

Fall 2010

Dear West Virginia Wesleyan College Students,

As a member of the West Virginia Wesleyan College community, you play a critical role in the quality of life on our campus. Through your active participation in your academic pursuits, as well as in our rich co-curricular program, you are certain to make a difference at our 'home among the hills.' We hope you will choose to become involved and invested in our community through your participation in community engagement opportunities; as a member of our student senate or the many clubs and organizations on campus; as a participant on one of our nineteen (19) intercollegiate athletic teams; as a member of a social sorority or fraternity; as a participant in our performing arts program; or, as an active resident in one of our many residential living areas. The opportunities are endless! West Virginia Wesleyan is YOUR COLLEGE. We hope you will choose to make this your 'home away from home;' and, a place where you will feel comfortable, involved, and valued.

This handbook is designed to help you learn about your role as a member of the West Virginia Wesleyan College community, as well as the responsibilities and opportunities therein. Please take time to review the policies and procedures contained in this handbook. These expectations will serve as a guide for you during your time here - and will help all of us in our efforts to live, learn, and work together. If you have any questions, please visit us in the Student Development Suite, which is located on the second floor of the Benedum Campus Community Center.

In fact, whether you have a question or just wish to share your ideas or concerns, we invite you to stop by for a visit. As a member of our student body, you and your experience matter to us. Please let us know if you have suggestions on how we might make WVWC an even stronger community in which to learn, grow and thrive.

On behalf of the faculty and staff at West Virginia Wesleyan College, I wish you a successful, productive and memorable year.

With warm regards,

*Julie Keehner*

Julia A. Keehner  
Vice President for Student Development  
and Enrollment Management

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## **STATEMENT OF MISSION**

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence. Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources. The College recognizes and affirms its interdependence with the external communities--local, regional, national, and global -and its covenant with the people of West Virginia to share its educational and cultural resources.

West Virginia Wesleyan College prepares its students through its curriculum of arts and sciences, pre-professional and professional studies, and its rich campus life program. As a residential, undergraduate institution of higher education, the College aspires to graduate broadly educated men and women who

- Think critically and creatively,
- Communicate effectively,
- Act responsibly, and
- Demonstrate their local and world citizenship through service.

## **A BRIEF HISTORY**

The mission of West Virginia Wesleyan College is reflected in good measure in its name. Its founding in 1890 by the West Virginia Annual Conference of the Methodist Episcopal Church climaxed a 16-year effort to establish a center of learning in the then-young state that would reflect the values of the Methodist community, meet the church's need for an educated leadership, and provide an educational resource for the general citizenry of the state and region.

Although the founders were always loyal to these overarching principles, the immediate catalyst for the College's establishment was perhaps less lofty: by 1882, Methodists believed they had "lost control" of West Virginia University in Morgantown, leading to an exodus from the state university of Methodist students who now sought an educational alternative.

Originally known as the West Virginia Conference Seminary, the new school opened September 3, 1890, in a splendid new three-story brick building located on the present site of the Lynch-Raine Administration Building. (The original building was destroyed by fire in 1905 and replaced the following year by the current structure). In keeping with the tradition of seminaries or academies of the day, it offered largely pre-college instruction. Bennett W. Hutchinson, a graduate of Ohio Wesleyan University and Boston University School of Theology and an ordained minister, came from Massachusetts to accept the presidency. Mr. Roy Reger of Buckhannon was the first of 201 students to enroll that first year.

Full-fledged college work was initiated in 1900 and gradually expanded until the first baccalaureate degrees were awarded in 1905. After one year as Wesleyan University of West Virginia, the name was officially changed in 1906 to West Virginia Wesleyan College, in honor of Methodism's founder, John Wesley. Pre-college work continued through 1922-23, when it was deemed no longer necessary due to the growth of high schools in the state.

The early beginnings of the College were modest, and the fledgling school was frequently plagued by debt, debt that became particularly threatening during the Great Depression of the 1930s. But the shortage of fiscal resources never dampened the vision of the College community and its supporters. By 1939, when the three major Methodist bodies united to become the Methodist Church, leaders of the College dreamed of making Wesleyan the outstanding liberal arts college in the state—a challenging vision for a financially struggling college of fewer than 500 students.

Historians of the College credit Thomas W. Haight, an 1894 graduate of the Seminary, 20-year academic dean (1909-1929), long-time faculty member, and three-time acting president, as one of Wesleyan's most influential champions of academic excellence. In addition to strengthening the faculty and the emphasis on academics, he led efforts to achieve initial accreditation by the North Central Association of Colleges and Secondary Schools in 1927.

For many, the presidency of Dr. Stanley H. Martin (1957-1972) marks the period of the College's most dramatic growth, measured in student enrollments, increasing academic stature, and an expanding physical plant. It was largely his vision that gave the campus its present Georgian character. Annie Merner Pfeiffer Library, Benedum Campus Center, Benedum Hall (originally named New Hall), Christopher Hall of Science, Doney Hall, Jenkins Hall, Holloway Hall, Martin Religious Center, Middleton Hall, McCuskey Hall, and Wesley Chapel are tangible expressions of the expansion that characterized President Martin's tenure.

Following the successful tenure of Dr. Martin, John D. Rockefeller IV served as Wesleyan's President from 1973 to 1975. The current gymnasium and athletic center was completed during his tenure. For a period of time, it was referred to on campus as "The New Gym," but was renamed the John D. Rockefeller IV Physical Education Center after his departure in 1975. Immediately following his tenure at Wesleyan, Rockefeller served as Governor of West Virginia from 1977 to 1985 and went on to serve as the Senator from West Virginia in the United States Senate.

During the 1980's Wesleyan offered its first graduate degree program in business administration and added the Camden Residence Hall Complex. The French A. See Dining Center was constructed in the mid 1990's to provide a centralized location for students to dine and socialize each day. Extensive financial resources were also invested in information technology, with an emphasis on academic instruction during this decade. The College became one of the first institutions in the nation to require students to have laptop computers.

Dr. Pamela Balch, an alumna and former faculty member of West Virginia Wesleyan, became the President of the College in 2006. Like one of her predecessors, Stanley Martin, her tenure is recognized as a period of growth and progress for the college. Since 2006, several graduate programs have been added including Master's Degrees in athletic training, education and nursing. In addition, new buildings have been constructed including the Virginia Thomas Law Performing Arts Center, which was opened in the spring of 2009; and the Reemsnyder Research Center, which opened in the spring of 2010. Our residential living areas have also received attention beginning with the complete renovation of Fleming Hall. A new residence hall will be built this year and is to be located on Camden Avenue. These modern buildings remain true to our traditional campus architecture, just as our academic and co-curricular programs support the heritage and traditions of WVWC.

Many features of modern campus life at Wesleyan have long traditions. An example is football, which was introduced in the pre-college seminary in 1898. The school colors of orange and black go back to that very first game, when fullback and team captain Frank Thompson wore a turtleneck sweater in Princeton University's orange and black to honor two football greats of that university. A more comprehensive athletic program was formally organized at the collegiate level in 1902. Early sports included football, baseball, basketball, and gymnastics -- for men only. In 1996, Wesleyan received the Sears and Roebuck Award for the most successful athletic program in the nation. From 1992 to 2005, Wesleyan captured the West Virginia Intercollegiate Athletic Conference's Commissioner's Cup as the most successful athletic program. This esteemed honor has also been awarded to WVWC every year since 2007.

Music was an important part of campus life, beginning in 1890 when two pianos and an organ were installed in the seminary's new building. In 1902, the current Annex Building was constructed as the Conservatory of Music, the College's first building dedicated solely to academic purposes. The school's "unofficial" anthem "My Home Among the Hills," written by former trustee E.W. "Bill" James, is sung at every school ceremony. The song has been used at special functions throughout the state, including the governor's inaugural ceremonies.

The Greek system was initiated on campus in 1925, when the Board of Trustees authorized the establishment of two sororities and three fraternities. And as early as 1910, the Wesleyan Volunteer Band--followed in 1930 by the Student Volunteer Movement—established a tradition of service among Wesleyan students, concentrating in those early years on foreign missions of the Christian church, but also maintaining strong ties to the local community. Community engagement programs have been expanded to become an integral part of the College's student life program.

Much has changed in higher education and in West Virginia since West Virginia Wesleyan College was established. Yet the founders would recognize much of today's curriculum and many of today's campus traditions as worthy continuations of their early efforts.

## LEARNING ENVIRONMENT

West Virginia Wesleyan College offers exceptional technological and physical facilities to create an environment ideally suited for teaching and learning. The elegant steeple and classic Georgian design of Wesley Chapel set the architectural style of the campus, while a partnership with Dell to provide a student purchase ubiquitous computing program form the keystone of a comprehensive technology infrastructure.

The oldest of Wesleyan's 33 buildings is Agnes Howard Hall, built in 1895 and listed on the National Register of Historic Places. It is one of ten residence halls on campus. The Benedum Campus Center, together with the Wesley Chapel, the Rockefeller Physical Education Center, and other special facilities described elsewhere in this publication, these buildings set in the park-like atmosphere of the campus offer students an attractive place to live and learn.

Key academic buildings of the College include Christopher Hall of Science and the Reemsnyder Research Center, home of Wesleyan's outstanding programs in biology, chemistry, computer science, engineering physics, environmental science, mathematics, physics, and psychology. Modern, well-equipped laboratories complement the buildings' planetarium, herbarium, and greenhouse. McCuskey Hall, housing the art department, has studios for painting, drawing, ceramics, and printmaking as well as a computer lab for graphic design. McCuskey also houses Sleeth Gallery, which sponsors regular visiting artists' workshops, and curated exhibitions.

The Loar Memorial Building provides classrooms, practice rooms, and private studios for vocal and instrumental faculty in the Department of Music. Its recital hall seats audiences of 165 for performances and serves as rehearsal space for the department's many ensembles. Its memorial lounge provides an attractive setting for formal gatherings. In keeping with Wesleyan's commitment to educational technology, Loar Memorial Building has a computer music lab integrating personal computers with instrumental keyboards for music composition, sequencing, analysis, and performance in an interactive group setting.

## ADMINISTRATIVE AUTHORITY

The Board of Trustees of West Virginia Wesleyan College is the policy-making body for the College, and possesses by legal charter ultimate authority for the institution. The Trustees have entrusted the President of the College with the responsibility and authority to develop and supervise the operation of the disciplinary function. The President, in turn, has designated the Vice President for Student Development and Enrollment Management as the primary officer in charge of the maintenance and supervision of the judicial process.

Colleges and universities are not expected to develop disciplinary regulations which are written within the scope or precision of a criminal code. The community standards contained in the code give general notice of prohibited conduct, but are not designed to be exhaustive. Occasions may arise when conduct is such an inherent and substantial threat to the basic ideals and standards of the College that extraordinary action not specifically authorized in the handbook must be taken.

West Virginia Wesleyan College reserves the right to take the necessary and appropriate action to protect the safety and well-being of the campus community, as well as the right to discipline a student if his/her scholarship proves unsatisfactory or if his/her presence substantially jeopardizes the basic ideals and standards the College seeks to maintain.

Students, faculty and staff are asked to assume positions of responsibility in the College Judicial System so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the College administration.

## COMMUNITY EXPECTATIONS

By applying for and accepting admission to West Virginia Wesleyan College, students voluntarily make a decision to become part of a living and learning community which exists in a bond of mutual respect, honesty, and trust. Each member of the Wesleyan community accepts responsibility to maintain this relationship. It is understood that the opportunity for free inquiry and free expression essential to the educational process can exist effectively only within a system of order which supports it. To maintain such a system of order, each member of the Wesleyan community accepts responsibility for personal actions and adheres to and respects the general regulations of the College, as well as the laws of the larger society, including municipal, state, and federal statutes. When individuals fail to accept these responsibilities, the College will address such behavior and impose disciplinary sanctions. The primary purpose of the imposition of discipline at Wesleyan is to protect the campus community and to uphold the ideals and standards the College seeks to maintain. Consistent with that purpose, reasonable efforts will be made to foster personal development of students who are held accountable for violations of College regulations.

### **VIOLATIONS OF LAW AND DISCIPLINARY REGULATION**

Students may be accountable both to governmental authorities and the College for acts which constitute violations of law and this Code. The College will not undertake to substitute its penalties for those appropriate to law enforcement officers on behalf of the students where legal penalties may also be applied. Local authorities will hold students responsible in all ways that would apply to citizens if they were not college students. Penalties imposed by governmental authorities, however, will not exempt students from College discipline for the same offense. Students who have committed a felony or misdemeanor will be subject to review by the College judicial process. Disciplinary action at the College is independent of any civil or criminal action and will normally proceed during the pendency of civil and criminal proceedings. College disciplinary action will not be subject to challenge or reduction on the ground that criminal charges involving the same incident have not been filed, been dismissed, been reduced, or are still in process.

# ACADEMIC POLICIES

## ACADEMIC INTEGRITY

A true community requires that all participants share common goals and respect the particular contributions that each member makes toward achieving them. The common enterprise of a college is learning. Learning is a discipline of the mind, not merely a manipulation of assignments, activities, and information. This process involves interaction with teachers and fellow learners on the one hand and personal reflection and critical inquiry on the other. In all cases, it demands integrity. At Wesleyan, as in all academic communities, claiming another person's work as one's own is a serious offense which is subject to disciplinary action.

The College considers academic dishonesty a serious offense as it diminishes the quality of scholarship and defrauds those who eventually may depend upon our knowledge and integrity. The penalties for violation of academic standards are applied in the context of our firm stance on academic integrity.

## VIOLATIONS

Violations of Academic Integrity include but are not limited to the following:

1. Cheating on tests, examinations, quizzes
2. Plagiarism; appropriating the original work of another with the intent of falsely misrepresenting work as one's own; includes using the exact words of another without identification of the material as a direct quotation or without citing the exact source; paraphrasing the work of another person without citing the exact source (note that a correct paraphrase requires complete transformation of the passage, not a simple change of a few phrases or words); using facts, figures, statistics, graphical representations or interpretations which are not original with the writer or speaker without citing the original source; knowingly aiding or abetting another who is plagiarizing;
3. Collaboration without the instructor's consent on individual assignments intended to be performed outside the classroom;
4. Submitting work for one course which has already been submitted for another course without the explicit permission of the instructors involved;
5. Selling or purchasing papers or other assignments for submission to meet course requirements. This includes downloading papers from the internet.

## PROCEDURES FOR HANDLING INCIDENTS

1. When an instructor suspects or is informed of academic misconduct, he/she will attempt to determine as clearly as possible the facts related to the incident. He/She may then meet with the student(s), present the charge, and consider the response. If the student voluntarily admits to the charge, or if the evidence is substantial, the instructor shall determine the appropriate penalty.
2. A summary of the incident and action will be reported in writing to the Vice President for Academic Affairs and copied to the student. The Vice President for Academic Affairs will send a letter to the student involved informing him/her of this action. In cases where there is a record of repeated offenses by a student, the Vice President for Academic Affairs will review the matter.

## PENALTIES FOR VIOLATIONS OF ACADEMIC INTEGRITY

1. An instructor has the right to discipline a student if he/she has justifiable evidence that the student has violated the definitions of academic integrity in this Code or in further elaboration of course materials.
2. A minimum expected penalty for offense is failure in the assignment or in the course. A warning may be appropriate when the facts of the case are ambiguous or where no willfulness is evident.
3. More severe penalties (formal notation on permanent transcript, suspension, dismissal) are assessed by the College Judicial Board, when referred by the Vice President for Academic Affairs.

# ACADEMIC GUIDELINES AND PROCEDURES

## CLASS ATTENDANCE/BEHAVIOR

1. Each student is responsible for attending classes or laboratory sessions, and other designated instructional events.
2. Each faculty member is responsible for establishing and notifying students at the beginning of each semester of the policy and requirements for class attendance and behavior for each class.
3. Missing any class or laboratory sessions, or a substantial portion thereof, constitutes an absence. Missing a session because of late registration constitutes an absence. Absences in a class can only be excused by the instructor of that class. Any class absence related to illness or co-curricular participation will require individual negotiation between the student and instructor. Excessive class absences may result in failure in the course(s) and required withdrawal or dismissal from the College.
4. The Student Development Office will inform faculty of emergency circumstances requiring immediate response.
5. Expected classroom behavior is consistent with the norms of common sense and basic etiquette. Students should attend to issues of appropriate dress, arriving to class on time, and respectful interactions while in class. Students with children should not bring the children to class on a regular basis.
6. Cell phones must be turned off during class periods.

## **COMMERCIALIZATION OF LECTURE NOTES**

Selling course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor is prohibited.

## **STUDENT GRADE APPEAL PROCESS**

In cases of alleged arbitrary, inconsistent, or discriminatory grading, this review process will be followed:

1. The student requests a meeting with the instructor to review the basis for the grade.
2. If after this meeting the student is not satisfied that the grade was fairly determined, he or she may appeal to the director of the school of the instructor/course involved in this appeal. The director will seek to mediate the issue between the student and the instructor.
3. If the student remains unsatisfied, he or she may appeal to the Vice President for Academic Affairs, who will hear the student on the matter, confer with both the instructor and the director of the school, and then make the final decision. Prior to meeting with the Vice President for Academic Affairs, the student must provide a written description of concerns.
4. Reviews to have a grade changed must be submitted no later than the end of the subsequent semester.

## **POLICY ON STUDENT COMPLAINTS**

A student complaint is defined as a written allegation of injury caused by one of the following:

1. the decision concluding an appeal process;
2. an allegation that the appeal process was unfair;
3. the absence of an appeal process

Students who continue to be dissatisfied after a final decision that has been rendered by the College shall be told of their right to file a written complaint. Such complaints shall be submitted to the President, the Vice President for Academic Affairs and Dean of the College, and/or the Vice President for Student Development and Enrollment Management, depending on the nature of the complaint. Student complaint files shall be maintained by each of these offices for review by representatives of accrediting agencies.

## **STANDARDS OF PERFORMANCE**

1. A student with 25 or more earned hours who fails in any semester to maintain an overall scholarship quotient of 2.00 or above will be placed on Academic Probation.
2. A student with fewer than 25 earned hours and a scholarship quotient below 1.75 will also be placed on Academic Probation.
3. A freshman student with a total scholarship quotient of 1.75 to 1.99 and fewer than 25 earned hours at the end of any semester will be placed on Academic Warning for the next semester of attendance.

## **ACADEMIC GRADE REPORTS**

At the end of each semester, May Term and Summer Term, the College processes each student's grades. During the fall and spring semesters, progress reports are processed for students whose academic work is evaluated as deficient (C- through F) during the first five weeks of classes. Progress reports do not become a part of students' permanent records but are indicators that corrective action is needed.

Final grade reports are available to the students and their faculty advisors through their on-line Web Advisor accounts. A student may request a paper copy by completing the appropriate form in the Academic Services Office.

## **USE OF LIBRARY MATERIALS**

1. Print and electronic resources are available to students, faculty and staff of West Virginia Wesleyan College.
2. Print materials and media must be checked out following established Library procedures.
3. Patrons are expected to return materials on time in order that others can use them.
4. Failure to return materials on time will result in fines or replacement costs for which the patron is held responsible.
5. Unauthorized removal of library materials will be reported to Campus Security; and, if necessary, will be referred to the College Judicial Board.
6. Patrons are expected to use electronic resources in compliance with copyright laws, institutional policies, and etiquette related to the access and use of information resources.

# **GENERAL POLICIES**

## **NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

West Virginia Wesleyan College, a private educational institution, is committed to the principle of equal opportunity for all qualified persons; and, welcomes students of all backgrounds and takes pride in the diversity of its faculty and staff. It assures students access to all the privileges, programs and activities generally accorded or made available at the College. West Virginia Wesleyan College strongly supports affirmative action principles and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, disability, or religious affiliation in the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other College administered programs.

## **SERVING STUDENTS WITH DISABILITIES**

West Virginia Wesleyan College ensures that no qualified person shall, by reason of a disability, be denied access to, excluded from participation in or denied the benefits of any program or activity operated by the College or be subjected to discrimination under any of its programs or activities. The

College shall make reasonable accommodations to the known limitations of an otherwise qualified student with a disability to enable the qualified student with the disability to have equal access to educational opportunities, programs and activities. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. § 794(a)] and Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. § 12101, et seq.].

Students with disabilities are required to maintain the same level of responsibility for their education as other students attending Wesleyan. These responsibilities include maintaining levels of academic performance expected of all students, meeting attendance requirements, maintaining appropriate behavior, and following the College's policies and procedures. In addition, the College establishes appropriate standards for its courses, programs, services and facilities and is not required to grant accommodations that impose a fundamental alteration of a program or activity.

The College encourages students to request accommodations before the semester begins or as early in the semester as possible. If the student chooses to delay providing documentation and/or making a request for accommodations, the College will not provide retroactive accommodations, but will upon the student's request begin the procedure for approving and implementing future accommodations. A reasonable time will be necessary to implement accommodations.

The confidentiality of all documentation will be maintained in accordance with the applicable law. Documentation may be shared with others on a need to know basis.

To be eligible for services, students with disabilities must identify themselves and provide documentation to the Director of the Learning Center in the following manner:

1. It is necessary to provide current documentation of the disability and professional materials from a physician, psychologist, and/or psychiatrist on the evaluator's letterhead stationery demonstrating that the disability currently and substantially limits a major life activity of the student. The medical documentation must include:
  - a. A diagnostic statement identifying the disability and describing the current level of functioning;
  - b. A description of the diagnostic tests, methods/criteria used, employing the DSV IV when appropriate;
  - c. A description of the current functional impact of the disability including a statement of any substantial limitations as they relate to the ability of the student to meet the various demands of college life, and which also includes specific test results and the examiner's narrative interpretation;
  - d. Treatments, medications, or assistive devices/services currently prescribed or in use;
  - e. Recommendations to assist the College in designing reasonable accommodations for the condition;
  - f. The credentials of the diagnosing professional when not indicated on letterhead stationery.
2. The College may request additional documentation. IEPs and 504 plans are not considered to be sufficient documentation.
3. Identifying oneself as having a disability to an individual professor is not considered an official notification to the College. The student must follow the above procedures in order to access accommodations. However, it is the student's responsibility to notify a professor, or others as necessary, of a need for accommodations.
4. Coordination of accommodations and services may involve any number of College offices and personnel, including faculty, staff, and administrators, depending on the nature of the accommodations and services needed. The Director of the Learning Center will work in consultation with the student, and others as deemed proper, to determine the appropriate academic accommodations. The Director of the Learning Center will make the final decision with respect to a particular accommodation.
5. If the student has been diagnosed with a Learning Disability or Attention Deficit Disorder, please refer to the "Requirements for Documentation" section of the Learning Center Handbook or the campus website [www.wvwc.edu](http://www.wvwc.edu) for specific educational testing requirements.
6. If the student is requesting Residence Hall Accommodations, please contact the Campus Life Office for specific guidelines and information at (304) 473-8441.
7. If an individual believes that the services or accommodations provided or recommended do not meet his or her needs, the student should promptly discuss the matter with the Director of the Learning Center who will seek to resolve the situation in a timely manner. If the student is not satisfied with this response, the student may file a grievance using the investigation and reviews procedures set forth in the Student Handbook.

## **COLLEGE COMPUTING GUIDELINES**

West Virginia Wesleyan College makes available computing and network resources which may be used by College undergraduates, graduate students, faculty and staff. These resources administered by Computing Services are intended to be used for educational purposes and to carry out the legitimate business of the College. These guidelines shall be considered a supplement to the Student Handbook and violations of the guidelines shall be handled in accordance with the procedures set forth in the handbook.

Users of Computing Services should keep in mind the limited nature of the resources it provides and act accordingly. This includes such things as not wasting paper. The Computer Center should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its operation of computer systems and networks. The user community is expected to cooperate with the Computer Center in its operation of computer systems and networks as well as in the investigation of misuse or abuse.

## **COMPUTER USE POLICY**

1. Students shall use only the account(s) specifically assigned to them regardless of intent. Students are responsible for the safeguarding of the account through a secret password and correct login/logout procedures. The Computer Center must be contacted immediately if it is believed that the account has been tampered with.
2. Use of College computing and network systems/equipment is for academic and administrative purposes only. Accounts may be used for personal electronic mail provided it does not violate any other implied or stated WVWC and/or Internet policies. This includes, but is not limited to, using electronic mail to harass or threaten others. Users do not own their accounts, but are granted the privilege of exclusive

use. Misuse may result in the loss of computing and/or network access.

3. Attempting to monitor and/or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner is a violation of policy. In accordance with the Electronic Communications Privacy Act (1986) the College will not intercept nor disclose electronic communications except as specified in the ECPA. Computing Services will provide reasonable security for accounts; however, it is also understood that this security is not a guarantee of privacy.
4. Deliberately wasting and/or overloading computing resources, such as printing too many copies of a document is not allowed. Inappropriate mass mailings to newsgroups, mailing lists, or individuals are similarly prohibited. You may not initiate or propagate electronic chain letters.
5. You may not forge the identity of a user or machine in an electronic communication. This includes using an anonymous sender service.
6. You may not knowingly or carelessly perform an act that will interfere with the normal operation of computers, terminals, peripherals, or networks. This includes running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This also includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
7. You may not violate copyright laws and their fair use provisions through inappropriate reproduction or dissemination. Utilizing College resources for any commercial activity is expressly prohibited.
8. Public posting and/or distribution of private e-mail messages are prohibited unless expressly authorized by the original sender.

## **GUIDELINES FOR PUBLIC COMPUTER USE**

Computer labs are for the use of current WVWC students, staff and faculty. Access is limited to those possessing a current College ID. Those without an ID must obtain special approval from the Director of Computing Services to use lab facilities. Immediate relatives of faculty and staff may obtain a special ID from Personnel and will be allowed to use the labs when there are sufficient numbers of computers available.

College equipment must be treated with care. Thus, there is no eating, drinking or smoking allowed in any College computer lab. If there are questions regarding the operation of equipment, users should consult a Computing Services employee for assistance.

You may not attach any computer, equipment, peripheral or otherwise access the network without prior permission from Computing Services.

## **ACCESS TO INSTITUTIONAL RECORDS**

West Virginia Wesleyan College, as required by law, guarantees students who are or have been registered at the College the right of access to official records directly related to the student and an opportunity for a review process to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

The College must obtain written consent from the student before releasing personally identifiable data from records to persons other than those specifically identified by the College as having a legitimate educational interest in that information.

The types of records and information include materials in the offices of the Registrar, Admission, Academic Services, Student Development, and Financial Aid, as specified in the written College policy. Students may both inspect and request copies of this information at their expense.

In the implementation of this policy provided for by the Buckley Amendment, there are several items which students should note:

1. Copies of the full Wesleyan policy on the Family Educational Rights and Privacy Act (FERPA) are available to students in the Office of the Registrar.
2. Final grade reports are available to students and their faculty advisors through their on-line WebAdvisor accounts. A student may request a paper copy by completing the appropriate form in the Academic Services Office.
3. Certain types of information are classified as public or "directory" information, and may be disclosed without a student's written consent. These are name, address, telephone number, e-mail address, campus box number, major, participation in officially recognized activities and sports, height/weight of athletic team members, dates of attendance, degrees and awards received, class schedule, and class roster.
4. In addition to a procedure for a hearing on campus, an office has been established by the U.S. Department of Education to investigate and adjudicate violations. Complaints may be addressed to the Family Educational Rights and Privacy Act (FERPA) Office, U.S. Department of Education.

## **COMMUNICATION WITH PARENTS**

Wesleyan may supply certain information to parents of legally dependent children (those who receive at least one-half of their financial support from their parents, regardless of age). This information includes notifications of disciplinary action for cases of disciplinary probation, suspension, or dismissal. Other information is kept confidential unless the student's life or well-being is in danger. Students under the age of 18 who receive judicial action at any level will have a copy of the disciplinary notification sent to parent or guardian and to appropriate College personnel.

## **SOLICITATION POLICY**

The term "solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, participation in selected activities, or supplies. Commercial (for profit) solicitation is not permitted on College property except by agreement with the Coordinator of Student Activities. Contracts may only be granted to groups or individuals who sell arts and crafts. In these situations, the sales are to be limited to the Campus Center. The Coordinator of Student Activities reserves the right to audit account receipts before, during, and after the event. Commercial groups receiving approval to sell items in the Campus Center must agree to give the College a minimum of ten percent (10%) of the gross sales.

Recognized campus groups entering into a project which entails raising money or selling on campus must have the approval of the Coordinator of Student Activities. Door-to-door solicitation is not permitted in residence halls (unless approved by the Coordinator of Student Activities and the Director of Campus Life) or fraternity houses. On-campus groups receiving permission to solicit may do so in residence hall lounges and other public areas in campus buildings, as long as this solicitation is consistent with the educational purposes and policies of the College. All solicitation of funds or gifts-in-kind from

any off-campus source shall be cleared in advance through the Advancement Office. This policy applies, without exception, to all College personnel including faculty and administrative staff, and to all College-sanctioned groups or activities (including but not limited to athletic teams, drama, jazz band, tour choir, fraternities and sororities, and other clubs and organizations).

### **STUDENT/ORGANIZATION PUBLICATION GUIDELINES**

Placing banners, posters, flyers, and stickers on College property without proper authorization by the Coordinator of Student Activities is prohibited. Only recognized Wesleyan organizations are eligible to display posters, banners, and stickers on campus. These items must relate to that organization's activities or events, must clearly indicate the sponsoring organizations, and must be in good taste with respect to appearance, context, pictures, and language. Information pertaining to policy, procedures, and general operation of the residence halls does not require the stamp of approval. Commercial advertising of products or services is not permitted; however, one (1) poster may be placed within the Campus Center after proper approval is received. Commercial advertising announcing special discounts for College students may be placed in individual campus mailboxes once per semester for a modest fee. Individual mailbox distribution of bulk commercial materials requires approval of the Post Office Director and Coordinator of Student Activities. Banners, posters, and stickers, which do not comply with the above regulations, will be removed by the appropriate College personnel, and the organization that placed them may be responsible for the cost of such removal. Repeated violations of this policy may result in the removal of those privileges accorded recognized campus organizations

## **CODE OF CONDUCT**

### **SOCIAL RESPONSIBILITY STATEMENT**

All individuals and/or groups of the West Virginia Wesleyan College community are expected to speak and act with respect for the human dignity of others, both inside and outside the classroom, and in all College-sponsored social, recreational, and academic activities either on or off campus.

West Virginia Wesleyan College will not tolerate any form of harassment or intimidation, including, but not limited to, sexual, racial, religious, handicap, or age discrimination. Using the telephone, mail, or electronic mail to intimidate or interfere with a person's basic rights is also a form of harassment. Attitudes of condescension, hostility, role-stereotyping, and sexual or racial innuendo weaken the health of the community and are considered harassment as well.

Wesleyan will not tolerate acts of hazing or the exploitation of individuals or groups. At the same time, the College affirms the principle of academic freedom and prohibits discrimination against individuals or groups because they express different points of view. However, the College affirms that freedom of expression does not justify violating human dignity. Intentionally or substantially interfering with the freedom of expression of others on College property or at College-sponsored activities is prohibited. If a student feels that he/she has been unfairly or inappropriately treated by any member of the Wesleyan community, it is suggested that the student do one or more of the following without fear of reprisal:

1. Discuss the matter with a trusted third party to help determine a course of action.
2. Approach the offending party directly and discuss the matter and its possible solutions.
3. Pursue mediation with the offending party through a facilitator. The facilitator may be a faculty member, a department chair, the Dean of the Chapel, the Director of Intercultural Programs, a staff member of the Counseling and Health Center or the Student Development Office, or some other administrative member.
4. For reporting purposes, if this is a racial or ethnic incident, the facilitator will contact the Director of Intercultural Programs before the mediation takes place.

### **DEFINITIONS FOR CODE OF CONDUCT**

**Student** - a person enrolled in or auditing courses at the institution, either on a full or part-time basis.

**Aggravated Violation** - a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal College or College-related activities.

**Distribution** - sale or exchange for personal profit, or the giving to another with no thought of personal profit.

**Fabrication** - intentional and unauthorized falsification or invention of any information or citation in an academic activity or assignment.

**Institution or College** - West Virginia Wesleyan College.

**Organization** - campus groups recognized according to designated policies and procedures of the College.

**Reckless** - conduct which one is reasonably expected to know could cause a substantial risk of harm to persons or property, or which would otherwise be likely to result in interference with normal College or College-sponsored activities.

**College Premises** - buildings or grounds owned, leased, or operated by the College.

**College-Sponsored Activity** - any activity on campus; or any activity off campus which is expressly authorized or supervised by the College.

## **PROHIBITED CONDUCT**

### **ACTS OF DISHONESTY**

Intentionally furnishing false or misleading information to College personnel.

### **COMPLICITY**

Association with a violation of College policy (in contrast to direct involvement or perpetration), either by presence when the violation is committed or non-reporting of the act(s), can result in judicial referral. Students who anticipate or observe a violation of College policy are expected to, as a minimum action, remove themselves from the situation and are strongly encouraged to report the violation.

### **CLIMBING**

Climbing trees or the outside of College owned facilities is strictly prohibited. The use of rappelling equipment on College-owned property is also strictly prohibited.

### **DAMAGE TO PROPERTY**

Intentionally or recklessly destroying, damaging, or misusing the property of others, including the property of the College, on College premises or at College-sponsored activities.

### **DISORDERLY CONDUCT**

Any conduct which is disruptive, lewd, or indecent, regardless of intent, that breaches the peace of the community or offends basic sensibilities.

### **DISRUPTION**

Intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to, studying, teaching, research, and College administration shall not be tolerated. In addition, intentionally interfering with the functions of Campus Safety and Security personnel or fire, police or emergency medical officials is prohibited.

### **FAILURE TO COMPLY**

Failure to comply with the directions of College officials, including residence hall staff or any other administrator, faculty person, or student acting in an official capacity (e.g.: Resident Assistant, Student Security Officer, etc.), in the performance of their duties.

### **FIRE SAFETY**

Including but not limited to:

1. Intentionally/recklessly initiating, or causing to be initiated, any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
2. Intentionally or recklessly misusing or damaging fire safety equipment.
3. Unauthorized use or possession of fireworks on College premises.

### **FORGERY**

The unauthorized alteration or unauthorized use of any College document or personal instrument of identification, including misrepresenting age for the purpose of obtaining alcoholic beverages.

### **FREEDOM OF EXPRESSION**

Intentionally or substantially interfering with the freedom of expression of others on College property or at College-sponsored activities.

### **HARASSMENT**

Actions which are intended to annoy and/or alarm another. These include but are not limited to:

1. attempting or threatening to subject another person to unwanted physical or verbal contact;
2. following another person in or about a public place or places;
3. directing obscene language or gestures at another person or groups of people;
4. directing verbal abuse at another person; and/or,
5. utilizing electronic messaging, texting, and social media in ways that intimidate individuals and/or provide a hostile living and learning environment for others.

### **PHYSICAL ASSAULT**

The act of intentionally or recklessly causing physical harm to any person on College premises or at a College-sponsored activity, or intentionally or recklessly causing reasonable apprehension of such harm will not be tolerated.

### **SANCTIONS**

Knowingly violating the terms of a disciplinary sanction imposed in accordance with this Code or failure to complete assigned sanctions.

### **SEXUAL ASSAULT**

West Virginia Wesleyan College will not tolerate rape, sexual assault, or other forms of nonconsensual sexual activity. Rape and sexual assault under this policy shall include but are not limited to the following:

1. Any form of nonconsensual sexual intercourse committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
2. Any actual or attempted nonconsensual sexual activity, including, but not limited to, attempted intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature by a person(s) known or unknown to the victim.
3. Nonconsensual activity shall include, but is not limited to, situations in which the victim is unable to consent because he/she is mentally incapacitated or is physically helpless due to drug or alcohol consumption, or is unconscious.
4. Victims of rape or sexual assault are encouraged to file a complaint as soon as possible after the alleged incident. The criminal justice system is an option for recourse, as well as the College's judicial process. Both processes can be undertaken concurrently. Local police can assist the victim in pursuing criminal action. Campus Safety and Security, Residence Life Staff, the Director of the Counseling and Health Center, the Vice President for Student Development and Enrollment Management or any other advocate may be contacted, who will then refer for appropriate College response. Members of the College community found to be in violation of this policy through the College's judicial system shall be subject to all sanctions contained in the Code of Conduct, including suspension, dismissal and removal from campus housing. All standards of procedural integrity contained in the Code of Conduct will be followed by all parties involved. The College affirms this policy for students, faculty and staff through educational prevention programs, its counseling and support services and its medical treatment facility.

### **SMOKING**

Smoking is only permitted outside of campus buildings and can only occur thirty (30) feet or more away from any college facility. Smoking is prohibited in residence halls and college vehicles, offices, administrative units, and any College-owned facility.

### **SOLICITATION**

The term "solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise or supplies.

1. Door-to-door solicitation is not permitted in residence halls or fraternity houses.
2. On-campus organizations receiving permission from the Coordinator of Student Activities may do so in residence hall lounges and other public areas in campus buildings, as long as this solicitation is consistent with the educational purposes and policies of the College.

### **SPORTS**

Primarily for safety reasons, playing with or driving hard balls, including golf balls, on College owned property outside of athletic facilities is prohibited. Skateboarding on College premises and roller-blading inside campus facilities is similarly prohibited.

### **THEFT**

Theft of property or of services on College premises or at College-sponsored activities is prohibited. The use of stolen property and/or knowingly possessing stolen property on College premises or at College-sponsored activities will not be tolerated.

### **UNAUTHORIZED ENTRY**

Any unauthorized presence in or use of College premises, facilities, services, or property is prohibited.

### **WEAPONS**

The use, possession, or unauthorized storage of any weapon on College premises or at College-sponsored activities is prohibited. Weapons include, but are not limited to, rifles, shotguns, handguns, ammunition, gun powder, fireworks, numb chucks, air rifles, air pistols, knives, BB guns, bow and arrows, dart guns, paint guns, slingshots, axes or hatchets, metal stars for throwing, blow guns, tazers, pipes, chains and "look-a-like" weapons, or anything used to inflict a wound or cause injury. All legal weapons must be registered and stored at the Office of Campus Safety and Security.

## **ADMINISTRATIVE WITHDRAWAL**

The Student Code of Conduct contains policies and procedures necessary for establishing reasonable standards to maintain order, protect the educational purposes of the institution, promote the rights and responsibilities of the individual, and protect the safety and well being of community members. Consistent with these endeavors the Administrative Withdrawal Policy provides an avenue for the involuntary withdrawal of a student given certain criteria.

The Administrative Withdrawal Policy is not a substitute for appropriate disciplinary action as outlined in the Code of Conduct, however, it may be used as an alternative when a student exhibits acute or persistent psychological/medical problems or harmful behavior.

### **STANDARDS FOR WITHDRAWAL**

A student may be involuntarily withdrawn from the College and/or College Housing if it is determined that the student:

1. Engages, or threatens to engage, in behavior that poses a danger of causing physical harm to self or others, and/or
2. Engages, or threatens to engage, in behavior that substantially impedes the lawful activities of others, and/or substantially interferes with the educational or residential environment of members of the College community, and/or
3. Demonstrates the inability to satisfy personal needs such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or
4. Commits a violation of the Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process, and/or
5. Commits a violation of the Code of Conduct and did not understand the nature of the wrongfulness of the conduct at the time of the offense.

## **THE PROCESS**

The Administrative Withdrawal Policy is initiated by the Vice President for Student Development and Enrollment Management or her/his designee when:

1. Any member of the College community who reasonably believes that a student may meet one of the involuntary withdrawal standards contacts the Vice President for Student Development and Enrollment Management; and/or
2. The student is referred for a possible Code of Conduct violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

After notification the Vice President for Student Development and Enrollment Management or the Director of Counseling and Health Services conducts a preliminary review of information which includes:

- any documentation of relevant behavior or incidents
- an informational meeting and interview with the student.

As a result of the review, a determination will be made in consideration of the four available options:

1. The student does not meet the standard for involuntary administrative withdrawal; however, given the circumstances a referral for a disciplinary hearing may be initiated.
2. The student does not meet the standard for involuntary administrative withdrawal, however, sufficient concern warrants a referral to the Counseling Center or other mental health professionals for an assessment. In addition, a letter of understanding indicating that future persistent or escalating behavior will result in administrative action.
3. The student meets the conditions for an involuntary administrative withdrawal but waives the right to a hearing and voluntarily withdraws from the institution. If future enrollment is an option, the Vice President for Student Development and Enrollment Management outlines the conditions necessary for consideration of re-admission.
4. The student meets the conditions for an involuntary administrative withdrawal and a referral to the Withdrawal Evaluation Panel is made. If the severity of the student behavior warrants, an interim suspension (as outlined in the Student Code of Conduct) will be enacted and an evaluation by a mental health or medical professional will be required. Circumstances will determine whether the results of the evaluation are needed before a hearing is conducted or a final decision is rendered.

## **THE WITHDRAWAL EVALUATION PANEL**

The Panel will be composed of three members selected from the following:

- Vice President for Academic Affairs or designee
- Director of Campus Life
- Director of the Learning Center
- Director of Counseling and Health Services
- Dean of the Chapel

## **HEARING GUIDELINES**

The following guidelines govern the hearing:

1. The student has the right to be present throughout the hearing unless removal is warranted.
2. The hearing may be conducted in the student's absence.
3. A family member or mental health professional may accompany the student to the hearing for support; however, the student will be expected to speak on his/her own behalf.
4. The student has the right to review all documented reports before the hearing, with the exception of confidential or personal notes.
5. This hearing process will be consistent with a standard disciplinary hearing.

## **PANEL DECISION**

The Withdrawal Evaluation Panel will submit written findings to the Vice President for Student Development and Enrollment Management within 48 hours of the conclusion of the hearing. If an involuntary withdrawal is recommended, the length of time and conditions for consideration of re-admission will be stipulated. If an involuntary withdrawal is not recommended, then any conditions for continued enrollment will be stipulated.

The student will be notified in person by the Vice President for Student Development and Enrollment Management or designee within two days of the decision. If this type of notification isn't possible due to the student's emotional or physical well-being, or logistical limitations, the student will be notified via telephone. In addition, a formal letter specifying the decision and any contingencies will be sent to the student and placed in the student's permanent file.

## **APPEAL PROCESS**

The student has the right to appeal a decision involving separation from the College. The Vice President for Student Development and Enrollment Management, the President, or a designee will hear the appeal and render a decision. This decision will be final.

## **CONDITIONS FOR RE-ADMISSION**

Any student who voluntarily or involuntarily withdraws may be subject to specific conditions for re-admission. These conditions are decided on a case-by-case basis and may include, but are not limited to, the following:

- a. Submission of a psychological assessment by a qualified mental health professional. The assessment must include a decision about the individual's readiness to return to school and any treatment or other recommendations that are in the best interest of the individual.
- b. Restriction from residing in or entering residential facilities.
- c. Successful completion of coursework at another institution or verification of successful employment.
- d. Review by the Vice President for Student Development and Enrollment Management in consultation with the Director of Counseling and Health Services and a member of the Withdrawal Evaluation Panel.

## **FAILURE TO COMPLY**

A student's failure to attend, comply, or adhere to any aspect of this process or the conditions outlined will result in an involuntary withdrawal or suspension from the College.

# **HAZING POLICY**

## **POLICY FOR HAZING RELATED INCIDENTS**

Hazing is a hidden and serious problem across higher education and not unique to West Virginia Wesleyan College. The College seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the College's policy that **hazing is prohibited**. The impact of hazing activities can result in irreparable harm to its victims, their families and the College community, undermining the value of these experiences for many individuals. Prevention of hazing is the responsibility of every member of the College community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others, and College policies

## **DEFINITIONS**

**Organization** - "Organization" will specify an athletic team, association, order, society, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the College and whose membership consists primarily of students enrolled at the College. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

**Hazing** - "Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual. Examples of hazing include, but are not limited to: humiliating, intimidating, or demeaning treatment; the destruction or removal of public or private property; behavior involving the coercive consumption of alcohol, other drugs, or other substances; or, rituals or systems that encourage the violation of any College policies or procedures."

## **ALCOHOL CONSUMPTION AND HAZING**

Any consumption of alcohol, other drugs, or other substances that is "an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization" is hazing. This definition is applied regardless of the level of pressure to drink and will be classified as a level one offense.

## **DISCIPLINARY OVERSIGHT OF REPORTED INCIDENTS**

The "committee on hazing" will oversee all reports concerning suspected hazing activities with individuals and/or organizations for an appropriate institutional response. The committee will determine the level of concern and then assign jurisdiction to address the reported violation. The committee reserves the right to adjudicate the case or defer to other prearranged procedures such as a "show cause hearing" with Greek life organizations or refer the case to the College's judicial system. A minor incident may be referred back to the advisor, coach, or self-governing board for remediation of the reported concern; and, the abovementioned must reply back with a written report of corrective action to discourage any further violation. All records of hazing incidents will be maintained with the Chief Judicial Officer to inform the College of any problematic trends, while assisting the institution in its efforts to respond with appropriate consequences for any repeat offender(s). The "committee on hazing" will consist of the following: Vice President for Student Development and Enrollment Management, Director of Greek Life and Intramural Programs, Director of Athletics, Chief Judicial Officer, one faculty member, and one student. All appointments are made annually by the Vice President for Student Development and Enrollment Management.

## **THE SUNSHINE POLICY OF HAZING**

WVWC's Interfraternity Council (IFC), Panhellenic Association (Panhel), and the Athletic Department have demonstrated bold leadership by co-sponsoring an adoption of a "Sunshine Policy" through which **"misconduct that exhibits hazing and is classified as a 'major violation' will have their actions made public upon a guilty verdict"**. The "committee on hazing" will approve the content of the summary of the hazing event and its consequences prior to web-site publication of the incident and will also allow the advisor/coach of the offending organization to review the statement. The organization may request a hearing to suggest changes to this summary before its publication. After final approval of the content, the violation will be placed on Wesleyan's web-site under hazing. This policy applies to all recognized co-curricular organizations of West Virginia Wesleyan College.

## **THE GOAL/PURPOSE OF THIS HAZING POLICY**

Wesleyan's goal, when possible, is to **educate and promote change within organizations that have been accused of and found guilty of hazing**. In most cases, fraternities and sororities that are accused of and found guilty of hazing will be required to participate in the Anti-Hazing Compliance Program in which they will work with a consultant to revise their new member recruitment process(es). Athletic teams are subject to College policy and NCAA rules; and, any reported hazing incidents will be addressed by the Director of Athletics. In some hazing cases, however, it is neither feasible nor appropriate to seek change. In such cases, the offending organization will be closed and lose College recognition and all the rights and privileges therein.

# **INSTITUTIONAL RESPONSE TO ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

Acquired Immune Deficiency Syndrome (AIDS) is a serious medical and social problem that has reached epidemic proportions and is a disease that can affect any individual or group.

West Virginia Wesleyan College will handle issues related to AIDS on an individual, case-by-case basis in accordance with medical advice, guidelines of the American College Health Association and Federal Law and will ensure that the response to individuals with AIDS will be consistent with response to others with serious diseases or handicaps.

The College recognizes that its primary response to the epidemic of AIDS must be education, since responsibility based on information and awareness is the most effective means of prevention and reduction of high risk behavior. The institution will make efforts to educate students and staff about the nature, causes, transmission and symptoms of the disease.

The following guidelines clarify Wesleyan's institutional response to HIV infection and AIDS and include essential features of the American College Association's General Institutional Response to AIDS.

1. Current medical knowledge indicates that students or employees with AIDS, or HIV infection, do not pose a health risk to other students or employees in an academic or residential setting.
2. In the event that a student or employee is diagnosed as having AIDS or HIV infection, decisions regarding classroom attendance, housing, and continuation of work will be made on a case-by-case basis. The institution will rely on available medical advice, and will guarantee that the rights of all individuals having handicapping conditions will be considered in the decision-making process which follows the established College governance structure and includes the standards contained in student and faculty handbooks.
3. Information concerning the existence and identity of students or employees with HIV infection or AIDS will be kept strictly confidential and will not be shared with faculty, staff, or family without the written permission of the patient. Members of the institution who have access to such information will be kept to a minimum and only those with a legitimate "need to know" will be aware of the existence of AIDS, or HIV infection.
4. The Health Center Staff, the Director of the Counseling and Health Services, the Director of the School of Nursing or his/her designee, and the Vice President for Student Development and Enrollment Management will comprise the institutional committee responsible for the College's AIDS educational efforts. The Vice President for Student Development and Enrollment Management will assume a management role in responding on a case-by-case basis to the existence of AIDS or HIV infection in students in consultation with the College physician and the institutional committee.
5. The College will adopt and follow safety guidelines as established by the United States Public Health Service for health care clinics and teaching laboratories and will be in compliance with Federal Law.
6. The voluntary reporting of AIDS or HIV infection will not be a factor in initial student admission decisions or in employment status decisions.

## **SEXUAL HARASSMENT POLICY**

West Virginia Wesleyan College is committed to establishing and maintaining an academic environment in which all members of the campus community are protected from sexual harassment. Condescension, hostility, role stereotyping, dissemination of unsolicited and objectionable jokes, literature and/or photographs, and sexual innuendo weaken the health of the campus community. Sexual harassment compromises the integrity of higher education through hostility and intimidation. Sexual harassment undermines opportunities for students and staff alike, to develop strong, positive self-concepts including a sense of self-confidence which is essential to the ideals and mission of West Virginia Wesleyan College. Individuals who engage in sexual harassment seriously compromise their own integrity and credibility. Sexual harassment shall not be tolerated within the West Virginia Wesleyan College campus community.

### **SEXUAL HARASSMENT DESCRIPTION**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or any other verbal, written or physical conduct of a sexual nature, when:

1. submission to that conduct is explicitly or implicitly made a term or condition for any individual's obtaining employment, services or education;
2. submission to or rejection of any unwelcome overtures is a factor in decisions affecting any individual's employment, services or education;
3. conduct has the purpose or effect of creating an intimidating or hostile environment for any individual's employment, services or education.

### **INITIAL COMMUNICATION OF UNWELCOME CONDUCT**

As the first step in preventing sexual harassment, the College finds that individuals believing themselves to be the target or focus of unwelcome actions or overtures which could in the mindset of the offended person progress to sexual harassment, have a responsibility to promptly and clearly communicate to the offending person that such conduct is unwelcome and that such offensive conduct should cease immediately. The College seeks to create an environment whereby campus community members appreciate their responsibility to first communicate what are often uncomfortable issues with individuals initiating offensive conduct, and if the conduct persists, to then involve College personnel who are identified within the Investigation and Reviews Procedures section set forth below. The College recognizes that there may be initial conduct by an offender which is so offensive or objectionable

that immediate invocation of the Investigation and Reviews Procedures is required without requiring the offended individual's adherence to this section.

### **INVESTIGATION AND REVIEWS PROCEDURES**

Students believing they have been sexually harassed should promptly report the conduct to either the Vice President for Student Development and Enrollment Management or the Vice President for Academic Affairs. Investigation of reported incidents of sexual harassment then shall be conducted by the executive officer, or designee thereof, in an expedient manner, while seeking to maximize confidentiality and consistent with principles of fair procedure as follows:

1. a written complaint signed and dated by the offended individual must be promptly provided to the investigator, setting forth all relevant facts;
2. individuals who make complaints founded in good faith will not be subject to any retaliation or disciplinary procedures by the College;
3. individuals against whom complaints are lodged will be promptly notified by the investigator of the complaint's lodging, and given a reasonable opportunity to offer a written response to the complaint;
4. if upon the investigation's conclusion, it is determined that the complaint is valid, the offender may be required to undergo appropriate counseling as a condition to maintaining employment or enrollment at the College, and depending upon the seriousness of the conduct, the offender may be subject to disciplinary action by the College, which could involve discharge from employment in cases where the offender is a faculty or staff member, or the dismissal from enrollment in cases where the offender is a student.
5. because a lengthy period of time between an alleged incident's occurrence and the conducting of an investigation may make fact-finding difficult or impossible, it is very important that individuals believing they have been sexually harassed initiate the Investigation and Reviews Procedures as soon after the incident's occurrence as possible.

## **ALCOHOL AND OTHER DRUG POLICIES**

West Virginia Wesleyan College seeks to create an environment that promotes individual and community health and well-being. The illegal or abusive use of alcohol and other drugs jeopardizes this effort. Therefore, the College is committed to defining standards of behavior, enacting and enforcing policies, and complying with local, state, and federal laws. The Drug Free Workplace Act of 1989 requires information regarding the following:

1. the conduct that is prohibited under campus policy and sanctions that will be imposed for violations of the policies;
2. the applicable legal sanctions under the local, state, and federal laws;
3. the health risks associated with the use and abuse of alcohol and other drugs; and,
4. the educational and treatment resources available on and off campus.

The United Methodist Church, the College's sponsoring denomination, encourages abstinence from alcohol and illegal drugs and supports educational programs that inform and encourage abstinence. While abstinence from alcohol may be preferred, the College acknowledges that students may make other choices and works aggressively to educate students regarding community responsibility and Wesleyan's expectations for all members of the student body.

### **ALCOHOL AND OTHER DRUGS**

The College prohibits the use of alcoholic beverages by individuals who are not of legal age and the abuse of alcohol by individual community members of any age. Violations of local, state, and federal laws applying to alcoholic beverages are prohibited. Furthermore, the College prohibits the illegal use of drugs on College property or property used by any recognized student or College group. State and federal laws state that it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. According to the federal Controlled Substance Act of 1970, this applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under the supervision of a physician.

Full compliance with the specific set of standards related to alcohol and other drug use is expected. Although Residence Hall staffs play an important role in monitoring student conduct, any member of the Wesleyan community may refer a student alleged to have violated this, or any policy, to the Vice President for Student Development and Enrollment Management (see "Case Referrals"). This policy will be strictly enforced, and all cases of alleged violations will be resolved in accordance with normal disciplinary procedures described in this handbook.

### **UNDERAGE USE**

1. All individuals, College affiliated organizations, and social groups are to comply with local, state and federal laws concerning the possession, consumption, and distribution of alcoholic beverages and be aware of the legal ramifications of noncompliance. Noncompliance with any state or federal law is a violation of College policy and is subject to disciplinary action.
2. Furnishing alcohol to a person under the age of 21 is prohibited.
3. The possession and/or consumption of alcohol on College premises by persons under the age of 21, is prohibited.

### **PUBLIC USE OF ALCOHOL**

1. The purchase, sale or distribution of alcoholic beverages at student events is prohibited.
2. Alcoholic beverages may not be used by students or their guests in any public facility or space on College premises, including public areas of residence halls, or at College-sponsored activities. The legal exercise of personal freedom within the privacy of one's own room and in accordance with College policy may not infringe upon the rights of others by creating an atmosphere objectionable to others who reside in the same room.
3. Only individual residence hall rooms are considered private; an open door causes an individual's room to be considered a public area.
4. Possession of an open container in any public area of the campus is prohibited. An open container includes, but is not limited to, open or unsealed cans and bottles, cups, wine sacks, and squeeze bottles.

## **IMPAIRMENT/PUBLIC INTOXICATION**

1. Public intoxication or the state of being drunk that leads to aggressive or disruptive behavior, the significant distortion of memory, the significant dulling of responses, reduction in the capacity to make reasonable judgments or the violation of the Code of Conduct is prohibited regardless of age and will be considered an aggravating factor.
2. The influence of alcohol does not relieve an individual of responsibility for his or her behavior. Behavior that causes or threatens to cause physical harm to oneself or others, harassment of others, damage to property, or general disruption is a violation of College policy.
3. All members of the College community are fully responsible for the alcohol related conduct of their guests.
4. Driving under the influence of alcohol, either on or off campus, is considered to be an extreme example of irresponsible behavior.

## **MASS QUANTITY, DISTRIBUTION/ POSSESSION**

1. Kegs, beer balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence hall rooms.
2. A student of legal age who possesses more than a total of 192 ounces of alcoholic beverages or exceeds any one of the following, even though in the privacy of his/her residence hall room, will be in violation of the mass quantity regulation:

twelve, 16-ounce containers of beer or equivalent; two liters of wine, (2 half gallon); twelve, 12-ounce wine coolers; or one liter of distilled spirits, (1 and ½ fifths)

## **ALCOHOL PARAPHERNALIA**

Alcohol paraphernalia, including but not limited to, empty alcohol containers, is strictly prohibited on College premises and in residence hall rooms.

## **OFF CAMPUS CONDUCT**

Conduct which occurs off campus that is a violation of state, federal, or local law, or has a detrimental impact on the college may result in college judicial action.

## **DRUGS**

1. The possession, use, or distribution of illegal controlled substances is strictly prohibited on College premises.
2. The manufacture, delivery or possession with the intent to manufacture or deliver a controlled substance as prohibited by the WV Code (Vol. 17, Chapter 60A) is also strictly prohibited by the College. This applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under supervision of physician.
3. Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to, rolling papers, roach clips, water bongs, pipes, etc. or anything fashioned for such use.

## **STATE AND FEDERAL LAWS**

State and federal laws prohibit the manufacture, possession, sale and trafficking of marijuana and other drugs. State law also controls the sale, distribution, possession and consumption of alcoholic beverages except in a licensed establishment. Penalties for alcohol and other drug violations are listed below.

## **EDUCATION AND TREATMENT RESOURCES**

The Counseling and Health Services staff provides educational, assessment, counseling, consultation, and support services for individuals and groups interested in the prevention and treatment of various addictions. The Counseling and Health Center website offers on-line screening instruments for the two most frequently used drugs: alcohol and marijuana. Specific educational and assessment services for students are offered on a voluntary and/ or mandatory basis. A course on Addictions is also offered on a regular basis by the Psychology Department. The Counseling and Health Center and the WVWC Library have many resources, including books, videos, newsletters, and pamphlets for student, staff, and faculty use.

## **OFF-CAMPUS RESOURCES**

Appalachian Community Health Center	304-472-2022
Alcoholics Anonymous Meetings	1-800-333-5051
Chestnut Ridge Hospital Health Line	1-800-982-8242
Phoenix Psychological & Counseling Association	1-304-622-6404
Progressive Preventive Health Care	1-304-842-8852
Solutions	1-304-471-1111

# **THE JUDICIAL SYSTEM**

## **CHIEF JUDICIAL OFFICER**

The Vice President for Student Development and Enrollment Management delegates the daily management of the judicial system to the Chief Judicial Officer. The Chief Judicial Officer or his/her designee will:

1. Assign cases of alleged violation of regulations to the appropriate hearing body based upon the severity of the infraction, the nature of the regulation (i.e. fraternity/sorority, residence hall, traffic regulations, etc.), and the residence of the student(s) involved;
2. Determine the disciplinary charges to be filed;
3. Interview and advise parties involved in disciplinary proceedings;
4. Select, supervise, train, and advise all College Judicial Board members and advisors;

5. Serve as a person designated to conduct Disciplinary Conferences for lesser violations and, by choice of the student, as a hearing officer for serious violations of this Code. The Chief Judicial Officer may impose all sanctions provided in this Code;
6. Maintain all student disciplinary records; and,
7. Submit a statistical report each semester to the campus community reporting the number of cases resulting in disciplinary action and the range of sanctions imposed.

## **COLLEGE JUDICIAL BOARD**

The College Judicial Board is composed of students selected by the Executive Committee of Student Senate and the Chief Judicial Officer; faculty members chosen by Faculty Senate; and, administrative staff volunteers. For each hearing, there shall be a panel consisting of two (2) students, two (2) faculty and/or administrative staff and one (1) faculty chair person. A panel member should disqualify himself/herself or may be disqualified from hearing a case if he/she is personally involved or biased, or has prior knowledge of the case to be heard. The hearing panel must deliberate until a decision is reached. When consensus is not possible, a majority vote will decide the case. The College Judicial Board may impose all sanctions contained in the Code of Conduct.

## **HEARING OFFICERS**

Residence Life Coordinators or designated members of the Student Development Staff may conduct Disciplinary Conferences involving students charged with minor violations of this Code or Residence Hall Policies.

## **INTER-FRATERNITY AND PANHELLENIC COUNCILS**

The Inter-fraternity Council and Panhellenic Council may hear cases that deal directly with infractions of rules and policies related to the Greek system.

## **CASE REFERRALS**

Any member of the West Virginia Wesleyan College Community may refer a student or student group or organization suspected of violating this Code to the Chief Judicial Officer. Persons making such referrals are required to provide information pertinent to the case, and may be expected to appear before a College Judicial Board as the complainant. The statement of information will be used in disciplinary proceedings.

## **HEARING REFERRALS**

The Chief Judicial Officer will review case referrals to determine whether the alleged misconduct might result in Dismissal, Suspension, a Permanent Disciplinary Record, or Disciplinary Removal from College Housing. Students subject to those sanctions may be accorded a hearing before the College Judicial Board. Other cases shall be resolved in informal Disciplinary Conferences as referred by the Chief Judicial Officer.

Students who are referred to a College Judicial Board hearing may elect instead to have their case resolved in a Disciplinary Conference with the Chief Judicial Officer. Admission of responsibility generally results in a Disciplinary Conference rather than a Judicial Hearing. The full range of sanctions authorized by this Code may be imposed in such instances, and the right to appeal will be applicable as specified in the related section of this handbook.

During certain times of the year (e.g., early in the semester, during final examinations, summer), when it is difficult for the College Judicial Board to convene because of scheduling issues, students subject to disciplinary action may be accorded a hearing by the Chief Judicial Officer or designee. The full range of sanctions authorized by this Code may be imposed in such instances, and the right of appeal will be applicable as described in the appeal section of this handbook.

## **NOTIFICATION PROCESS**

Students will be notified through the college e-mail system and/or via campus mail of disciplinary conferences, judicial hearings, sanctions and other important information. Students are expected to check their e-mail and campus mail regularly in order to ensure that they receive information in a timely manner.

## **PROCEDURAL STANDARDS**

The focus of inquiry in disciplinary proceedings shall be to determine the responsibility of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding.

## **DISCIPLINARY CONFERENCE PROCEDURES**

Disciplinary Conferences will be conducted by the Chief Judicial Officer, or assigned to a designee. A Disciplinary Conference normally consists of an informal, non-adversarial meeting between a student and the Chief Judicial Officer or designee. Those bringing charges of violation are not required to participate unless their personal testimony is essential to the resolution of a factual issue in the case.

1. Documentary evidence and written statements are relied upon and the student is allowed to respond to them at the conference.
2. The Disciplinary Conference is normally not used in cases which might result in any form of separation from the College unless the Conference is elected by the student and affirmed by the Chief Judicial Officer.
3. As is indicated in the notification sent to students via e-mail and/or campus mail, students must contact the Office of Campus Life within the designated time stipulated in the communiqué, to schedule a disciplinary conference. If this is not done, the conference will be held in the student's absence. Absence from the disciplinary conference will not be grounds for appeal.

## **COLLEGE JUDICIAL BOARD HEARING PROCEDURES**

1. Pending action on charges of violation of College regulations, the status of a student may not be altered, nor may the right to be present in class or on campus be suspended, except as provided in Interim Suspension.
2. Students will be given a written notice of the hearing date and the specific charges at least three (3) days in advance, and will be accorded reasonable access to the case file, which will be retained by the Judicial Officer.
3. Students will be given a hearing before members of the College Judicial Board within seven (7) class days from the date of notice of the hearing.

4. Students shall have the right to an advisor of their choice to assist and advise in presenting their case. Such advisors shall be members of the West Virginia Wesleyan College community (i.e. any student in good standing, faculty, or administrator). Advisors should disqualify themselves if they are biased or have prior knowledge of details of the case to be heard. Advisors shall be present to observe and advise the student; but, may not participate in the proceedings. Outside legal counsel will not be permitted unless there is pending criminal or civil action or the reasonable expectation that criminal charges shall be filed. In that case, the student's attorney may be present to observe and advise the student, but may not participate in the proceedings. The determination of the pendency of actions and participation guidelines will be outlined by the Chief Judicial Officer or designee.
5. If the student chooses not to attend his/her hearing, the proceeding will take place in the student's absence. The student's absence from this proceeding will not constitute a reason for appeal.
6. Hearings shall be closed to the public.
7. All hearings of the College Judicial Board shall be audio-taped from the beginning of the hearing through deliberations. These tapes will be erased and/or destroyed upon completion of the appeal process.
8. Students shall have the right to present information on their own behalf, including the ability to present a reasonable number of witnesses as well as to refrain from presenting information against him or her self. The College Judicial Board may take note of the refraining from testimony.
9. The College Judicial Board will render a decision solely on the information presented during the hearing and, in its review of the case, is not required to follow formal rules of evidence.
10. The College Judicial Board may exclude repetitious or irrelevant information at its discretion.
11. Participants are expected to treat one another with courtesy and respect. Any person who disrupts a hearing may be dismissed from the proceedings by the College Judicial Board and the hearing would then continue in their absence.
12. Witnesses shall provide true and correct information and may be subject to charges of violation of College regulations upon providing false information.
13. Prospective witnesses shall be excluded from the hearing except during their own testimony.
14. In cases involving more than one accused student, either party may request separate hearings. The Chief Judicial Officer or designee will determine if the request will be granted.
15. An accused student shall have the right to question adverse witnesses, as determined by the Chief Judicial Officer.
16. The burden of proof shall be upon those bringing charges who must establish the responsibility of the accused student by a preponderance of evidence.
17. All parties shall be excluded from the deliberations of the College Judicial Board.
18. Decisions of the College Judicial Board will be by majority vote.
19. After considering the facts and reaching a decision, the College Judicial Board will consult the student's discipline file prior to determining the sanction.
20. The decision of the College Judicial Board must include a written summary of the testimony which will be sufficiently detailed to permit review in the appeal process.
21. The decision of the College Judicial Board shall be accompanied by a brief written opinion.
22. The decision will be conveyed to the accused student in a meeting with the Chief Judicial Officer or his/her designee within two (2) class days and will then be forwarded in writing to the student and other appropriate persons within seven (7) class days after the close of the hearing. The College Judicial Board may also choose to meet with the student immediately following the deliberation and inform the student of the findings.

## **SANCTIONS**

### **DISCIPLINARY DISMISSAL**

Disciplinary dismissal is the permanent separation of the student from the College. Notification will appear on the student's transcripts. The student will also be barred from College premises. A copy of the notice is sent to the parent or guardian of all dependent students and to appropriate College personnel.

### **SUSPENSION**

Suspension is the separation of the student from the College for a specified period of time, after which the student may apply for readmission to the College. Permanent notification may appear on the student's transcript. The student shall not participate in any College-sponsored activity and shall be barred from College premises. A copy of the notice of suspension is sent to the parent or guardian of dependent students and to appropriate College personnel.

### **INTERIM SUSPENSION**

The Vice President for Student Development and Enrollment Management or designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension is to become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to himself or others, or to the stability and continuance of normal College functions, or to the basic ideals and standards the College seeks to maintain. A student suspended on an interim basis shall be given an opportunity to return to campus at a given time for the purpose of a hearing before the College Judicial Board within three (3) class days, if possible, from the effective date of the interim suspension. The hearing shall then be held on the following issues:

1. The reliability of the information concerning the student's conduct, including the matter of the student's identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to the student or others or to the stability and continuance of normal College functions, or to the basic ideals and standards the College seeks to maintain.
3. If a continued separation from the college isn't warranted, what sanctions, if any, are most appropriate.

## **DISCIPLINARY PROBATION**

A student is given written notice that he/she has been found in violation of a standard contained in College regulations that warrants significant corrective action. Further violation will subject the student to more severe judicial action. Probation shall be for a specified time period, and may involve conditions or restrictions, identified at the time the probation is assigned. Depending on the violation, disciplinary probation might include ineligibility to publicly represent the College in co-curricular activities, including (but not limited to) athletics, chorale, and theatre; loss of student employment; restrictions from participation in clubs, organizations, and activities including (but not limited to) student senate, Greek life, intramurals, athletic contests and social events. Disciplinary probation might also include the removal from residential facilities and restrictions from entering non-academic buildings. An individual currently on academic or judicial probation may not pledge a Greek organization. A copy of the notice of disciplinary probation is sent to parent or guardian of dependent students and to appropriate College personnel.

## **COMMUNITY ACTION**

The student is given written notice that his/her conduct within the campus community is of a serious nature. This action shall be for a designated period of time and may lead to more severe judicial action if further violations occur. Community Action may be initiated by the Chief Judicial Officer or designee. Failure to complete assigned community action may result in the consideration of Disciplinary Probation.

## **WRITTEN REPRIMAND**

The student is given written warning that any further misconduct may result in more severe disciplinary action. Letters of reprimand may be initiated by the Chief Judicial Officer or designee.

## **RESTITUTION**

The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of a violation of College regulations.

## **FINES**

In order to serve as a deterrent to future infractions, the College may choose to impose fines, specifically for alcohol and other drug violations. The first alcohol violation may result in a \$100 fine, with a second violation likely resulting in a \$200 fine. The first violation of our drug policy may result in a \$250 fine, with larger fines being imposed for subsequent violations of this policy. The College reserves the right to increase the amount of these fines in correlation with the seriousness of the offense/violation.

## **OTHER SANCTIONS**

Other sanctions may be imposed instead of, or in addition to, those specified above. Students may be subject to dismissal from College housing for violations which occur in the residence halls or elsewhere. In cases where this sanction is imposed, the student will receive refund of board charges prorated to the date of removal from College housing. Room rent will not be refunded. Alcohol and other drug violations may result in referral to the Counseling and Health Center for assessment and follow-up. Attending life skills workshops, participating in related community service work or educational projects may also be assigned, as well as grade reduction or notation on the student's permanent record. Monetary fines, termination of student employment, restrictions on participation in fraternity/sorority pledging/membership activities, restricted access to College facilities or equipment, and/or loss of College recognition or institutional means of support (for student organizations), are examples of sanctions which may be imposed.

## **STRUCTURED MEDIATION PROCEDURE**

The Chief Judicial Officer may refer cases involving interpersonal conflicts for structured mediation if the misconduct does not warrant suspension or dismissal, and if the conflicting parties agree to voluntary participation in all sessions outlined by the mediator.

Educational sanctions, intended to foster individual or community development, may be imposed by the Chief Judicial Officer. These sanctions become an addendum to the final agreement.

Non-compliance with the terms of the agreement or addendum will result in immediate referral to the College Judicial Board. The charge of non-compliance will be added to the existing charges.

An unsuccessful mediation will result in referral back to the Chief Judicial Officer and no penalties will be applied unless there is documentation of an additional incident. A College Judicial Board Hearing or Disciplinary Conference will then be scheduled.

## **STUDENT ORGANIZATIONS**

Student organizations may be charged with violations of this Code. Failure of groups to follow Event Management or Social Responsibility guidelines also constitutes a violation of this Code.

1. A student organization or its officers may be held collectively or individually responsible for violations of this Code by those associated with the organization.
2. All College procedures for responding to violations as defined in the Code of Conduct will apply.
3. Sanctions for organizational misconduct may include suspension of pledge-taking, denial of intramural participation or revocation of College recognition, as well as other listed sanctions.

## **APPEALS**

Any proceeding of the College Judicial Board may be reviewed by the Vice President of Student Development and Enrollment Management.

The following are acceptable grounds for appeal:

1. Insufficient evidence to warrant the judicial outcome;

2. Evidence of prejudicial error;
3. Discovery of new evidence which could affect the decision;
4. Excessive penalty; and/or,
5. Substantial violation of hearing procedures.

Students requesting an appeal must submit a letter to the Chief Judicial Officer within three (3) school days from receipt of the written decision. This letter must be submitted in 'hard copy' rather than via e-mail. All information to be considered with the appeal must be included at this time. Failure to request an appeal within the allotted time will render the original decision final and conclusive.

Appeals shall be decided upon findings of fact and upon written briefs submitted by the parties. In the event a key point is in contention, the Vice President for Student Development and Enrollment Management may call witnesses or otherwise seek additional information to determine the facts.

The Vice President for Student Development and Enrollment Management may:

1. Deny the appeal;
2. Affirm the finding and the sanction imposed by the original College Judicial Board or hearing officer; or,
3. Request the case be reheard.

Deference shall be given to the determination of the College Judicial Board or the Chief Judicial Officer.

Decisions of the Vice President for Student Development and Enrollment Management which result in dismissal or suspension from the College may be appealed to the President of the College or designee.

A written brief in support of the appeal must be submitted to the Office of the President of the College within three (3) class days from the date of the letter notifying the student of the decision by the Vice President for Student Development and Enrollment Management.

The imposition of sanctions will typically be deferred pending the outcome of the appeal.

## **DISCIPLINARY RECORDS**

1. A file on each student involved in a disciplinary action will be kept in the office of the Chief Judicial Officer. This file will contain a copy of all material relevant to the case and its disposition. This file will be cumulative in nature.
2. The file will be maintained in the Student Development Office until the student graduates from the College, at which time the file will be archived. For students who withdraw from the College, disciplinary records will be retained in the file through the end of the year in which the student was initially expected to graduate, and will then be destroyed. If the student is readmitted to the College, such records will be maintained through the adjusted graduation date.
3. This file may be viewed by the Vice President for Student Development and Enrollment Management, Chief Judicial Officer or a designee. It may not be viewed by anyone outside the administrative or judicial system.
4. This file may be examined during normal office hours by the student. The Chief Judicial Officer or designee may require a 24-hour advance notice in order to accommodate this request. If a student feels there is an error in said file, he/she will be accorded the opportunity to submit, in writing, a summary of these alleged errors. This summary, with permission of the Chief Judicial Officer, will be included in the student's judicial file.
5. With the permission of the student, this file may be shared with a professor or administrator who is recommending the student for a workshop, grant, award, etc. With said permission, the file may also be shared with an advisor who is working with the student on an appeal or subsequent hearing.
6. This record will be confidential, and will only be released to a valid subpoena from the court.

## **ANNUAL REVIEW**

The Vice President for Student Development and Enrollment Management is charged with the responsibility of conducting an annual review of the Code of Conduct. This review will include any suggested revisions approved by Student Senate and other relevant offices/staff members. Ultimate approval of any revisions will be the responsibility of the Vice President and the President of the College.

# **GREEK LIFE**

## **GREEK ORGANIZATIONS**

These guidelines for College interaction with Greek organizations reaffirm West Virginia Wesleyan College's traditional commitment to the development and support of the fraternity and sorority system as an integral aspect of the College community. This also affirms the commitment of the fraternity and sorority system to high scholastic performance, leadership development, and personal and chapter achievements. The College recognizes the opportunities that fraternity and sorority affiliation offer to students for intellectual, cultural, and interpersonal growth. These opportunities constitute a positive and important complement to the College's formal academic program.

The fraternity and sorority system recognizes that Greek organizations exist at West Virginia Wesleyan College with the College's consent and that each chapter has the obligation to provide chapter involvement, and to be a positive influence on the College campus. Chapters also have the responsibility to

respect the philosophy, goals, traditions and policies of West Virginia Wesleyan College.

The two communities recognize a responsibility to promote the continued positive relationship between fraternities and sororities, their alumni national organizations and the College. These Guidelines outline the mutual expectations of both communities, and will be reviewed annually in January of each year, and revised as required.

### **ROLE OF GREEK ALUMNI/ALUMNAE**

Alumni/Alumnae of fraternities and sororities provide continuity, maturity, guidance, leadership, business and financial experience and advice to their affiliated chapters and to the College. They often finance the construction of student housing without cost of upkeep, staff or maintenance to the College. Fraternity and sorority alumni/alumnae often show greater loyalty to and interest in the College because of their involvement with their affiliated chapters.

Chapter advisors, drawn from the ranks of the alumni/alumnae of West Virginia Wesleyan College and other Colleges at which chapters are chartered, become important partners in the process of developing individual student and chapter excellence.

### **ESTABLISHMENT OF NEW CHAPTERS**

Policies and procedures regarding the expansion of the fraternity and sorority system will be set by the Interfraternity Council (IFC) and the Panhellenic Association (PHA), and are subject to Student Senate approval. These policies will appear in the constitutions of the IFC and PHA.

### **GOVERNANCE OF CHAPTERS**

The College recognizes the IFC as the governing board of the fraternity system and the Panhellenic Association as the governing board of the sorority system. The power and the authority of the IFC and PHA, as outlined in their respective constitutions are subject to all the rules of regulations promulgated by the College, and as amended when appropriate.

For a more detailed and complete version of the Greek Life policies and overview, please contact the Office of Greek Life or review their web page at <http://www.wvwc.edu/GreekAffairs/>.

## **RESIDENTIAL LIVING**

### **RESIDENCY REQUIREMENT**

As part of our distinctive living-learning environment, West Virginia Wesleyan College (WVWC) is a residential institution, featuring residence hall education that focuses on student learning and personal development. Therefore, students are required to live on campus unless an exception is approved by the Campus Life Office. Residence Hall Agreements are for the entire academic year (August through May).

Applications for an exception to the residency requirement for continuing students must be submitted to the Campus Life Office. Leases or other living arrangements should not be confirmed until exceptions are verified in writing from the Campus Life Office. Letters of exception will be distributed via campus mailboxes.

Exceptions to the residency requirement include:

1. Non-traditional age - reaching 23 prior to the beginning of the fall semester.
2. Married - verified with a marriage license/certificate.
3. Living at home (or with an acceptable family member; aunt, uncle, grandparent, legal guardian) within a 40 mile radius from campus - a notarized letter from parent(s) or legal guardian(s) verifying who the student is living with and also verifying the address is required. The Campus Life Office may also ask for further verification, if necessary.
4. Medical release form (available in the Campus Life Office, this process normally occurs during the Fall semester only) completed and signed by a physician describing a need for off campus living arrangements. Submitting this form is not a guarantee of the student's release from our residential living requirement. The documentation will be reviewed by the relevant College officials in order to determine an appropriate accommodation.
5. Fifth year seniors are allowed to live off campus.

Students suspected of violating any of the aforementioned policies may be referred to the College Judicial System.

## **MOTOR VEHICLE POLICIES AND PROCEDURES**

### **REGISTRATION OF VEHICLES ON CAMPUS**

1. All students, faculty, staff or other employees of the College who park in College owned lots at any time are required to register their motor vehicle on campus by purchasing a numbered parking decal or "hang tag". The "hang tag" must be displayed from the inside rearview mirror at all times while the vehicle is parked on campus, even in a loading/unloading zone.

2. This contract (registration) is the binding document for motor vehicle policies and procedures. Language contained herein takes precedence over all other references to motor vehicle use on the campus of WVWC.
3. Items required to register a motor vehicle are:
  - a) A valid driver's license.
  - b) Make, model, year, and license number of the vehicle to be registered.
  - c) Proof of ownership (certificate of registration).
4. Parking hang tags are issued for safety and vehicle identification purposes. Possession of a valid parking hang tag does not guarantee that a parking space, especially one near any particular area, will be automatically available upon arrival.
5. A numbered WVWC hang tag must be displayed on the inside rear-view mirror at all times while parked in campus owned lots. It is a violation of these Policies and Procedures to display the tag on the dash. It must be hung from the rear-view mirror with the numbers facing the front of the vehicle, visible from outside the vehicle.
6. Any lost or stolen hang tag must be reported immediately to the Office of Campus Safety and Security. A new hang tag must then be purchased for a fee of \$75.00.
7. The individual in whose name a vehicle and hang tag is registered will be held responsible for all parking and traffic violations.
8. WVWC parking hang tag must be purchased annually, expiring each year on August 31<sup>st</sup>.
9. The fee for registering a vehicle and obtaining a parking hang tag is \$75.00 for students and \$35.00 for faculty/staff.

**PARKING REGULATIONS**

1. The responsibility of finding a legal parking space rests solely with the vehicle operator. The lack of what the vehicle operator deems to be an adequate parking space is not an acceptable excuse for violating any parking regulation(s).
2. Handicapped parking spaces are identified by the official handicapped emblem, and the adjacent curbs and stripes are painted a light blue. Handicapped spaces are restricted from general use 24 hours a day. Vehicles parked in handicapped spaces must display an official handicapped license plate or a WVWC handicapped decal. WVWC handicapped decals may be obtained at the campus security office for any student, faculty or staff. These decals will be issued at no cost to anyone who has a temporary handicap that would warrant the need to park in a handicapped space. (sprains, broken bones or other injuries of a temporary nature) These decals will only be valid for a specified time and are authorized for use only in WVWC parking lots.
3. Fire lanes shall be designated by red curbs and/or red stripes and will be clearly marked to indicate a prohibited area.
4. No parking is permitted on the lawn or sidewalks. This includes the period during which students are moving in/out of the residence halls.
5. Prohibited zones are marked with yellow lines and/or yellow curbs; at times they are also designated by "No Parking" signs. These areas include, but are not limited to, loading/unloading zones, parking zones for maintenance vehicles, etc.
6. During the academic year, student parking in designated faculty/staff only areas and faculty/staff parking in student designated areas is strictly prohibited.
7. The streets surrounding the College campus (Camden Avenue, College Avenue, Meade Street, Railroad Avenue, Randolph Street, etc.) are under the jurisdiction of the City of Buckhannon.
8. No weapons of any kind may be stored in a vehicle while on College property. All legal weapons must be stored at the Office of Campus Safety and Security.

**VISITOR PARKING**

Visitors to campus are permitted to park in designated areas throughout campus (please refer to Parking Guidelines provided by Campus Safety and Security). If the visitor is spending the night on campus, they must first obtain an overnight visitor pass from the Office of Campus Safety and Security. This visitor's pass will be displayed on the vehicle dash where it is visible through the windshield.

**VIOLATIONS, FINES AND FEES**

Following are the most common violations and the fine for each:

*Speeding/reckless driving	\$50.00 (ref. to College Judicial System)
Driving/parking on grass or sidewalk	\$50.00 (ref. to College Judicial System)
*Parking in handicapped space	\$50.00
*Parking in a reserved lot	\$25.00
*Parking in a prohibited area	\$25.00
Parking in a restricted area	\$15.00
Double parking	\$10.00
Parking in two spaces	\$10.00
*Having no registration decal	\$10.00
Backing into space (Lots A & D only)	\$10.00
Improper display of hang tag	\$10.00

A parking boot may be used to temporarily disable any vehicle in these violation categories. A parking boot may also be used to temporarily disable any vehicle which has received three (3) or more parking tickets during the academic year or for any vehicle that has received any number of parking tickets which the fine for same has not been paid. The fee for boot removal is \$35.00 in addition to the original ticket cost. All violations starred above may also result in the vehicle in question being towed at the owner's expense. Any damage resulting from towing or booting will be the responsibility of the vehicle owner. Removal of a College boot by the vehicle operator is strictly prohibited. Any vehicle operator who removes, dismantles, confiscates, or damages a parking boot will be fined and referred to the College Judicial System.

## **PAYMENT OF FINES AND FEES**

1. All fines for parking violations must be paid at the Office of Student Accounts in the Administration Building during regular business hours Monday through Friday. Fines and fees are applicable to all employees, guests and students (graduate and undergraduate). Registration fees for faculty/staff must be paid at the Office of Student Accounts. Students may request that their parking registration fee be charged to their student account.
2. **FINES FOR ALL VIOLATIONS DOUBLE IF NOT PAID WITHIN TEN (10) WORKING DAYS.**
3. Acceptable forms of payment for fines and fees will be cash, bank check, personal check, credit card, or money order, or for students only, permission to charge the fine or fee in question to the student's account. All checks should be made payable to WVWC. Students should not assume that the Office of Campus Safety and Security has automatically billed their account for the minimum amount. If a student fails to pay the fine or file an appeal within ten (10) working days, the amount of the fine doubles and this amount is automatically billed to the student's account.
4. All such fines and fees are valid financial obligations due and payable to West Virginia Wesleyan College. Delinquent fines for faculty and staff are reported directly to the Office of Vice President for Finance. Any individual who refuses to pay delinquent fines may have their parking privileges revoked and their vehicles may be towed when found on College property.

## **PARKING TICKET APPEAL PROCESS**

1. An appeal board for ticket review consists of one member of the WVWC faculty, one staff member and one student, all of whom are appointed annually by the Vice President for Student Development and Enrollment Management.
2. Parking tickets can be appealed to the Appeal Board provided it is done within ten working days of the date of the parking ticket and done so on the Parking Appeal form which can be found on-line at the following address: [www.wvwc.edu/intranet](http://www.wvwc.edu/intranet). This form must be submitted via [parkingappeal@wvwc.edu](mailto:parkingappeal@wvwc.edu). Fines for any parking tickets not paid or appealed within ten working days will be doubled and automatically billed to the student account. After that time, no appeal will be permitted.
3. If an appeal has been filed within the allotted timeframe, the appeal board will meet to consider the merits of this appeal and then render their decision. If the appeal is granted, the ticket will be dismissed and the student will owe no charges. If the appeal is denied, the student will owe the amount of the fine and must pay the fine within ten working days from the date of the appeal board's decision, after which time, the fine will double.
4. The decision of the appeal board is final.

## **TRAFFIC REGULATIONS**

1. A fifteen (15) mile per hour speed limit has been set on all College drives and parking lots and must be observed.
2. Right of way will be given to all pedestrians, WVWC security vehicles, police, fire and emergency vehicles.
3. Motor vehicles shall be operated in a safe and prudent manner at all times, in accordance with the laws of the city, county, and state, and in conjunction with this motor vehicle policy.
4. All traffic related accidents occurring on College property must be reported to the Office of Campus Safety and Security as soon as possible.
5. All visitors and/or guests are expected to park in the campus parking lots assigned to them; and, shall be responsible for all violations committed by them.

## **COLLEGE OWNED AND OPERATED PARKING LOTS**

The College owned parking lots are color coded:

- White** curbs and/or stripes indicate student parking only
- Orange** curbs and/or stripes indicate faculty/staff parking only
- Green** curbs and/or stripes indicate multi-use parking--faculty/staff, commuters, and visitors
- Yellow or Red** curbs and/or stripes indicate no parking
- Blue** curbs and/or stripes indicate handicap parking only

Municipal ordinances of the City of Buckhannon do not allow parking on either side or in the median of Camden Avenue east of Meade Street.

All individuals who use campus parking lots are responsible for reading and abiding by the motor vehicle policy as stated in the contract/registration. If you have questions, please contact the Office of Campus Safety and Security at Ext. 8011.

The College does not assume responsibility for the care or protection of any vehicle or its contents at any time. Any damage or loss that occurs to a parked vehicle on College property should be reported to the Campus Safety and Security Office, the Buckhannon Police Department and the owner's automobile insurance company.

## **CITY ORDINANCES**

As a courtesy, we provide the following summary of regulations that are most relevant to our students. We consider West Virginia Wesleyan College to be an important part of the Buckhannon/Upshur community and are proud of the partnership we share.

1. The open container law prohibits open alcoholic beverages on the streets of Buckhannon.
2. Pedestrians have the right of way in marked crosswalks. Drivers must stop for pedestrians in these areas. Jaywalkers are subject to ticketing.
3. Bicyclists are subject to and must obey various City ordinances and traffic control signals. Riding on sidewalks and going the wrong way on one-way streets is prohibited.
4. Parking of motor vehicles on lawns or areas not designated as driveways is prohibited.
5. There are regulations against loud noises, P.A. systems, and amplifying systems.
6. No open fires, except barbecue grills, are permitted within City limits.
7. The courts take a stern view of cases involving stolen street signs and traffic control signs. They also take very seriously vandalism of any type.
  
8. No person shall discharge any firearm, gun, air rifle, spring gun or any gun so constructed as to discharge pellets by compressed air or compressed gas within this municipality. This article does not apply to police officers.
9. Skateboards are not permitted on city sidewalks or streets.
10. There is no parking on Main Street between 3 a.m. – 5 a.m. so the street sweeper can clean the city streets. Vehicles will be ticketed or may be towed at owner's expense.
11. The speed limit on city streets, unless otherwise posted, is 25 mph. The Police Department uses radar within city limits.
12. Parking meters are to be paid when parking downtown. Some of the meters have a two-hour limit, while others have a ten-hour limit (by the Salvation Army). All yellow zones and other prohibited zones are monitored.
13. Loud and excessive noise of any kind will not be tolerated. Violators can be arrested under City Ordinance No. 100 or State Code 61-6-lb for disorderly conduct.
14. City Ordinance No. 100 also addresses general public intoxication, alcohol consumption in a public place and public urination.

## **CONCLUDING REMARKS**

If you have any questions regarding the policies, procedures, services and/or opportunities contained in this Handbook, please feel free to stop by the Office of Student Development to ask any questions you might have—or to provide feedback. We welcome your suggestions and insights. Always remember: this is YOUR COLLEGE; and, you and your experience matter to us. We hope you have a great year at our 'home among the hills.'