounts authorized by the Computer Center. These accounts and passwords are not to be shared. You will be held accountable for any abuse of computing resources by persons you allow to use your account and password.

B. Individual Privileges: an authorized user is empowered to use computing facilities for productive purposes, and his/her privileges are contingent upon acceptance of accompanying responsibilities.

C. Responsible Use of Resources::

1. **Hacking:** stealing others passwords, disrupting computer systems, or unauthorized access of other user's files is considered hacking and is prohibited.

2. **Harassment:** sending unwanted messages, abusive or obscene messages, chain letters, mass mailings, or intruding on a user's account is considered harassment and is prohibited.

3. **Game Playing:** time-consuming game playing is prohibited.

4. **Copyright Laws:** WVU Tech prohibits the unauthorized installation, copying, and distribution of unlicensed software. You should read and abide by all software licensing agreements.

5. **Miscellaneous:** using accounts for mass mailings, personal profit, or illegal purposes is prohibited.

D. Disciplinary Action for Abuse of Policy: takes seriously any breach of policy. Abuse or misuse of WVUIT computing services may not only be a violation of college policy and user responsibility, but may also violate federal and state criminal code. Upon receipt of sufficient grounds for believing that malicious or unacceptable usage of computer services is occurring, WVU Tech will take appropriate steps. Action may include but is not necessarily limited to: suspension of a student from WVU Tech; revocation of student, faculty, or staff computing privileges; or other legal action including recovery of damages and/or referral to law enforcement authorities. Concerning possible compute abuse, WVUIT reserves the right to examine files, programs, passwords, and printouts without prior notice.

II. Computer Usage Guidelines

- A. Users are to have valid, authorized accounts and may only use those computer resources which are specifically authorized. Users may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own computer account. Users should not let another person use their account unless authorized by the system administrator for a specific purpose. Passwords should be changed often to ensure that private and secure files are kept that way.
- B. A user may not change, copy, delete, read, or otherwise access files or software without permission of the owner of the files or the system administrator. A user may not bypass accounting or security mechanisms to circumvent data protection schemes. A user may not attempt to modify WVNET software except when intended to be user customized.
- C. A user may neither prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games, engaging in non-productive or idle chatting, sending mass mailings or chain letters.
- D. Users should assume that any software they did not create is copyrighted. They may neither distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets.
- E. Users must not use the WVNET computer systems to violate any rules in the WV Classified Employee Handbook, Faculty and Student Handbooks or any local, state or federal laws.
- F. A user should disclose to the appropriate authorities (Computer Center Director and/or WVNET personnel) misuses of computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in their investigation of abuses.

In connection with inquiries into possible abuses, WVNET reserves the right, with the approval of the director of WVNET, to examine files, programs, passwords, accounting information, printouts or other computing material without notice. Privacy of any electronic or printed material examined during an investigation of abuse, that is not relevant to the investigation, is guaranteed. Disclosure of such material will be an abuse of WVNET and subject to penalty.

III. Common Forms of Computer Abuse

Computing resources are valuable, and their abuse can have a far reaching negative impact. Computer abuse affects everyone who uses computing facilities. The same morality and ethical behavior that applies in the non-computing environment applies in the computing environment.

In providing computing resources, WVNET has the responsibility of informing its users (faculty, staff and students) of the rules, regulations and procedures regarding their usage. Computer users are responsible for understanding these rules so that they can abide by them. WVNET considers the following topics as areas of abuse:

A. PRIVACY

Investigating or reading another user's files is considered the same as reading papers on someone's desk – a violation of their privacy. Reading unprotected files is rude; reading protected files, by whatever mechanism, is considered the same as “breaking and entering.”

Violations include:

Attempting to access another user's computer files without permission; supplying or attempting to supply false or misleading information or identification in order to access another user's account; deliberate, unauthorized attempts to access or use WVNET's computers, computer facilities, networks, systems, programs, or data, the unauthorized manipulation of WVNET's computer systems, programs, or data.

B. THEFT

Theft includes the stealing of any property of the institution, Board of Trustees, WVNET or State of West Virginia. Unauthorized use of your funding allocation, or that of another user, whether billable or not, is also considered to be theft.

Violations include: using subterfuge to avoid being charged for the use of computer resources; deliberate, unauthorized use of another user's account to avoid being billed for the computer usage; abusing specific computer resources, such as BITNET (as described in other WVNET policies); removing any computer equipment (hardware, software, data, etc.) without authorization; copying or attempting to copy data or software without proper authorization.

C. VANDALISM

Any user's account, as well as the operating system itself, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resources disruption or destruction, is considered vandalism.

Violation include: sending either mail or a program which will replicate itself or do damage to another user's account; tampering with or obstructing the operation of WVNET's computer systems (attempting to “crash” the system); inspecting, modifying, distributing data or software without proper authorization or attempting to do so; attempting to interfere with the performance of the system; damaging computer hardware or software.

D. COPYRIGHT ISSUES

WVNET owns licenses to a number of proprietary programs. Users who redistribute software from WVNET computing systems break WVNET's agreement with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Therefore, the redistribution of any software from WVNET computing systems is strictly prohibited except in the case of software, which is clearly marked as being public domain.

Violations include: copying, transmitting, or disclosing data, software or documentation without proper authorization or attempting to do so.

E .HARASSMENT

Harassment of other users may be the sending of unwanted messages or files.

Violations include: interfering with the legitimate work of another user; the sending of abusive or obscene messages via computers; the use of computer resources to engage in abuse of computer (WVNET) personnel or other users.

F. MISCELLANEOUS

Other uses commonly considered unethical, include: unauthorized and time consuming recreational game playing; using computer accounts for work not authorized for that account; sending chain letters or unauthorized mass mailings; using the computer for personal profit or other illegal purposes; personal advertisements.

IV. Penalties

Abuse or misuse of WVNET computing services may not only be a violation of this policy or user responsibility, but it may also violate the criminal code. Therefore, WVNET will take appropriate action in response to user abuse or misuse of computing services. Action may include, but not necessarily be limited to: suspension or revocation of computing privileges; access to all computing facilities and systems can, may, or will be denied; reimbursement to WVNET or the institution of resources consumed; other legal action including action to recover damages; referral to law enforcement authorities; computer users (faculty, staff and/or students) will be referred to their institution for disciplinary action.

Finally, WVNET promotes the use of its computing facilities and seeks to improve the computer literacy of its users. Reducing computer abuse provides more computing resources for users with legitimate computing needs. Every user is expected to adhere to this policy.

DISCLOSURE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 provides constitutional guarantees for the individual student or parent in the dissemination of information from college records. Any student age 18 or older may request access to their educational records. The college must comply within forty-five (45) days.

Information from educational records is available to faculty, staff and administrators of the College who have a legitimate need. The office holding the information retains the authority to make judgments as to legitimate needs. Students may elect to complete and sign a FERPA Release Form that allows the identified parent(s) or guardian(s) to have the student's grades and performance concerns made available to the individuals specified.

CANCELLATION OF CLASSES

In the event that weather or other conditions make the cancelling of classes necessary, the following procedures will apply.

1. Canceling classes prior to beginning the school day.

A decision will be made by the President or Academic Vice President to cancel classes due to weather or other conditions. The decision will be broadcast on radio stations in Charleston, Montgomery, Oak Hill, and Beckley. Contact to the radio stations will be made by WVU Tech's Campus Police.

2. Cancelling classes during the school day.

A decision will be made by the President or the Academic Vice President to cancel classes due to weather or other conditions. Information on the cancellation will be distributed to the Deans by phone. The Deans will be responsible for notifying all faculty in their respective schools of the decision.

3. Cancelling off-campus courses.

Usually off-campus courses are cancelled at the request of public school authorities when public schools are closed due to weather or other conditions. The Director of Extension and Continuing Education is responsible for ascertaining if the public schools are to be closed and notifying the Director of Public Information so that the proper announcements can be made on radio stations in Charleston, Montgomery, Oak Hill, and Beckley.

4. Closing school for non-academic employees.

A decision to close the institution must be made by the Board of Governors.

5. Notification employees of closing

Each Vice President (Academic and Administrative) will devise and publish a means of contacting employees to notify them of the cancellation of classes and/or closing of the institution.

GRIEVANCE PROCEDURE

Section I. Purpose

The purpose of this procedure is to provide all students with a systematic policy for the resolution of grievances which may arise with a functioning unit and/or policy of the college except those matters pertaining to student discipline and academic grievances. Procedures for student disciplinary and academic grievances are outlined in the Board of Trustees' Policy Bulletin 57 and 60 available from the Office of Student Activities, 3rd floor Tech Center.

Section II. Rationale

Good student relations are maintained, effective services to students are enhanced, and all affected parties of the WVU Tech community are better served when sincere efforts of students, faculty, and staff are exerted toward constructive solutions to problems that may occur. The intent of this procedure is to provide a simple and easily understood process for solving problems at the lowest possible administrative level, as fairly and as expeditiously as possible.

Section III. Definitions

A. Grievance - A formal expression from a student expressing a circumstance which they feel resulted in unjust or injurious treatment from a functioning unit of WVU Tech. Such circumstances may include, but are not limited to, harassment, sexual harassment, discrimination, a misapplication, or a misinterpretation of the statutes, policies, rules, regulations, or written agreements that are part of the functioning procedure of the college.

B. Functioning Unit - The various administrative areas, departments, and/or offices within the college.

C. Jurisdiction - Refers to the areas of authority in relation to the student's right to be heard in the solution of problems in all matters except discipline and academics.

D. Grievance Committee - Consists of four faculty members elected by the Faculty Assembly and three students appointed the Students Government Association. At least three faculty and two student members must be present for any hearing to proceed, unless both parties to the hearing waive their right to a full hearing committee.

E. Grievance Panel - Permanent sub-committee of the Student Grievance Committee composed of two faculty members and one student appointed by the Chairman of the Student Grievance Committee.

F. Grievant - Any student who has a grievance as defined in Section III, Paragraph A.

G. Student - Any person who has been admitted to the institution to pursue a course of study, research, or service who is currently engaged in an institutionally sponsored activity, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Trustees or the institution.

Section IV. Processing

A. Level I

1. File a written grievance with the Office of the Dean of Student Services
2. The Dean of Student Services attempts a resolution and/or refers the student to the immediate administrative head of the appropriate unit.

B. Level II

1. Student requests hearing with Student Grievance Committee
2. Grievance Panel does one of the following:
 - a. Denies hearing
 - b. Grants an interview with the student
 - c. Refers the student to the appropriate unit
 - d. Grants hearing

C. Level III

1. Hearing by Student Grievance Committee
2. The Committee files a written report with the immediate administrative head of the functioning unit.

D. Level IV

If the Grievant is dissatisfied with the action taken by the administrative head of the functioning unit pursuant to the recommendation of the Committee, they may file a written appeal with the President within three (3) working days following receipt of the decision of the administrative head of the functioning unit.

NOTE: West Virginia Code: 5-11-9(i) prohibits threats, retaliation and any form of reprisals against any person who has filed a complaint or assists in prosecution of a complaint.

SEXUAL HARASSMENT POLICY**West Virginia University Institute of Technology Policy on Sexual Harassment****WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY POLICY AND PROCEDURE REGARDING SEXUAL HARASSMENT FEBRUARY 1995****I. POLICY STATEMENT**

WVU Tech is committed to providing 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, of students and employees of WVU Tech is a violation of university policy and expressly prohibited.

All faculty, students, and staff of the university are expected to:

- engage in conduct that meets professional standards;
- remain sensitive to the effect of their actions and words on others;
- take appropriate action to prevent sexual harassment;
- avoid behavior that might be construed as sexual harassment; and
- acquaint themselves with this policy.

Those in positions of supervisory authority have a special responsibility to discourage sexual harassment and to implement and enforce this policy. Violators of this policy are subject to disciplinary action that may include sanctions as severe as discharge of an employee or expulsion of a student. In addition, acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution.

SMOKING AND SMOKELESS TOBACCO RESTRICTIONS

The purpose of this policy is to promulgate a reasonable and fair policy and to enact smoking and smokeless tobacco restrictions at WVU Tech. In the application of this policy, anytime there is a conflict between the rights of smoking and smokeless tobacco users and non-smokers, the rights of the non-smoker shall prevail.

1. Smoking and smokeless tobacco use is prohibited in indoor locations where tobacco users and non-smokers share the same area.
2. Vice Presidents, Deans and Directors, or their designees, may establish the following locations as smoking/smokeless tobacco use permitted:

A section of certain lounge spaces if ventilation is adequate: Rooms, with doors closed, that have floor-ceiling partitions as long as non-smokers are not exposed to second-hand or side-stream smoke, e.g., the ventilation system does not redistribute smoke or smoke does not waft out of open doorways to nearby non-smokers.

3. Enforcement and regulation of this policy will be applied and addressed in the manner, outlined for disciplinary action in the Classified Employees' Handbook, Faculty Handbook, and the Student handbook, Bearfacts, as such guidelines relate to compliance with State College and University Systems and WVU Tech policies and regulations.

STUDENT EDUCATION RECORDS

Each year, WVU Tech informs its students of its policy on Educational Records as required by the Family Educational Privacy Act of 1974. This legislation was designed to protect educational records and to provide for the rights of students to maintain confidentiality of these records.

Students have the right to file complaints with the Family Educational Rights of Privacy Act office of the Department of Health, Education and Welfare concerning alleged failures by WVU Tech to comply with the Act.

The College has approved and published a policy, "Confidentiality of Students Records" which describes in detail the procedures and guidelines by which WVU Tech complies with the Family Educational Rights and Privacy Act of 1974. Students and parents may request a copy of this policy from the Office of the Dean of Student Services, Old Main 325, WVU Tech. Questions concerning policy of confidentiality of student records may also be referred to the Dean of Student Services.

Enrolled students have the privilege, each year, to withhold disclosure of directory information. Directory information is defined as public information and may be published at the discretion of the college. This information is defined as "directory information".

1. Name
2. Address - Permanent and campus
3. Telephone Number - Permanent and campus
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. The most recent, previous educational agency or institution attended by the student

Should any currently enrolled student wish to withhold disclosure of directory information, they should provide written notice to the Dean of Students, Old Main 325, no later than September 1st of fall semester or February 1st of spring semester. This request must be submitted on an official form available in the Student Services Office.

PART III

FINANCIAL AID

The Financial Aid Office provides assistance in the form of grants, scholarships, employment, and loans to over half of the student body. To receive any one type or combination of student aid, it is highly recommended that the applicant apply after January 1 or as soon as possible thereafter. The amount and combination of aid a student receives is determined by the applicant's financial need. Eligibility of financial need is determined through one of the processed "need analysis forms" the Free Application for Federal Student Aid (FAFSA).

Types of Financial Aid

- Federal; Pell Grant
- Academic Competitiveness Grant (ACG)
- National Smart
- Federal Supplemental Education Opportunity Grant (SEOG)
- WV Higher Education Grant
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Direct Subsidized and Unsubsidized Loans
- Federal Direct Plus Loan

Applications are available in most financial aid and high school counselor offices in late November. There is no cost for having this application processed.

Federal Direct Subsidized and Unsubsidized Loan- a Master Promissory Note (MPN) and entrance loan counseling have to be completed for all first time loan borrowers.

Federal Perkins Loan- a Master Promissory Note (MPN) and entrance loan counseling have to be completed for all first time loan borrowers.

Federal Direct Plus Loan-the parent have to complete an additional application to apply for the loan for a credit check. If approved, then the parent has to complete a MPN. If denied, the student can apply for additional unsubsidized.

NOTE: Federal Tax returns may be required from applicants and dependent applicant parents selected for verification.

Students must be admitted to WVU Tech before awards are made.

Deadlines

While the recommended time to apply for aid is the first week in January, the following deadlines are adhered to when awarding funds:

WV Higher Education Grant) - March 1 - The Free Application For Federal Student Aid (FAFSA) must be postmarked by the processor, by this date.

Campus Based - April 1 - The Free Application for Federal Student Aid (FAFSA) must

be received by the Processing Center by this date.

- Federal Perkins Loan
- Federal Supplemental Educational Opportunity Grant (SEOG)
- College Work Study

Scholarships - deadlines vary by program. Check with individual scholarship programs for the appropriate application and deadline.

NOTE: A new application must be submitted annually for each academic year.

Basic Eligibility Requirements:

You are eligible for Federal aid if you meet the following requirements:

- Enrolled at least halftime as a regular student in an eligible program.
- U.S. citizen or an eligible non-citizen with a valid social security number.
- You show that you have financial need (except for certain loans).
- Be working toward a degree or certificate in an eligible program.
- Making satisfactory progress in your course of study as determine by WVU Tech's Satisfactory Academic Progress Policy for Financial Aid.
- Not in default on a Federal Perkins Loan, Federal Direct Loans or Federal PLUS loans at any school.
- Do not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, or any other Federal program at any school.
- Registered with Selective Service, if male and between ages of 18-25.

Financial Need

Most federal student aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and an amount you and your family are expected to contribute toward your education. A standard formula used for all applicants determines this amount, which is called the Expected Family Contribution (EFC). The difference between the expected contribution and your cost of education is your financial need. The information you provide on an aid application is used in determining your contribution. Factors such as income, assets, and benefits are all considered in determining your need.

Transfer Students

Financial aid does not automatically follow a student who transfers to WVU Tech from another school. To continue receiving aid at WVU Tech, the student should as soon as possible, check with the financial aid administrator at WVU Tech to find out what aid will be available and what steps to take. For example, the student must:

1. Supply an academic transcript from all previous schools attended.
2. Reapply through the Financial Aid Office at WVU Tech since financial aid does

not automatically transfer from one school to another.

3. Change the school code, OPEID, to WVU Tech to 003827 on line at www.fafsa.ed.gov.
4. Notify the state grant program of intent to transfer.

NOTICE OF FINANCIAL AID AWARD

An award letter will be sent to you after your financial aid is determined by the Financial Aid Office. If you wish to **decline** any of the aid offered, please indicate that on the award letter or on line on your mix or star account within 30 days after receiving the notice. Any aid that has been indicated as pending will not be available at registration. Students should make arrangements to pay the costs and be reimbursed at a later date. Some awards may have to be reduced so that the student remains within the Cost of Education (or Cost of Attendance) determined by the institution, as per Federal Regulations.

DISBURSEMENT

Student aid is disbursed by semester unless otherwise stated by scholarship donors or other third parties. Disbursements are electronically sent to WVU Tech for payment of tuition, fees, room and board. Any overpayment is disbursed to the student eRefund the first week of classes.

STUDENT RESPONSIBILITIES

The student has the responsibility to:

- * Review and consider all information about the school's program before enrolling.
- * Complete all applications, accurately and submit them on time to the right place.
- * Pay special attention to and accurately complete the application for student financial aid. Errors can result in long delays in receiving financial aid. Intentional misreporting of information on applications for Federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the US Criminal Code.
- * Return all additional documentation, verification, corrections, and new information requested by either the financial aid office or the agency to which the application was submitted.
- * Read and understand all forms that are to be signed and keep copies of them.
- * Accept responsibility for all agreements signed.
- * Notify the lender of all changes in name, address, or school status.
- * Perform in a satisfactory manner the work agreed upon in accepting a Federal College Work-Study award.
- * Know and comply with the deadlines for application or reapplication for aid.
- * Know and comply with the school's refund procedures.
- * Know and comply with the satisfactory academic progress policy for financial aid.

Satisfactory Academic Progress: Standards for Maintaining Financial Aid Eligibility - WVU Tech

EFFECTIVE JULY 1, 2007

West Virginia University at Tech

Financial Aid Office

Standards of Satisfactory Academic Progress for Financial Aid

To receive funds administered by the Financial Aid Office at West Virginia University Tech, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress.

The academic year at West Virginia University Tech consists of fall/spring/summer enrollment periods. The measurement of academic progress is made annually at the conclusion of the spring semester. In cases where the student is determined to be ineligible for aid, s/he may attend summer school sessions immediately following the determination of financial aid suspension and receive financial aid. The determined status is effective with the following fall semester.

Students enrolling at West Virginia University Tech for the first time (including transfers) will be considered initially to be meeting academic progress. The measurement of academic progress will be made at the conclusion of the spring semester and will include any transfer credit that the academic record contains.

The following guidelines are used to determine satisfactory academic progress:

A. Required Cumulative Grade Point Average

1-28 attempted credit hours	1.6
29-58 attempted credit hours	1.9
59 or more attempted credit hours	2.0
All graduate attempted credit hours	2.25

B. Successful completion of at least 70% of all attempted credit hours (this calculation will be rounded to the closest whole number). Courses with grades of “W”, “I”, or “F”, all accepted transfer hours, and courses taken under the “D/F” repeat rule are included in attempted credit hours but are not included in completed credit hours.

C. Completion of stated degree objective within 150% of the number of hours required for the degree. For a baccalaureate program of 128 hours, students must complete within 192 attempted credit hours. Undergraduates enrolled in a five-year degree program have an additional 32 attempted credit hours to complete the program. Students pursuing a **second** undergraduate bachelor’s degree will have an extension of 60 attempted credit hours to complete their work. For an associate program of 64 credit hours, students must complete within 96 attempted credit hours. Students pursuing a **second** associate’s

degree will have an extension of 30 attempted credit hours to complete their work. For a certificate program of 32 credit hours, students must complete within 48 attempted credit hours. Graduate students in a master's degree program have a maximum of 54 attempted credit hours to obtain the degree objective. Graduate students pursuing a second master's degree have a maximum of 54 attempted credit hours to obtain the second degree objective. Doctoral students have a maximum of 108 attempted credit hours (including master's degree work).

Financial eligibility is limited at each level to no more than two associate degrees, two undergraduate degrees, two master's degrees, and one doctorate. Students who wish to pursue additional degrees beyond these limits may do so but without federal financial assistance.

Warning and Suspension of Financial Aid

A student who fails to meet the above standards (excluding item C) will be placed on a "warning" status and *will remain academically eligible* for financial aid for the next enrollment period. Students who have a cumulative GPA below 2.0 at the time of financial aid packaging will not receive consideration for campus based federal funds, however, eligibility will be continued for Federal Direct Students and PLUS Loans and Federal Pell Grants. At the conclusion of the "warning" year, the student must meet the standards of progress in order to remain academically eligible for financial aid. In those instances where the student does not, s/he is placed on "financial aid suspension" and loses eligibility with the next enrollment period (excluding the summer immediately following the determination) until such time as the standards are met.

Students who exceed the maximum number of credits for their stated degree objective (see item C above) lose eligibility for aid immediately.

Appeal Process

Financial aid recipients/applicants who are not meeting standards of academic progress and who are placed on "financial aid suspension" may appeal to the Financial Aid Appeals Committee. Appeals may be granted due to hardship based on extenuating circumstances such as death of an immediate family member; personal injury or illness of the student or other documented circumstances as explained by the student and approved by the Financial Aid Appeals Committee. Documentation such as death certificate/notice, physician's statement, academic degree plans, academic transcript or other documents deemed appropriate by the Appeals Committee is required, along with the "Appeal Form" available in the Financial Aid Office or on-line at www.wvu/finaid. Appeals submitted for fall term must be in by September 15th; appeals submitted for spring term must be in by February 15th.

Applicants who appeal and are denied by the Financial Aid Appeals Committee have the right to further consideration as follows:

- Director of Financial Aid and Scholarships
- Financial Aid Review Committee
- Office of the WVU President

Each level may be used only one time. If an appeal is denied at the President's Office, the student is not eligible for **any** further financial aid from WVU Tech until such time that the student becomes compliant with the satisfactory academic progress guidelines.

Students who have lost eligibility and do not enroll at WVU Tech for a period of time are not automatically reinstated to financial aid upon return to the institution. Those students are required to submit an appeal to the appropriate level of review.

PART IV
STANDARDS 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
- 1.2 Authority
- 1.3 Effective Date
- 1.4 Rationale for the University Student Conduct Code
- 1.5 The Office of Judicial Programs
- 1.6 Definitions

Article II: Judicial Authority

Article III: Proscribed Conduct

- A. Jurisdiction of the University Code
- B. Conduct - Rules and Regulations
- C. Violation of Law and West Virginia University Discipline

Article IV: Student Conduct Code Policies

- A. Charges and Hearings
- B. Sanctions
- C. Interim Suspension
- D. Appeals

Article V: Interpretation and Revision

Appendix 1. Code of Ethical Standards

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 Affairs 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. Residence Hall Judicial Board - The residence hall system has a judicial board empowered to hear cases involving violations of residence hall regulations. Appeals from the decisions of this judicial body should be addressed to the Dean of Student Development.

The Council of Deans - The Council of Deans is composed of the Dean of Student Development and the Associate Deans or the Dean's designees. This body has the power to hear cases involving violations of institutional regulations that do not carry the potential of suspension or expulsion.

The Student-Faculty Discipline Committee - The Student-Faculty Discipline Committee is composed of four faculty members elected by the Faculty Assembly and three students chosen by the Student Government Association. At least three faculty and two student members must be present for any hearing to proceed, unless the accused student waives his/her right to a full hearing committee. However, for any hearing the minimum number of student and faculty members shall be at least three and shall be odd

B. The Vice President for Student Affairs 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.

C. Decisions made by the Student Conduct Boards 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 Student Affairs 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 Vice President 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/Faculty Discipline Committee. 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 a 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 a 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 the 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/Faculty Discipline Committee'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 for 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 Activities. Procedures which may be followed in such instances will be identified by that office. If in the judgment of the Associate Dean of Students, 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 Student Code Administrator. 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 campus Associate 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 Student Code Administrator 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 campus Associate 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 campus Associate 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 campus Associate Provost or his /her designee, or the Dean 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 campus Associate Provost or his /her designee, or the Dean 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.

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 Office 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.

PART V

STUDENT SERVICES

ATHLETICS

The Athletic Department sponsors both intercollegiate and intramural athletics for students. WVU Tech is a member of the NAIA Division 1 and competes in the Mid-South Athletic Conference.

Tech currently sponsors 11 intercollegiate sports. Men's sports include wrestling, cross country, football, basketball, baseball, soccer, and golf. Women's sports include basketball, softball, soccer, and volleyball. Approximately ten percent of the student body competes on the varsity level.

Students may also compete on the intramural level. Men and women may compete in such sports as basketball, volleyball, flag football, softball, and many others.

WVU will not be responsible for injuries or costs related to injuries incurred while participating in intramural sports.

CAMPUS POLICE

Public safety at Tech is maintained by our Campus Police Office. Officers are assigned to patrol the campus around the clock. Their duties include the preservation of peace and public safety to the students, faculty, and staff, and visitors.

The officers strive to provide an atmosphere free from fear for personal safety, property loss, or accident and, thereby, contribute to the academic excellence of Tech.

Campus Police also is responsible for maintaining all parking and traffic regulations on the campus. Parking is available by permit only. Permits may be purchased in Business Office in Old Main. West Virginia University Institute of Technology crime statistics can be found on Tech's webpage at; <http://ww.wvutech.edu/studentservices/safety/index.html>.

CAREER SERVICES

The Career Services Office offers career development assistance 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.

Career decisions are best thought out carefully, therefore, students are encouraged to begin in their first semester and take advantage of CSO opportunities throughout their college experience.

Resources Available

Recruiting - Visit the WVU Tech Career Services Office 24/7 from any internet connection. Apply for jobs and link up with employers, participate in workshops and activities, schedule interviews, post copies of your resume, and network your hard earned credentials. Contact the CSO at www.wvutech.edu to establish your own special eRecruiting Campus account.

Jobs - Full-time, part-time, cooperative education, internship, and summer position announcements are received regularly by the CSO. The credentials for students meeting the given position requirements are forwarded and resulting interviews are arranged through eRecruiting Campus.

Career Advising - Students in the process of making academic major or career choices may be interested in receiving individual assistance from several on-campus sources.

Career Day/Job Expo - A number of employer representatives visit the WVU Tech campus each fall for this special two-day event. Students are invited to meet with these representatives to present resumes or to discuss employment desires, opportunities, and forecasts. Additional off-campus "real-time" and "virtual" career fair events are announced and available to students throughout the academic year.

Graduate and Professional School Information - Graduate school catalogues and program directories as well as free application materials for the GRE, GMAT, LSAT, MCAT, TOEFL and TSE examinations are available.

Visit - www.wvutech.edu and "click" on Career Services & Co-op for up-to-date information regarding CSO activities and events.

COOPERATIVE EDUCATION

General Description

The Cooperative Education Program alternates terms of on-campus study with terms of full-time employment. As an elective program, co-op presents students an opportunity to receive both practical and theoretical training in their chosen field of study over a five-year period.

There are several advantages for students who elect to participate in this unique program. The co-op experience helps students decide early in their college career whether they wish to pursue their chosen academic major, helps students academically by adding a new dimension of understanding to their academic studies, helps students establish contacts in their field, helps students gain 12 to 20 months of practical work experience, and helps students to earn dollars to defray college education expenses.

Eligibility Regulations

1. Completion of first year of classes as described in the college catalog for declared major.
2. Earn and maintain a 2.2 grade point average.
3. Be enrolled as a full-time student.
4. Must be available for three work terms.

FRESHMEN - students may apply to the program during their second semester of study. Upon successful completion of their freshmen year, students are eligible to accept a co-op assignment.

UPPERCLASSMEN (over 30 hours) will usually begin their first work term during a Fall or Spring semester unless there are excess positions available during the summer.

TRANSEER students may apply to the program during their first semester on campus. Upon successful completion of the first on-campus semester, transfer students are eligible to accept a co-op assignment.

Availability

Co-op work experiences are available to students in the following colleges

Leonard C. Nelson College of Engineering and Sciences (All Majors)

College of Business, and Humanities

Please consult with Co-Op Office for a current list of majors.

Baccalaureate Engineering Technology and Industrial Technology majors.

Employment

Cooperative Education participants, while on work assignments are, considered to be enrolled as a full-time student at WVU Tech. Prior to each work term, students must complete appropriate co-op term registration materials. Student academic transcripts will illustrate the number of co-op terms completed.

Housing arrangements, while the responsibility of the student, are often coordinated by the employer. Each employer establishes their own policy on wage and benefit packages extended to co-op participants. Students will be evaluated in writing as to their job performance each work term, and evaluations will be on file in the co-op office. There is no obligation on the part of the student or employer to continue employment after graduation

Internship Program

This program was created to better serve both employers and students when a "career related" employment opportunity develops that does not meet the three-term cooperative education work requirement. To be eligible for the Internship Program, students must meet the same academic requirements as stated for the Cooperative Education Program.

DINING SERVICES

The WVU Tech Dining Services operates The Bear's Den (in the Tech Center). Serving the varied appetites, tastes and food preferences of the hundreds of university students and guests we serve every day by providing balanced nutritious meals in a pleasant and welcoming atmosphere.

HOURS OF OPERATION

Monday thru Friday 7:00 a.m. – 7:00 p.m.

Saturday & Sunday
Brunch 11:30 a.m. – 1:00 p.m.

Board Plan Costs

10 meals per week	\$1,350.00 per semester
15 meals per week	\$1,460.00 per semester
19 meals per week	\$1,570.00 per semester

Commuter/Faculty Plans can be purchased in the Residence Life Office

25 meals	\$167.00
50 meals	\$322.00
80 meals	\$498.00

Contact Dining Services at: 442-3277 – Supervisor
442-6241 – Bears Den
442-3278 - Office

Students living in WVUIT operated residence halls are required to purchase a Resident Student Dining Plan as an integral part of WVU's nationally recognized resident life experience. Students living off campus are not required to purchase a plan but many of students each year choose too. Convenience, service, cost and quality are some of the reasons cited. Call (304)442-3278 for more details.

You may upgrade your dining plan at any time during the semester. However, you must request a downgrade within the first two weeks (of the fall semester only) in order to obtain a pro-rated refund of the difference in plan costs.

STUDENT HEALTH SERVICE

Student Health Services Clinic located at Montgomery General Hospital on 401 Sixth Avenue, Montgomery, WV 25136. Please call Montgomery General Hospital 442-5151 and ask for WVU Student health Clinic. Appointments are encouraged, but walk-ins will be seen as the schedule allows. Hours of operation vary per semester. Students must present a valid student ID in order to receive services.

Student Health Services is a primary care clinic, providing diagnosis and treatment of minor health concerns and stable chronic conditions. It is not intended to address major emergency problems. Students experiencing an emergency at any time should go immediately to the Montgomery General Hospital Emergency Department and not wait for the Student Health Clinic to open.

Your student medical fee and a small user fee (per visit) covers services provided by the clinic staff unless special medical needs are required, such as certain diagnostic tests or procedures (x-ray, lab studies, medications, etc.). This does not cover required referrals to another health-care provider. Any expense incurred outside the clinic is the responsibility of the student.

Patient education is a primary concern of all Health Services staff, and educational materials on health problems common to the college-age population are provided as a supplement to the treatment. This service issues no medical excuses. Students are encouraged to know their instructor's requirements and expectations regarding class attendance.

IDENTIFICATION CARDS

STUDENT IDENTIFICATION CARDS (ID) are distributed by the Student Activities Office (third floor Tech Center) to all new students during the registration period of each semester. These cards are to be used for library privileges and for admission to all athletic events, social activities, and other college functions. Any student who loses the ID Card should report the loss immediately to the Student Activities Office. A replacement fee of \$20.00 will be charged for any lost card and \$10.00 for mutilated cards.

INTERNATIONAL STUDENT ASSISTANCE

This office, located in Old Main 117, seeks to assist the international students with the revalidation of visas and passports and with letters of certification and recommendation. It imparts information on United States immigration laws and sends statistical data on international students to various agencies, including foreign embassies. It also strives to promote the general well being of the international students on campus by aiding them in orientation and cultural adjustment and advising them on personal, social, and academic problems.

STUDENT SUPPORT SERVICES

The Student Support Service Project is a uniquely designed educational program that provides SSS participants with professional/peer tutoring, career exploration, personal or academic counseling and many student workshops geared toward college success. Funded by a Title IV grant of the Higher Education Act of 1965, SSS monies are awarded through the U.S. Department of Education. The SSS grant is funded to serve 215 eligible Tech students year around at no cost to the student. In order to be eligible for our services, you must meet at least one of the following three criteria:

- (a) Meet federal requirements for financial eligibility
- (b) Be considered a first generation college student
- (c) Possess a physical and/or learning disability

To be part of this exciting program for your entire college career at WVU Tech, you need only to apply one time. The SSS office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. For more information about SSS, phone Ext. 3477 or apply in person at the Student Support Services located on the third floor of Old Main.

TRIO (Student Support Services) projects are committed to providing educational opportunity for all Americans regardless of race, color, sex, religion, age, national origin,

or handicap as identified and defined by regulations and law. We look forward to working with you over the years ahead!

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.

A fine of 5 cents per day is charged for books overdue for more than 5 days. Failure to pay fines or return books will result in the "tagging" of your grade record and a "holding" of your graduation record until satisfactory settlement has been made. You should note that books can be returned at anytime by using the Auto Page Return located in front of the library.

If you need assistance in using any library materials and facilities, please do not hesitate to request help from the qualified staff members of the library.

NONTRADITIONAL STUDENT SERVICES

At WVU Tech, we recognize that there are a growing number of nontraditional students seeking a degree in higher education. A nontraditional student is any student who can be defined in one or more of the following ways:

- did not attend college immediately after graduation from high school,
- married and supporting family,
- supporting parents or other elderly adults,
- a single parent,
- working full time,
- returning to school after a prolonged period of time and/or
- retraining for a new career.

The faculty, staff and administration at WVU Tech recognize the sacrifices made by these students and strive to assist them in their endeavor.

ORIENTATION AND WELCOME WEEKEND

Tech's orientation program is designed to assist new students in making a smooth transition from high school to college. Through this program, new students learn about every facet of college life. The orientation session in the fall introduces freshmen and transfer students to the faculty and the administrative staff members who answer questions concerning Tech policies and the student services their offices provide. At

orientation, students meet their academic deans and at registration they meet their faculty advisors in order to discuss schedules and register for classes. Students are also invited to learn about various campus groups and about Tech's educational, cultural, and social events.

Special orientation concerts, dances, and other social activities all add extra welcome for our new students. In general, the orientation session is the student's best opportunity to learn all about Tech and have all questions answered before the semester begins.

PARKING

General Information

1. These regulations are designed to provide convenient parking and a smooth flow of traffic throughout the campus.
2. Faculty, staff, commuter and resident students may park on the campus. Campus personnel receiving visitors should call the Campus Police Office (442-3101) immediately when visitors arrive.
3. Revenue derived from the sale of parking permits will be used for improving and maintaining parking areas, traffic flow, security equipment, and other equipment and supplies. Excess revenue may be used for the acquisition of property by lease or purchase and the construction of additional parking facilities.

Registration of Vehicles

1. All faculty/staff desiring to park motor vehicles on campus must present a current faculty/staff ID card to purchase the permit(s)
2. All students desiring to park a motor vehicle on campus must pay for the parking permit at the Cashier's department. **With the paid receipt, current registration card and a validated ID card.**
3. The parking permits will be issued at the Business Office located at the 212 Old Main. Office hours are 8:00 a.m. - 12:00 noon and 1:00 pm - 4:30 p.m. Monday through Friday.

Parking Regulations

1. All permit regulations are in effect from 7:00 a.m. - 6:30 p.m. Monday through Friday. Parking without a permit on any campus lot is allowed after 3:30 p.m. All other vehicle regulations are in effect at all times.

NOTE: HANDICAPPED SPACES ARE RESERVED FOR AUTHORIZED USERS 24 HOURS DAILY THROUGHOUT THE CALENDAR YEAR.

2. Parking permits will be issued for the academic year (July to June) funds payable to WVU Tech and subject to the following rules:
 - a. Faculty, staff, or students may purchase each parking permit for \$60.00
 - b. Faculty and staff who have a spouse, child or other dependent attending the college as a student, must purchase separate permits in their individual category which reflects the primary purpose* (student or faculty/staff) of the individual being

at Tech.

*Primary purpose for being at Tech (NOTE: Work-study students, graduate assistants, graduate coaches, and graduate students who are teaching are considered to be students and are not eligible for faculty/staff parking permits).

3. Parking permits purchased during the spring semester will cost \$30.00
4. Faculty, staff, and students on campus for only the summer term(s) may purchase a permit for \$30.00. If he/she plans to return for the following academic year, he/she may purchase a valid parking sticker in August at the \$60.00 charge for that year.
5. New permits will be issued at no cost when a vehicle is exchanged for a different vehicle – provided the old permit is removed and presented when applying for another permit. If the permit is not presented, the new sticker will cost \$60.00
6. There will be no refunds for parking permits.
7. Special permits allowing the use of any faculty, staff, or student parking lot will be issued to those persons who are physically impaired and otherwise are unable to get to classes without the aid of a vehicle. These permits are also valid for parking in any parking space designated for handicapped. Upon request, proof of impairment may be required.
8. **THE PARKING PERMIT MUST BE DISPLAYED BY HANGING IT ON YOUR REARVIEW MIRROR READILY VISIBLE TO THE CAMPUS POLICE OFFICERS.**
9. Faculty, staff, and students are not to park personal vehicles in areas designated for state cars, maintenance vehicles, and special permits only.
10. Persons (with the exception of those physically impaired) are discouraged from driving their vehicles between classes for the purpose of going from one building to another.

Parking Areas

1. Faculty and staff may park in the lot behind Old Main, in the lot between the Business and Economics Building and the Applied Technology and Business Development Center, in the lots behind the Engineering Complex, in the front and back lots of the Maintenance Building, in the lot adjacent to the Physical Education Building, in the Martin Field West Lot, and designated faculty/staff spaces in the New Lower Lot. All Faculty and Staff lots marked by Signage Reading **Lot A PERMITS ONLY**.
2. Commuting students may park in the area at Martin Field, the lot behind the Welcome Center, in the lot midway to Martin Field, and the rear lot behind the Maintenance Building on Fayette Pike. Parking areas in addition to these mentioned are marked by SIGNAGE with a **LETTER C** on them
3. Resident hall student lots will be for **B PERMIT** holders only Parking permits will be sold to resident students on a first-come basis. Both Martin Field parking lots, the Bridge lot, Ratliff lot, and remaining designated spaces in the new lower lot and new upper lot may be used by resident students.

4. No parking will be allowed along the road to Martin Field.

Jurisdiction

Failure to comply with any of the aforementioned regulations may result in the loss of your parking permit.

Any person parking any vehicle or operating any vehicle in violation of the rules and regulations shall be issued a citation describing the offense charged and ordering an appearance within ten days excluding Saturdays, Sundays and holidays observed by the college before a designated official of the college and if the person cited fails to appear within said ten days, ordering an appearance before the judge of the Municipal Court in the City of Montgomery.

The designated official of the college shall have exclusive jurisdiction of the offense during the ten day period, and any person so cited may plead no contest to the offense and, by so pleading, shall be subject to a civil penalty of not more than ten dollars for each offense, (based on the severity of the offense), as partial reimbursement to the college for the cost of regulating traffic and parking. Moneys derived from civil Penalties imposed herein shall be deposited in the special fund in the State Treasury created by this section and credited to the college at which the penalty was paid.

Upon the expiration of the ten days, or upon a pleading of not guilty before the designated official of the college within the ten days, the judge of the Municipal Court shall have jurisdiction of the offense and any person cited under the provisions of this section, upon a finding of guilty by the Municipal Judge shall be subject to a fine of not less than ten dollars nor more than twenty dollars for each offense.

Parking improperly in a handicapped zone, will result in a fine of \$100.00. Other fines and violations will be as specified on the parking ticket. WVU Tech assumes no responsibility for and/or protection of a vehicle or its contents at any time while on campus.

Towing

Whenever a vehicle is parked on any campus property in violation of the posted rules, the institution has the authority to remove the vehicle by an outside towing company. The owner of the vehicle is liable for the cost of removal and storage.

SOCIAL ACTIVITIES

Time Requirements

Time for On Campus Social Activities

Monday through Thursday - until 12:00 Midnight

Friday and Saturday - until 2:00 A.M.

Monitors

Monitors may be required at campus social activities at the discretion of the Director of Student Activities. A Monitor is defined as a faculty/staff member or full-time student in good standing who is identified as leading the activity in progress.

Duties of the Monitors

- a. Familiarity with the regulations pertaining to social events.
- b. Be present during the entire event.
- c. Make suggestions deemed advisable relative to hospitality, comfort, and entertainment of the guests.
- d. Ensure that all institutional policies and regulations are followed.

Scheduling On-Campus Social Activities

Only recognized Tech Organizations may have access to the college facilities, which include the grounds as well as buildings, Individual students will not be granted approval to use campus facilities for activities. The appropriate procedure for scheduling campus events includes the following steps:

1. "REQUEST FOR CAMPUS EVENT" forms may be obtained in the Student Activities Office. This form must be completed and submitted for social approval at least 48 hours prior to the event. The card is then forwarded to the appropriate official for scheduling space approval. The card is subsequently returned to the Student Activities Office and filed.
 - a. Scheduling of on-campus social activities will be on a first come, first served basis.
 - b. Only one campus-wide social activity will be scheduled on any given evening or afternoon.
2. When using Conley Hall a special additional form is necessary. The Office of Student Activities will direct you as needed.
3. When use of the Tech Center is requested for a social function, a one-hundred dollar (\$100.00) deposit is required. Campus police officers may be required to be arranged and paid for by the organization, at the discretion of the Student Activities Office. Non-compliance with this requirement may result in the organization being referred to the RORB.
4. The maintenance function of restoring the facilities to acceptable standards will be borne by the organization and evaluated by the Tech official responsible for the facility.
5. The possession and/or consumption of alcoholic beverages in any campus facility is prohibited except in areas where the possession and/or consumption of beer has been approved by the college. The organization sponsoring the activity will be held accountable for a violation of this nature, and may be referred to RORB.
6. Any and all damages to the facility or equipment will be absorbed by the organization unless individual responsibility can be established.

Scheduling On-Campus Fund-raising Activities

Only recognized organizations may schedule fund-raising activities on campus. Each organization is limited to five on-campus fund-raising activities per semester. This will include all types of sales and any activity to which admission is charged.

Canvassing or solicitations for funds, sales, or subscriptions from students are prohibited

on the WVU Tech campus or in college buildings unless prior written permission shall first have been granted by the Student Activities Office. Fund-raising activities scheduled for campus residence halls also require the written permission of the Director of Housing.

Outside vendors will not be permitted to use campus facilities unless a recognized organization wishes to sponsor the vendor. In this case, the vendor may show his/her merchandise only. Orders cannot be written or can sales be made on college property without approval.

A student may show products (e.g. Avon, Tupperware) in his/her room only. No business can be transacted from residence hall rooms or public areas.

Any person, group or organization not properly authorized to engage in sales activity to students on the Tech Campus, upon proper notice, shall be instructed by the Student Activities Office to cease operation until such time proper permission is granted for said sales activities.

Written applications for permission for sales activity to students must be obtained from the Student Activities Office (third floor, WVU Tech Center) 48 hours in advance. Once permission for sales activity has been granted, the Student Activities Office will notify all appropriate college offices. Recognized Student Organizations will be granted permission for no more than five fund-raisers on campus per semester. No more than one fund-raiser will be permitted to take place on any given day.

Posting of Notices on Campus

Posters, notices, placards, bulletins, etc., shall be posted only in those locations on the campus clearly designated for such use (i.e. Bulletin Boards). No adhesive tape or other fastenings may be used on painted, varnished, glass, or other finished surfaces (e.g. windows or doors). Failure to observe this regulation may result in disciplinary action.

When appropriate, postings must be removed no later than 48 hours after the activity announced in the posting by those who posted it. **Organizations are not to use departmental bulletin boards.**

STUDENT ORGANIZATIONS

In furtherance of its educational objectives and programs, WVU Tech extends recognition to a wide variety of student organizations; this recognition is an institutional privilege, not a right. It is the policy of WVU Tech that any student organization approved for recognition by the Office of the Dean of Student Services may not exclude students from membership on the basis of race, sex, national origin, or religious affiliation. (Certain exceptions do exist for social, Greek, and religious organizations in regard to membership on the basis of sex or religion.)

All recognized student organizations shall affirm to the college that their membership selection policies and procedures are in compliance with this policy. In the case of regional, national, or internationally affiliated groups, WVU Tech chapters must affirm to the college that membership selection policies and procedures of the parent organization do not require the chapter to exclude any student from membership on the basis of race, sex, national origin or religious affiliation.

Organizations on the Tech campus include fraternities, sororities, various departmental, professional and special interest groups. The following is a list of the recognized organizations presently on file with the Student Activities office:

- [Accounting Leaders of Tomorrow](#)
- [Alpha Kappa Alpha Sorority Inc.](#)
- [Alpha Phi Omega \(APO\)](#)
- [Alpha Sigma Tau \(AST\)](#)
- [American Chemical Society \(ACS\)](#)
- [American Design Drafting Association \(ADDA\)](#)
- [American Society of Civil Engineers \(ASCE\) \(ASCE\)](#)
- [American Society of Mechanical Engineers \(ASME\)](#)
- [Association for Computing Machinery \(ACM\)](#)
- [Association of Information Technology Professionals \(AITP\)](#)
- [Biology Association](#)
- [Black Student Association](#)
- [Campus Light Ministries](#)
- [Christian Student Union \(CSU\)](#)
- [Civil Tech Club](#)
- [College Republicans](#)
- [CTC Student Government Association \(CTC SGA\)](#)
- [Delta Chi Fraternity](#)
- [Delta Kappa Theta](#)
- [Fellowship of Christian Athletes](#)
- [Greek Council](#)
- [Intelligent Robotics Club](#)
- [International Student Association \(INSA\)](#)
- [Maclin Hall Council](#)
- [National Society of Leadership & Success](#)
- [Omega Psi Phi Fraternity Inc.](#)
- [Outdoors Club of WVU Institute of Technology](#)
- [Phi Alpha Theta](#)
- [Phi Beta Lambda \(PBL\)](#)
- [Phi Kappa Tau Fraternity \(Pi Kap\)](#)
- [Pi Alpha Psi](#)
- [Remote Controlled Airplane Club](#)
- [Robotics Club](#)
- [Scabbard & Sword](#)
- [Sigma Pi Fraternity, International](#)
- [Society of Automotive Engineers](#)
- [Society of Women Engineers](#)
- [Student Activities Board](#)
- [Student American Dental Hygienists Association \(SADHA\)](#)
- [Student Computer Club](#)
- [Student Government Association \(SGA\)](#)
- [Student Nurses Association](#)

- [Student Society of Healthcare Administrators](#)
- [Tech Collegian](#)
- [The Society for the Study of Modern Visual Culture](#)
- [WVU Tech Archery Association](#)
- [WVU Tech Chorus](#)
- [WVU Tech Democrats \(Tech Dems\)](#)
- [WVU Tech Society for Human Resource Management](#)

Recognition of Student Organizations

1. A student group which is interested in being recognized by Tech must present its constitution (including a statement of purpose), a list of officers, a form signed by a faculty advisor, and statement of nondiscriminatory admission membership. These requirements must be presented to the Director of Student Activities. These forms are available upon request in the Student Activities Office, Third Floor of the Tech Center.
2. The advantage of student organizations receiving official recognition is the subsequent authorization of the use of campus grounds and facilities, provision of a faculty advisor and the ability to apply to the Student Government Association for funding.
3. All petitions will be speedily reviewed by the Office of the Dean of Students.
4. In order for a previously recognized student organization to maintain its recognized status, it must file with the Student Activities Office an up dated list of officers, officers' telephone numbers, the name of its faculty advisor, and a standard form statement of nondiscriminatory admission to membership by the October 1st deadline. A list of recognized organizations will be forwarded immediately to the appropriate administrative officials for use in approving and reserving campus facilities for meetings and activities. A list of officially recognized student organizations is available upon request in the Student Activities Office, Third Floor, of the Tech Center.
5. The Student Activities Office reserves the right to refer any student organization to the RORB as deemed necessary.

Anti Hazing Policy

WVU Tech has taken the position of being unequivocally opposed to all forms of hazing, as well as any pre-initiation activities which do not contribute to the positive development and welfare of our students.

Any actions that subject a new or current member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury, are prohibited. This includes both organized rites of initiation and informal activities.

Hazing is defined in the West Virginia Antihazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any

recognized student organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section."

The Antihazing Law further states:

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action which may result in the loss of institutional recognition or privileges.

Policy on Guest Speakers

WVU Tech confirms its commitment to academic freedom to the concept of a college that encourages the free flow of ideas on the subjects, including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The college shall not adopt any policy or practices of censorship and shall protect the rights of all speakers guaranteed under the United States Constitution, the West Virginia Constitution, and the court decisions interpreting both documents.

College-recognized student organizations may select persons they wish to invite as guest speakers with no restrictions to control the point of view expressed by speakers other than those imposed by law. An invitation to an outside speaker does not imply approval or sponsorship of his views by the college nor necessarily by the organization inviting them. Of course, the group extending the invitation will have to clear the event with the Student Activities Office and follow normal procedure for holding such events on campus.

Recognized Organization Review Board Operating Policies and Procedures

WVU Tech has established procedures for the recognition of clubs and organizations. The responsibility for granting such status has been delegated to the Office of Student Activities. The Recognized Organization Review Board (RORB) has been established to process alleged violations of regulations and to resolve disputes involving recognized groups through both an informal and formal process.

I. DUTIES

- A. To review on an annual basis, the policy regarding the "Recognition of Student Organizations" and the policies regarding the "Social Activities of

Student Organizations” and make recommendations to the Dean of Students as appropriate.

B. To hear cases of alleged violations of college policy or regulations by recognized organizations and to recommend, when necessary, appropriate sanctions to the Dean of Students.

C. To informally arbitrate:

- i. disputes which arise between organizations and their advisors.
- ii. disputes between and within recognized organizations
- iii. concerns which arise regarding an organizations compliance with their constitution and/or by-laws or deviation from their purposes indicated at the time recognition
- iv. alleged violation of college policy or regulations by recognized organizations, as defined in Section V.

II. BOARD MEMBERSHIP

A. The students appointed by the Student Government Association to serve on the Student/Faculty Discipline Committee will also serve on the RORB.

B. The faculty elected by the Faculty Assembly to serve on the Student/Faculty Discipline Committee will also serve on the RORB.

C. The Associate Dean of Students/Director of Student Activities (ADS/DSA) will advise the RORB. The Chairperson shall be elected by the board at the beginning of the Fall Term. In his/her absence, the Dean of Students shall appoint an alternate to chair the RORB hearings. The Chair will not be a voting member of the committee.

D. Members of the Board shall not be involved in hearing any alleged violations against an organization in which they hold membership or in which they are personally involve to a degree which reduces their objectivity, as determined by the Chair. In this event, alternate members of the RORB shall serve for the hearing.

E. To assure continuity, Board members shall continue until new membership is appointed.

III. CHARGES

A. Charges of a violation of College policies or regulations can originate from any member or non-member of the college community. If charges originate from a non-member of the WVU Tech community, the Office of the Dean of Students may determine an appropriate designee to assist in the presentation of the case. The testimony of non-university members may be used. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.

B. Members of the college that bring charges must report the case in writing to the ADS/DSA or to the Office of the Dean of Students. Such incidents must be reported no later than two weeks after the incident unless the Office of the Dean of Students waives the requirements of notification.

C. The President and Advisor(s) of the accused organization shall be notified in writing of the specific charges and be given a minimum of five (5) calendar days notice prior to the hearing.

D. The notification shall include, but not be limited to the following information: the specific charge (including the code site), the name of the person bringing the charge, a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing. Should a recognized organization choose not to appear before the hearing, the case will be heard and adjudicated on the available information.

IV. INFORMAL HEARINGS

Disputes, mediation, and alleged violations normally referred to the RORB may be resolved through informal non-binding arbitration, according to the following conditions and procedures.

A. Informal arbitration is acceptable to both parties and the RORB chair.

B. Both parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with either of the dispute parties. In order to provide continuity in the arbitration process, the ADS/DSA may provide consultation and advisement to the RORB arbitrator.

C. Following the completion of verbal discussion and resolution of the points of conflict, both parties accept all agreed-upon decisions, conditions, or sanctions and the length of time in which they will prevail. Except for withdrawal of recognition, the full range of sanctions available to the board may be considered. An informal arbitration document is completed detailing these agreed upon decisions.

D. The chair of the RORB receives the completed informal arbitration document signed by both parties and the arbitrator, and then affixes his/her signature upon the document indicating acceptance. Any conclusions agreed upon will then be confirmed in writing by the ADS/DSA to all involved parties. If mutually agreed upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.

E. Following signatures, any violations of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of college policy. Sanctions will be levied accordingly in the event charges are filed and a guilty verdict is rendered through a formal RORB hearing.

V. FORMAL HEARINGS

A. PROCEDURES

1. A minimum of five members, excluding the Chair, will constitute a Board. A simple majority of affirmative votes are necessary for any action to occur. Board members must be present to hear all testimony. The Chair is a non-voting member.
2. The Chairperson role has the following responsibilities.
 - a. To moderate the hearing and determine whether the Board should request legal counsel.
 - b. To rule on any motions, objections, and challenges that may arise prior to or during the course of the hearing. The Chair is free to consult with Board members or legal counsel at any time in order to make rulings.
3. The ADS/DSA in the advisor role will have the following duties:
 - a. To handle administrative duties of the board, scheduling hearings, facilitating correspondence, keeping of records, etc.
 - b. To consult with the Board on matters of policy and regulations.
 - c. To notify the involved parties of any sanctions or other penalties that may be imposed on them by Board actions.
4. Each involved party will be notified as to the individuals who may be sitting on the Board. Any involved party, including the institution may challenge the objectivity of one Board member. The Chair will determine if these challenges will result in the dismissal of the member being challenged. Alternate members will be available to fill such a vacancy. Members of the Board may challenge each other. In the event that either party challenges the Chairperson, the Office of the Dean of Students will hear the challenge and rule accordingly. Any challenges filed against the Chair must occur within three (3) calendar days prior to the hearing. If the Office of the Dean of Students rules favorably to the challenge, he/she will appoint an alternate chair.
5. Any party to the hearing may identify an advisor, who may be an attorney (if an attorney is used, 48 hour notification is required), to be present at the hearing. The advisor may only consult and interact privately with their "client".
6. The person filing the charge(s) must be present to evidence, if that person's testimony is necessary for a proper adjudication.

B. CONDUCT OF HEARINGS

1. The Board shall make all rules reasonable and necessary for the orderly, fair and efficient disposition of cases, including determination of briefing schedule and pre-hearing discovery by any party. Pre-hearing motions may be presented to the Board in writing. The Board shall determine the outcome of such motions by a majority vote.
2. Formal hearings shall be conducted in the following order:

- a. Resolution of challenges to Board members to sit at a hearing.
 - b. Decisions of pre-hearing written motions.
 - c. A formal reading of the charges will be made and a plea accepted.
 - d. The party filing the charge(s) presents its case utilizing testimony and such other evidence as may be relevant to establish a sufficient case.
 - e. The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.
 - f. The Board may allow further rebuttal by either party.
3. Parties will be afforded an opportunity for submission of testimony and other admissible evidence including reasonable opportunity for examination and the cross-examination of witnesses. Board members, including the Chair, may ask relevant questions of witnesses and spokesperson.
4. All formal hearings will be tape recorded. Copies of the records may be requested at the requesting parties expense. The Board shall retain the recordings of the hearings and all other evidentiary material for a minimum period of one year following the final action.
5. The Board shall not be bound by formal rules of evidence. However, all evidence must be inherently reliable. The following guidelines will be observed:
- a. Hearsay evidence shall not be used as the exclusive basis to establish any fact necessary to determine guilt or innocence.
 - b. An organization's previous disciplinary record shall not be used to determine whether a rule violation occurred in a current case. However, the Board may consider such a record to determine the appropriate disciplinary sanction.
6. All formal hearings are closed unless both parties agree to an open hearing. Such a request must be made in writing to the ADS/DSA no less than one (1) working day before the hearing. Throughout the open hearing the Chair may regulate the access of spectators. The Chair shall have the power to do what is necessary to maintain decorum during the hearing. The Board may, by majority vote, order the removal of any person or persons who disrupt the hearings.
7. During final exams, only informal arbitration may take place, an exception may be made in special circumstances or emergency situations as determined by the Office of the Dean of Students.
8. If during or after a hearing it is determined that witnesses intentionally misrepresented the facts of the case in their testimony, they may be held in contempt of the Board and referred to a College Judicial Body for failure

to comply with the directives of a college official. If this misrepresentation is discovered after a hearing, the Board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

C. SANCTIONS

1. Probation: A specified length of time in which repeated violations of any policy may result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of probation.
2. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
3. Financial restitution: The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of policy.
4. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of, or participation in, one or more of the following: inter or intra-organizational social activities, formals, all-Greek or all college events or activities, or any other event of a social nature.
5. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the intramural league, or receive any championship titles.
6. Suspension of Recognized Organization's Benefits: A specific length of time which the organization maintains college recognition but is denied one or more benefits of recognition which may include, but is not necessarily limited to, the following: Student Government Association funding; use of college facilities, office space or property; and/or specified other benefits made available through recognition.
7. Contact with the organization's national affiliation, if any.
8. Withdrawal of College Recognition: A specified or indefinite length of time in which College recognition is withdrawn in whole or in part, or conditionally. The organization and any semblance of its membership ceases to function at the college, is denied all benefits of college recognition. Conditions for the Organization or any semblance of its membership, to regain college recognition will be determined by the Board at the time the decision is rendered. The Organization may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

D. WRITTEN DECISION

Upon hearing all evidence, the Board shall reach a decision based upon evidence sufficient to make reasonable people believe that a fact sought to be proved is more likely true than not. The Board shall communicate its' recommendation and

sanctions, if appropriate, to the Dean of Students. The Dean of Students will then provide a written decision and notification of sanctions to the organization's President and Advisor(s) and the person bringing the charge(s) within ten working days. The Dean of Students may modify sanctions if he/she believes this action to be appropriate.

E. APPEALS

1. Upon receiving the results of a hearing, either party may appeal the decision of the Board for the following reasons:
 - a. Denial of a fair and reasonable hearing.
 - b. New evidence (this only applies when there are acceptable reasons why the evidence could not be presented at the original hearing).
2. If either party wishes to appeal the decision, it must submit a written request listing the reasons for the appeal to the Office of the Dean of Students within three (3) working days after the decision is rendered. The office of Dean of Students will determine whether it will hear oral argument on an appeal or consider it solely on written material. If sufficient grounds are found, a new hearing may be arranged before an appellate committee chaired by the Dean of Students or designee and comprised additionally of one (1) member of the SGA and one (1) member of the Faculty Senate. Members of the Board and advisor who heard the original case may not serve on this appellate committee. Furthermore, two (2) of the three (3) members of this committee must agree to any changes that would be made to board's original decision and sanctions.

VI. INTERIM BOARDS

When time constraints prohibit the regular appointment of a review board (Summer, final exams, or other non-class periods, etc.), a three person interim board, including at least one student and one faculty or staff member, may be appointed and convened by the Dean of Students. The interim board has the same authority as the regularly appointed RORB.

VII. SUMMARY SANCTIONS

In cases where allegations indicate an immediate and substantial danger to College persons or property, the office of the Dean of Students may summarily sanction an organization. Such sanctions may include withdrawal of College recognition.

- A. Within 10 calendar days of the issuance of a summary sanction, an interim board will be convened to review the appropriateness of that sanction. This board may either continue or suspend the summary sanction pending a full hearing on the allegations.
- B. Following the interim board decision, procedures to arrange a full hearing shall begin. Such a hearing should follow normal time frames, providing five (5) calendar days notice of the hearing, and shall occur as soon thereafter as can be conveniently scheduled. WVU Tech has established procedures for the

recognition of clubs, and organizations. The responsibility for granting such status has been delegated to the Office of Student Activities. The Recognized Organization Review Board (RORB) has been established to process alleged violations of regulations and to resolve disputes involving recognized groups through both an informal and formal process.

STUDENT PUBLICATIONS

If you'd like your organization's activities publicized, or you'd like to sell that old stereo, just call or visit the *Collegian* Office. With an office in Old Main (basement) Student Publications Center, the newspaper is published each week during the Fall and Spring semesters and welcomes student writing and photographic contributions. Phone: 442-3180.

TECH CENTER

Tech Center is the focal point for all members of the college community - students, faculty, administration, alumni, staff, and guests. The Center is not just a building; it is a total educational program. Through its facilities and programming, oriented to the college community, the Center provides a comfortable atmosphere where all members of the academic community are afforded the opportunity to get to know and understand one another through informal association outside the classroom.

Among the facilities included in Tech Center are Bear's Den Cafeteria, study lounge, ballroom, bookstore, activity room, game room and the Student Activities Office.

The Student Activities Office, located on the top level of the Tech Center, coordinates activities within the college, including traditional events such as Homecoming as well as special campus programs. The office assists student organizations and departments in planning programs, scheduling guest speakers and performers. The office also offers the following services; postage stamps may be purchased and out going mail will be accepted. This office also issues student ID cards and serves as the campus Lost and Found Center.

TECH BOOKSTORE

The Tech Bookstore, which is operated by Barnes & Noble, is located on the top level of the Tech Center. Tech Bookstore, as expected, sells new and used textbooks and school supplies. Used textbooks account for approximately 45-50% of all textbooks in the Tech Bookstore -a much better percentage than the national average of 25%. In addition, there is a wide variety of merchandise such as greeting cards, gift items, posters, magazines, and snacks. Tech Bookstore is also where you will find Tech sportswear and gift items for yourself and loved ones.

Customer service is a top priority and so many services are provided for your convenience. You can reserve your textbooks for the following semester by going on our

website: <http://wvutech.bncollege.com/> We will gladly special order books, calculators, and class rings. Merchandise can be ordered on the phone, fax, or e-mail with a credit card.

Textbooks are bought back daily from students for the wholesale price as determined by the used book company. During finals week, books being readopted for the following semester receive up to 50% of the purchase price paid in cash. If not being readopted or if the Bookstore is overstocked, wholesale price is offered.

Checks are accepted for the amount of purchase with valid ID. Visa, MasterCard, Discover, and American Express are also accepted.

Tech Bookstore's hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 – Noon Friday. The Tech Bookstore is open a few weekends - please check the calendar for specific days and times.

UPWARD BOUND

Upward Bound is a federally funded pre-college preparatory program for high school students who are in grades nine to twelve (9-12). Students must have college potential, but may not reaching their full potential for making plans to develop their intellectual ability through post-secondary education. The Upward Bound Program is designed to motivate high school students to develop the proper study skills for successfully obtaining a basic education, orienting them to “college life” experience, and assisting them in post-secondary enrollment.

The federal government has set up general guidelines for eligibility. Participants qualify as either low income and/or first generation. This means that the family income must meet income levels set by the Office of Education and that neither parent has the equivalent of Bachelor's of Arts or Bachelor's of Science degree.

The Upward Bound Program is in the Division of Student Affairs at WVU Tech and is housed on the third floor of Old Main. We welcome Upward Bound alumni and other visitors who would like to learn more about our program. We encourage Tech students to apply for employment with the six-week summer program on campus as a way to promote Tech, gain experience working with youth and supplement their income.

VETERANS ASSISTANCE

WVU Tech programs are approved by the Office of Veterans Education and Training Programs, WV Higher Education Policy Commission for enrollment of veterans and dependents of deceased or 100% disabled veterans eligible for education benefits under current regulations. Those serving in the Army and Air National Guard or on Active Duty or serving in a Reserve Unit may also qualify for educational assistance. The Veteran's Affairs Office, located on the 3rd Floor of the Vining Library serves as the official institutional contact point for veterans' programs services.

New students who have not used their educational benefits must apply to the U.S. Department of Veterans Affairs or their National Guard or Reserve Unit to establish their

eligibility for benefits. Those receiving funding through the U.S. Department of Veterans Affairs must submit a Certificate of Eligibility and those funded under WV National Guard programs must submit a Notice of Basic Eligibility to the Veterans' Affairs Office prior to educational benefits being certified. Transfer students who have used educational benefits at another school must contact the Veterans' Affairs Office and submit a Change of Program or Place of Training Form to receive benefits. All transfer credits must be reported to the Veterans' Affairs Office and official transcripts submitted to the Registrar's Office. The student must also officially apply for WVU Tech admission and select an approved academic program before being certified to receive educational benefits. This includes those taking only Extended Education classes. Continuing students need only verify their continued enrollment with the Veterans' Affairs Office to continue their educational benefits.

It is the responsibility of the student to insure that all tuition and fees are paid. Educational benefits checks should arrive 6-8 weeks after certification.

Any changes in approved course schedules including adding, dropping, and withdrawing from a course or courses MUST receive prior approval from the Veterans' Affairs Office. Failure to obtain prior approval may jeopardize continued funding and may result in a significant overpayment of educational benefits that must be re-paid. Students withdrawing from the institution must also contact the Veterans' Affairs Office to avoid any overpayment. Any overpayment of educational benefits will be calculated from the date on which the infraction occurred. Changes of academic program major MUST receive prior approval from the Veterans' Affairs Office and U.S. Department of Veterans Affairs or appropriate Guard or Reserve Unit. Students receiving educational benefits are expected to make satisfactory progress in attaining their education goals and to attend their classes on a regular basis. The Veterans' Affairs Office will closely monitor academic progress and class attendance and any students not following these requirements may lose their benefits.

All forms necessary for educational benefits are available in the Veterans Affairs Office, 117 Old Main - 304/442-3224; E-mail: scoopoe@mail.wvu.edu.

PART VI

RESIDENCE LIFE

GENERAL INFORMATION

Welcome to the residence halls at WVU Tech! We hope that you find your "residence hall experience" to be an enjoyable one. The residence hall component of the *BEARFACTS* is prepared especially for the on campus student and we hope you'll find the information provided to be useful and beneficial.

If you have any questions about the information you find here please contact a member of the residence hall staff or the Office of Residence Life at (304) 442-3183. We'll do our very best to answer your questions, or help you find the answers if we don't know them!

The collegiate experience provides an opportunity for you to challenge yourself both professionally and personally. That challenge is experienced in the classroom as you struggle with the rigors of your academic interests, but also, and just as important, in the residence hall environment, where you learn how to manage your time, your friendships and perhaps a job. The housing staff strives to provide a living-learning environment by offering a variety of experiences in the form of programs which are designed to help each resident attain personal growth.

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. You are invited and encouraged to be active in the governance of your community.

The Residence Hall Staff

Each hall will be assigned a Faculty/Staff supervisor, called a Faculty-in-Residence (FIR) or Resident Director (RD), and a paraprofessional staff of 5 to 8 Resident Assistants (RA) to help facilitate your personal growth and aid in your adjustment to college. This staff will be trained to advise you, help you settle in, interpret and enforce College policy, and assist in the development of your campus community. The RAs and their FIR work as a team to provide out of the classroom learning and development opportunities for students in each hall. We hope that you'll find these people to be a valuable resource. Don't be afraid to call for help. That is why they are here.

The Disciplinary System

Should you find yourself in violation of any of the rules and regulations of the College, you will be dealt with through the campus disciplinary system. This system has several levels and is designed to safeguard both your rights and the those of the College. The levels are as follows:

RESIDENCE HALL STAFF - you may select to have a hearing with either the FIR or the Director of Residence Life. This requires a special waiver.

RESIDENCE HALL JUDICIAL BOARD - This body is composed of your peers and is advised by a member of the Residence Life staff. "The J-Board" hears disciplinary cases pertaining to hall regulations of a less serious nature.

COUNCIL OF DEANS - Composed of an Associate Dean of Students and other faculty members or department heads, this judicial board hears cases that are a repeat of previous infractions or are of a more serious nature.

STUDENT/FACULTY DISCIPLINE COMMITTEE - This body is made up of both students and faculty members and hears those cases which have the potential for suspension or expulsion.

Each disciplinary level affords the right of appeal and allows full representation. See the section in the *BEARFACTS* on Student Conduct Codes.

Who Lives On Campus?

Residence halls are open to any full time student attending Tech, and in some instances, part time students who have special permission from the Director of Residence Life. You are required to live on campus if you are an unmarried freshman or sophomore who does not commute within, a 60 mile radius from the legal residence of your parent(s), legal guardian, aunt, uncle, grandparents, or brother or sister. You may be exempt from this policy if you:

- are a veteran with two years of active or reserve duty,
- have been a high school graduate for two or more years from the date of your high school graduation,
- have lived in a residence hall environment for while completing 60 credits
- have a physical disability which would prevent you from living in a residence hall environment. You may need a doctor's excuse to satisfy this exemption.

If you feel that you have a compelling reason to live off campus other than the ones listed, you may obtain a "Residency Appeal Form" from the Office of Residence Life. This form needs to be completed and returned either to the Office of Residence Life or directly to the Dean of Students Office (325 Old Main.) A committee of the Dean's designees will then decide if you will be granted or denied your request and appropriate College offices will be notified as to their decision. If you will not be an on campus student, or have had your appeal approved, you will need to complete a "Residency Application" form and these documents can be found in a "Housing Packet" or can be obtained directly from the Office of Residence Life, Ratliff Hall.

Bedding and Linens

Residents must furnish their own sheets, pillows, pillowcases, blankets, bedspreads, towels, and toilet articles. All students must use linen on the mattress provided by the college.

College Property

Each resident is responsible for any residence hall property missing from or damaged in his/her room. In addition, residents are responsible for the common area property of their hall. Residents will be assessed for common area damages on a prorated basis whenever the damage cannot be attributed to a known individual or group. Therefore, if you know of someone who is damaging common area property, it is to your financial advantage to notify the residence hall staff. Whenever possible, persons responsible for damage will be assessed damage charges and disciplinary action will be taken.

Contract

Housing and Food Contracts are available to print out on line at www.wvutec.edu/residencelife/ and at the Residence Life Office in Old Main This contract must be completed by each student who wants to live in the residence halls, and accompanied by a \$100.00 room and board deposit. Contracts without the proper payment will not be processed thus delaying room assignments.

All freshman and sophomore students are required to sign an entire academic year contract. Juniors and seniors may sign semester contracts. Separate contracts are needed for residents who want to live on campus while attending summer school.

Students who have paid a room deposit must cancel their contract by a November 20 deadline (for the Spring semester) or an August 1 deadline (for the fall semester) (to be refunded their deposit) see your contract for further details.

All students who live on campus are required to partake of one (1) meal plan. Each residence hall student will have the option of 3 meal plans. There will be 19 meals served each week from Thursday morning to Wednesday night Students must choose one of the plans for 10, 15, or 19 meals per week. Residents are not required to participate in the board plan for the summer sessions.

Consolidation Policy

For a number of reasons, some people who may have signed up for a double room find that they are "roommate-less" during the course of the school year. In that instance, the Office of Residence Life expects that students will abide by a consolidation policy (also stated on the Housing and Food Service Contract.) Hirise rooms with less than 3 residents must also abide by the consolidation policy.

This policy states that if an individual signs up for a double room, but has no roommate; they agree to select one of the following three options:

- they will find another person to move into their room.
- they will move into another room either through personal choice or by FIR placement,

- they will take the room as a private and pay a prorated single room occupancy rate.

The FIR of your building will contact you if it becomes necessary for you to comply with this policy.

Electrical Equipment

The following regulations govern the use and possession of electrical equipment in the residence halls.

- Outside antennas may not be used with any equipment., including TV dishes.
- All audio equipment must be used at a reasonable volume and may not be placed on the window ledges.
- Refrigerators are permitted in rooms provided they do not exceed 3.0 cubic feet and used no more than 180 watts of power, or 2.5amps. Microwave ovens can not exceed 1.5 amps.
- You may not use any appliance with an exposed heating element, grills, sun lamps, air conditioners or spotlights, or any that are not UL approved.
- It is the prerogative of the Director of Residence Life to further restrict electrical equipment if problems arise.
- Standard household extension cords are not to be used in student rooms. Such cords, when detected, may be confiscated. Residents may use industrial sized extension cords or "power strips" with built in circuit breakers.

Insurance

Health and accident insurance coverage is highly desirable. We encourage you to check your parent's policy or obtain self insurance through any private agent.

Keys

Each student will be given 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. If the student fails to return the key, a lock change will be initiated and the resident responsible will be assessed a \$75.00 lock change charge. Similarly, there will be a \$75.00 lock change charge 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 to anyone other than to whom the room is registered. Temporary keys are available for check out if a student has temporarily misplaced a key.

Overnight Guests

As long as the following rules are observed, residents may have overnight guests.

- Residents must register their guests at the lobby desk. It is important that the staff be aware of all guests.
- Guests must follow the same rules as residents.
- Permission of the FIR is necessary for any non-Tech student guest.
- You must have permission from your roommate to have an overnight guest.

Remember, you **SHARE** a room, don't abuse the guest privilege or you may lose it.

- Guests may stay only two (2) consecutive nights and no more than two nights within a seven day period. Residents who do not have permission for hosting guests staying beyond the 2 evening grace period may be assessed a \$25 per evening room rental rate and may be found in violation of the cohabitation policy. Those who violate the "three day, two nights" policy are subject to disciplinary action.
- **ANYONE** not assigned as a resident of the room in question is a guest.
- Residents with **SINGLE ROOMS** must adhere to the same guidelines where applicable.

Painting

If you want to personalize your living space, you may paint your room while keeping the following guidelines in mind:

- You must have permission from your **FIR PRIOR** to painting your room. In some instances, paint or painting supplies may be provided. If you do not obtain permission in advance, and if the paint job is deemed inappropriate or unacceptable, you may find yourself with a fine for repainting the room for anywhere from \$50.00 to \$200.00. Generally, dark colored paint will not be permitted in student rooms. If there's any doubt - **CHECK IT OUT!**
- Floors and furniture should be protected with drop cloths.
- All surfaces not intended to be painted, i.e. windows, door hardware, any metal surfaces, mirrors, etc. must be free of paint upon completion of your painting.
- Once you're finished, contact your RD for final inspection. If any problems are found they must be corrected within three days.

Personal and Property Protection

Playing It Safe!

The residence hall system is like any small town, crime happens. You can help keep our environment safe by using good sense and by following a few simple guidelines. The college provides locks on all rooms and keys to each resident to insure safe-keeping of you and your valuables. **USE YOUR LOCKS!** An unlocked door will not keep criminals out. While every effort is made to keep unauthorized people out of the residence hall, we can't guarantee they'll all be excluded. Each year a number of crimes are reported and in many cases the student admits that their door was not locked. Each room is also equipped with a through the door viewer and night security chain. **USE THEM!** Never let anyone into your room without first being sure you know and trust the person on the other side of the door. Personal security is a matter with which we should all be concerned. Look out for others as well as for yourself. Report all suspicious looking people to your RA, FIR or Campus Police. **DON'T PROP OUTSIDE DOORS!** While it might be very handy for your friends or the pizza delivery person to have access to your residence hall, it's just as convenient for a thief! Should you be the victim of a crime, report it immediately to the hall staff or Campus Police Officers. Make sure you file a report as most insurance companies will not accept a claim for stolen or damaged items without an official report.

WVU Tech is not responsible for any loss or damage to your personal property, so it's recommended that you seek insurance for your valuables, either through an existing home owner's policy or a renter's insurance policy. The following suggestions are intended to help students protect themselves:

- Room doors should be locked whenever the room is unoccupied - even if you'll only be
- out of the room "for a minute". Don't leave your door open "for a friend." A thief will take any opportunity to gain access to your room.
- Make a list of serial numbers of personal valuables (stereos, typewriters, computers, etc.) This improves the chance of recovery if a theft occurs.
- All books should have some identifying feature such as a name or student number. Missing books should be reported to the bookstore as well as Campus Police. Thieves will often try to sell your books for "quick cash."

Pets

Absolutely no pets are allowed in the residence halls with the exception being fish (ten gallon aquarium maximum). If it doesn't live under water - you may not have it as a pet in your room. Anyone violating this policy is subject to disciplinary action.

Quiet Hours

The Hall Council of each hall establishes the quiet hours for that hall. When a large number of people are living together, careful planning and the sharing of responsibility are essential to ensure conditions which are conducive to study. WVU Tech residence halls operate under 24 hour courtesy hours, meaning that a person's right to sleep or study supersedes anyone else's right to listen to loud music, TV shows or boisterous communication with other community members, not just during regularly designated quiet hours. Quiet hour policy means that noise should not be able to be detected outside a student room beyond a "one door down" guideline. It is recommended that doors be closed after quiet hours begin and that residents wishing to listen to music beyond the one door down guideline purchase (and use!) personal headphones. Noise is a constant problem and it is necessary that quiet hours be observed by all for the good of all community members. All requests to limit noise must be honored to avoid judicial action. Residence hall floors with pre-existing quiet hour policies are called "Intensive Quiet Floors." Quiet hours on these floors have been established as being 7:00 p.m. to 11:00 a.m. Sunday thru Thursday. If you would like to live on one of these floors, contact your FIR or the Office of Residence Life. Residents are expected to assume some responsibility for informing others if their noise is disruptive. However, RAs may also assist if noise problems occur.

Room Assignments

Rooms in the halls are assigned on a priority request basis for returning students. Residents returning to the residence halls have first priority in room selection (this process is called "Room Reapplication" and takes place in April of each academic year). Private rooms are based on availability of space - they are **NEVER** guaranteed. New students entering the resident hall system are assigned space on a first come-first served

basis. Roommate and specific room requests are honored whenever possible. The Office of Residence Life reserves the right to change room assignments when deemed necessary.

Room Changes

Occasionally residents may find that they are not compatible with a roommate - even one whom they may have known for a long time! To preserve friendships and sanity, room changes are allowed within your current building, and are also allowed from residence hall to residence hall. The first step in any room change process is to contact the FIR of your building if you want to move within your current residence hall, or the FIR of the building where you would like to move. He/she will guide you in the process after you have made the initial contact.

PLEASE NOTE: No room changes will be permitted during the first two weeks of each semester or until the Office of Residence Life has determined that its rosters accurately reflect all residents and vacancies.

Room Contents

Each student room is furnished with bed, mattress, study desk and chair, some form of study light, closet or wardrobe, several drawers for clothes and window coverings (blinds.) When checking in, students should check the contents of the room to make sure that all items shown on the room inventory are in the room and that the condition of each is accurately recorded. Any missing items or damages not recorded on the Room Inventory Card should be reported immediately to your RA.

Room Inspection

College Officials have the right to inspect rooms at any time for maintenance, safety, and custodial concerns. Whenever possible and appropriate, residents are notified in advance of an impending inspection. Concern for safety and respect for privacy will be used as guidelines in assessing emergency situations. If you request maintenance in your room, you are giving us permission to enter your room to complete the necessary work. You do not need to be present in order for the work to be completed.

Solicitation

Items may be sold and/or distributed in the residence hall only by recognized student organizations and only after obtaining written permission from the Director of Student Activities (3rd floor Tech Center) and the Director of Residence Life (322Old Main). If you are approached by any person selling any item or asking for donations who is unable to produce identification and an authorization pass, report their activity to one of the housing staff members immediately. This includes all credit card application promotions.

Telephone Use

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 dial a "9" first, the number. If you would like to make long distance calls, you must use a personal calling card.

The Institution will charge the resident (if known) or it will be split equally between the

occupants for any phone service or calls that the Institution has not authorized the resident to make that is billed to the Institution's room phone number. This includes Internet services, voice mail, personal 800 numbers, etc. It is the student's responsibility to contact these companies to have the services disconnected and a refund requested. Failure to do so will result in the phone service being disconnected.

Vacations

When the 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 RD or the Director 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 \$50 per evening lodging cost. Dates of operation for the current academic year may be found in the front of the Bearfacts. When Tech is not officially in session, it is the policy of the college to allow use of the residence halls only by special contractual arrangement and permission of the Director of Residence Life.

Visitation

At the beginning of each academic year, each residence hall council sets the hall's visitation policy. Once the policy has been established, it is posted throughout the hall. Generally, WVU Tech residence halls operate on a 24 hour visitation schedule which means that residents may have guests of either sex 24 hours a day. All of the halls, however, have an escort policy for their guests. This policy is posted in each of the residence halls.

Windows

Any item that might be offensive to the public should be placed where it cannot be seen from outside of the residence hall. Any item that is deemed offensive, obnoxious, inappropriate or that which negates the mission of the College must be removed immediately at the time of request with the understanding that the decision may be appealed in the interim to the Dean of Students. There is to be NO yelling from or throwing things from the windows. Screens are never to be removed from the windows.

RESIDENCE LIFE POLICIES

Alcohol Policy

Alcohol is not permitted within the residence halls or the grounds surrounding the buildings. (See Alcohol and Drug policy in Part II of the Bear Facts.)

Tobacco Policy

Tobacco use (smoking or smokeless) is not permitted within the residence halls. You must be outside and at least 25 feet from a door or window to smoke around the residence halls. (See Smoking and Smokeless tobacco restrictions in Part II of the Bear Facts.)

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 but also could result in disciplinary and legal action being taken against you. Here are the procedures to follow when the 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. 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.

RESTRICTIONS

Bicycles - may be kept in student rooms **ONLY** if the storage does not prevent immediate progress from a resident's room in cases of emergency. Damage or holes caused by wall mounts or other storage measures will be charged to the occupants of the room.

Blinds - in order to maintain a uniform outside appearance to residence hall buildings, you may not remove the blinds. You may, however, use additional window treatments on the inside of the window. Damage caused by hooks or wall mountings will be charged to the occupants of the room.

Ceiling fans - not permitted in any residence hall.

Flammables - all fuels, candles, gasses, incense, fireworks and other flammables are forbidden in the halls, as are live Christmas trees.

Gambling - never permitted in any residence hall unless it is an approved fund raiser by Student Activities.

Hazing - forbidden anywhere on campus.

Horseplay - for safety reasons, no wrestling, playing ball, etc. will be allowed in the residence hall. This includes metal tip darts.

Musical Instrument Practice - due to noise, it's permitted only in the practice rooms at Conley Hall.

Steam baths - not permitted due to the excessive strain on the hot water system.

Waterbeds - not permitted due to weight and water usage.

Weapons - **NEVER** permitted in any campus building. This prohibition includes but is

not limited to; all firearms, bb or pellet guns, slingshots, fireworks, knives over 4", bows and arrows, crossbows and replica weapons.

Weightlifting - permitted only in physical education building.

IMPORTANT PHONE NUMBERS**FOOD**

Bear's Den	304-442-3281
Benny's	304-442-2801
Burger Carte.....	304-442-2071
Dairy Queen	304-442-4555
Frank's Pizza.....	304-442-5857
Gino's Pizza	304-442-2437
McDonalds.....	304-442-4803
Pizza Hut.....	304-442-4547
Potamkin.....	304-442-2828
Subway	304-442-2777

TAXI

City Cab Co.....	304-442-4400
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BUSES

Greyhound	304-357-0056
Mountain Transit Authority	304-872-5872

TRAIN

Amtrack	1-800-872-7245
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BANKS

City National Bank.....	304-442-6000
United National Bank.....	304-442-2492

DRUG STORES

CVS	304-442-2431
Rite-Aid	304-442-7500

MEDICAL

G.Y. Dagher,MD Eye Phy. & Surgeon	304-442-8076
Jack Bernardo, D.D.S.....	304-442-5136
John M. Falbo, D.D.S.....	304-442-5136
Kennedy Dental Office.....	304-442-2488
Montgomery General Hospital	304-442-5151
Southern Eye Care Association.....	304-442-9471
Student Health Clinic	304-442-5151 Ext. 244

MONTGOMERY AREA CHURCHES

Calvary Episcopal Church	304-442-8324
First Baptist Church of Montgomery	304-442-0084
Handley Church of the Nazarene	304-442-0018
Immaculate Conception Catholic Church.....	304-442-1021
Kimberly Church of God.....	304-442-2759
Montgomery Presbyterian	304-442-8591