Fall 2019

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 dedication to your academic pursuits, as well as your active participation 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 leader in our residential living areas; as a student-athlete on one of our intercollegiate athletic teams; as a member of a social sorority or fraternity; as a participant in our performing arts program; and/or, as an active resident in one of our many residential living areas.

The opportunities are endless! Your active participation will help 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, grow 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.

On behalf of the entire Student Development staff we look forward to a great year and to serving as a partner to you as you engage in the type of growth that our community will provide. Here, you’re home.

With warm regards,

Student Development
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Mission</td>
<td>5</td>
</tr>
<tr>
<td>Learning Environment</td>
<td>5</td>
</tr>
<tr>
<td>Administrative Authority</td>
<td>6</td>
</tr>
<tr>
<td>Community Expectations</td>
<td></td>
</tr>
<tr>
<td>1. Non-Discrimination and Affirmative Action</td>
<td>7</td>
</tr>
<tr>
<td>2. Transgender Community Inclusion</td>
<td>7</td>
</tr>
<tr>
<td>3. Institution Diversity and Inclusion</td>
<td>7</td>
</tr>
<tr>
<td>4. Sexual or Gender Based Misconduct Policy</td>
<td>8</td>
</tr>
<tr>
<td>5. Title IX Oversight</td>
<td>9</td>
</tr>
<tr>
<td>Academic Policy</td>
<td></td>
</tr>
<tr>
<td>1. Family Educational Rights &amp; Privacy Act (FERPA)</td>
<td>12</td>
</tr>
<tr>
<td>2. Communication with Parents</td>
<td>12</td>
</tr>
<tr>
<td>3. Academic Integrity</td>
<td>12</td>
</tr>
<tr>
<td>4. Procedures for Handling Incidents</td>
<td>13</td>
</tr>
<tr>
<td>5. Penalties for Violations</td>
<td>13</td>
</tr>
<tr>
<td>6. Class Attendance/Behavior</td>
<td>13</td>
</tr>
<tr>
<td>7. Commercialization of Lecture Notes</td>
<td>13</td>
</tr>
<tr>
<td>8. Student Grade Appeal Process</td>
<td>14</td>
</tr>
<tr>
<td>9. Policy on Student Complaints</td>
<td>14</td>
</tr>
<tr>
<td>Academic Status</td>
<td></td>
</tr>
<tr>
<td>1. Good Standing/Good Standing with Academic Warning</td>
<td>14</td>
</tr>
<tr>
<td>2. Academic Probation</td>
<td>14</td>
</tr>
<tr>
<td>3. Continued Academic Probation</td>
<td>14</td>
</tr>
<tr>
<td>4. Special Review of Continued Enrollment</td>
<td>15</td>
</tr>
<tr>
<td>5. Academic Suspension and Dismissal</td>
<td>15</td>
</tr>
<tr>
<td>6. Academic Grade Reports</td>
<td>15</td>
</tr>
<tr>
<td>7. Use of Library Materials</td>
<td>15</td>
</tr>
<tr>
<td>8. Serving Students with Disabilities</td>
<td>15</td>
</tr>
<tr>
<td>9. Service and Assistance Animals</td>
<td>16</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>1. Philosophy</td>
<td>18</td>
</tr>
<tr>
<td>2. Violations of Law and Disciplinary Regulation</td>
<td>18</td>
</tr>
<tr>
<td>3. Off Campus Conduct</td>
<td>18</td>
</tr>
<tr>
<td>4. Important Definitions</td>
<td>18</td>
</tr>
<tr>
<td>5. Prohibited Conduct and Definitions</td>
<td>19</td>
</tr>
<tr>
<td>a. Acts of Dishonesty</td>
<td></td>
</tr>
<tr>
<td>b. Complicity</td>
<td></td>
</tr>
<tr>
<td>c. Climbing</td>
<td></td>
</tr>
<tr>
<td>d. Damage to Property</td>
<td></td>
</tr>
<tr>
<td>e. Disorderly Conduct</td>
<td></td>
</tr>
<tr>
<td>f. Disruption</td>
<td></td>
</tr>
<tr>
<td>g. Drones</td>
<td></td>
</tr>
<tr>
<td>h. Failure to Comply</td>
<td></td>
</tr>
<tr>
<td>i. Fire Safety Issues</td>
<td></td>
</tr>
<tr>
<td>j. Force</td>
<td></td>
</tr>
<tr>
<td>k. Forgery</td>
<td></td>
</tr>
<tr>
<td>l. Freedom of Expression (Interference with)</td>
<td></td>
</tr>
<tr>
<td>m. Harassment</td>
<td></td>
</tr>
<tr>
<td>n. Hate Crimes</td>
<td></td>
</tr>
<tr>
<td>o. Hoverboards</td>
<td></td>
</tr>
<tr>
<td>p. Intrusion of Privacy</td>
<td></td>
</tr>
<tr>
<td>q. Physical Assault</td>
<td></td>
</tr>
<tr>
<td>r. Sanction Violation</td>
<td></td>
</tr>
<tr>
<td>s. Smoking</td>
<td></td>
</tr>
<tr>
<td>t. Solicitation</td>
<td></td>
</tr>
</tbody>
</table>
## Alcohol and Other Drug Policies

1. Alcohol and Drugs
2. Underage Drinking
3. Public Use
4. Impairment
5. Mass Quantities
6. Alcohol Paraphernalia
7. Drugs
8. State and Federal Laws
9. Drug and Alcohol Amnesty Policy
10. Education

## Sexual Misconduct & Definitions

1. Sexual Misconduct Offenses
2. Sexual Harassment
3. Non-Consensual Sexual Contact
4. Non-Consensual Sexual Intercourse
5. Sexual Exploitation
6. Other Misconduct Offenses
7. Retaliation
8. Consent
9. Incapacitation
10. Force
11. Investigation and Review Procedures
12. Sanctioning Decisions
13. Typical Sanctions for Sexual Misconduct Violations
14. Reporting and Responding Parties Bill of Rights
15. Reporting Rights
16. Sexual Misconduct Policy Updates

## Hazing Policy

## Tobacco Free Campus Policy

## College Computing Policy

## Solicitation Policy

## Motor Vehicle Policies & Procedures

1. Registration of Vehicles on Campus
2. Parking Regulations
3. Violations Fines and Fees
4. Payment of Fines and Fees
5. Parking Ticket Appeal Process
6. Traffic Regulations
7. College owned & Operated Parking lots
8. Forging & Altering Hangtags
9. Overnight or Visitors Passes
10. Visitor Parking
11. Temporary Handicapp Passes
12. Important use and/or Forged Handicap Passes
13. Refunds
14. Change of Students Status
15. Registration Vehicles without Hangtags
The Student Conduct System
1. Student Conduct Officer Duties 35
2. College Student Conduct Board 35
3. Student Conduct Officer 35
4. Interfraternity & Panhellenic Councils 35
5. Case Referrals 35
6. Hearing Referrals 35
7. Notification Process 35
8. Procedural Standards 36
9. Disciplinary Conference Procedures 36
10. College Student Conduct Board Hearing Procedures 36
11. Sanctions 37
12. Appeals 37

Disciplinary Records 39

Annual Review of Security Reports 40

Administrative Withdrawal Policy 40

Residential Living
1. Residential Requirements 43
2. Living Off Campus (with approval) 43

Campus Safety & Security 44

Bicycle Registration Program 44

Health and Wellness
1. In case of Emergency 45
2. Acquired Immune Deficiency Syndrome (AIDS) 45
3. Counseling Services 45
4. Health Center 45
5. EARS 46
6. Students Success Center 46
7. Health Risks of Drugs & Alcohol Use 46

Organizations & Involvement
Letter to Students for Co-Curricular participation 47
1. Student Senate 48
2. Religious & Spiritual Life 48
3. Bobcat Entertainment 49
4. Greek Life 49
5. Intramural Sports 49
6. Outdoor Recreation 50
7. Multicultural Services 50
8. Leap Program 50
9. Assumption of Risk while Participating in Activities 50
10. Rock Rules 51
11. Facilities Use Policy 52

Closing Remarks 55

Appendix
1. A Brief History 56
2. College Map 58
3. City Ordinances 59
4. Academic Calendar 60
5. Sex/Gender-Based Discrimination, Harassment, & Sexual Misconduct Policy Manual 61
MISSION STATEMENT OF WEST VIRGINIA WESLEYAN COLLEGE

West Virginia Wesleyan College challenges its students to a lifelong 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 institution of higher education, the College aspires to graduate broadly educated students who

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

LEARNING ENVIRONMENT

West Virginia Wesleyan College offers excellent 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 provides a student-purchase computer program. In addition, we became a ubiquitous wireless campus in the summer of 2011. These efforts serve as the keystone of our 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 eight residence halls on campus. Among the College's newest facilities are the Virginia Thomas Law Performing Arts Center, completed in 2009; the David E. Reemsnyder Research Center, which opened in 2010; Dunn Hall, our residence hall, which opened in the fall of 2011; and, the O’Roark Nordstrom Welcome Center, which houses admissions and financial aid, is our newest building. This ‘front porch’ of the campus, designed to welcome prospective students and their families, opened in the fall of 2014. The Wesley Chapel, Benedum Campus Center, Rockefeller Physical Education Center, and Holloway and Benedum Halls ‘frame’ the park-like atmosphere of the campus, offering students an attractive place to gather, study, and socialize. The beautiful fountain, which is now the focal point of this ‘green space,’ was constructed in the summer/fall of 2011. We now enjoy the ‘Magic Mystic Fountain’ as described in the lyrics of our alma mater.

Key academic buildings of the College include Christopher Hall of Science and the Reemsnyder Research Center, which house Wesleyan's stellar programs in biology, chemistry, computer science, engineering, physics, environmental science, mathematics, physics, and psychology. Modern, well-equipped laboratories complement the building's planetarium, herbarium, and greenhouse. McCuskey Hall, housing the art department, has studios for painting, drawing, ceramics, photography and printmaking, as well as a computer lab for graphic design. McCuskey also houses Sleeth Gallery, which regularly sponsors visiting artists’ workshops and curated exhibitions. The Loar Memorial Building provides classrooms, practice rooms, and private studios for vocal and instrumental faculty and students 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. The College recognizes the importance of quality facilities to support our students' academic pursuits.

Other academic buildings include Haymond Hall, which houses several academic departments including criminal justice, history, political science, and sociology. The Learning Center is also located in Haymond, as is the Help Desk of our Information Technology department. The English faculty and Writing Center reside in the English Annex, which was originally constructed for Wesleyan’s music department; and, the upper floors of the Lynch-Raine Administration Building provide classrooms and faculty offices for Communication, Education and The Thomas Albinson School of Business, which was officially named in the fall of 2014.
The Martin Religious Center (MRC), aptly named after Dr. Stanley Martin, Wesleyan’s President when this building was constructed, is connected to the Wesley Chapel and provides classrooms and faculty offices, primarily for the Religion and Philosophy Departments. The office of the College’s Chaplain and Director of Religious and Spiritual Life is also located in the MRC. Middleton Hall, which is the only academic building on Camden Avenue, houses our School of Nursing. In addition to faculty offices and classrooms, this building includes the Howard D. and Audrey Holden Naylor Nursing Simulation Labs, which help nursing students gain real-world experience within the safety of their classroom.

We continually seek to provide classrooms and laboratories which enhance the learning experience of our students. Likewise, each of our residential living areas has study rooms that afford our students the opportunity to work on their academic responsibilities as their schedules allow and as they prefer—very early in the morning or even well into the night! To support the renovation and refurbishment of our learning spaces, in 2014 West Virginia Wesleyan College was awarded by the federal government, one of two $10 million Title III grants. These funds will be used, in part, to strengthen the learning environment for our students and, in turn, to continually improve our students’ satisfaction, engagement and success.

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 Dean of the Faculty, Human Resources Office, and Director of Campus Life as the primary officer’s in charge of the maintenance and supervision of the conduct process in our campus community.

Colleges and universities are not expected to develop disciplinary regulations that 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 corresponding 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, including the right to discipline faculty, staff, and students if his/her work or 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 Student Conduct 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 AND SOCIAL RESPONSIBILITY
West Virginia Wesleyan College based in the traditions of the United Methodist Church. As a church-affiliated college, West Virginia Wesleyan strives to maintain the highest standards of study and conduct and anticipates that each student will assist in this endeavor.

The college expects high ethical conduct of all students, faculty and staff members share the responsibility of maintaining this high level of behavior. When students are admitted to West Virginia Wesleyan College, it is assumed that they are aware of the established college policies and are endowed with a high level of responsibility for their personal behavior, as well as for the college.

The West Virginia Wesleyan College Community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists on the basis of shared values and principles. At West Virginia Wesleyan College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

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, electronic mail or social media 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.

1. Non-Discrimination/Affirmative Action Statement
West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, or disability in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.

2. Transgender Community Inclusion Statement
West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory living/learning environment for its students, faculty, staff, and campus guests. Wesleyan strives to create and sustain a campus environment that supports and values all members of its campus community. With regard to transgender students, faculty, staff or campus guests, West Virginia Wesleyan College will:

- Provide safe, accessible and convenient bathroom/restroom/locker room facilities. Students, faculty, staff, and campus guests shall use the bathroom/restroom/locker room facilities that correspond to their gender identity or utilize bathroom/restroom/locker room facilities that are designated gender neutral or gender inclusive.
- Provide a variety of options for on-campus housing, based on deposit date, and permit transgender students to access housing consistent with their gender identity.
- Permit transgender students to participate in all athletic activities as outlined by the NCAA transgender student guiding principles.

West Virginia Wesleyan College allows campus community members and students to use the facilities that correspond to their gender identity, not their gender assignment or the gender on their birth certificates. The responsibility for determining an individual’s gender identity rests solely with the individual.

3. Institutional Diversity & Inclusion
West Virginia Wesleyan College is committed to creating a safe, educational and growing environment for our students, staff and faculty. WVWC continues to foster diversity and inclusion programming in our residence halls, classrooms, offices, and co-curricular activities. As diversity at West Virginia Wesleyan College continues to rise and the need for services will continue to be a priority, the work of this effort is not done alone.

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:

- Discuss the matter with a trusted third party to help determine a course of action.
- Approach the offending party directly and discuss the matter and its possible solutions.
- Pursue facilitation with the offending party through a facilitator. The facilitator/mediator may be a faculty member, a school director, the Chaplain and Director of Religious and Spiritual Life, the Director of Multicultural Programs and Services, a member of the Health and Counseling or Student Development staffs or some other administration/staff member.
- For reporting purposes, if this is a racial or ethnic incident, the facilitator will contact the Director of Multicultural Programs and Services before the facilitation takes place.

For more information and resources contact:

Meghan Kroll
Assistant Director of Campus Life, Title IX Coordinator
Kroll_m@wvwc.edu
304-473-8104

Robert Quarles
Director of Multicultural Programs and Services
Quarles_r@wvwc.edu
304-473-8162
4. Sexual or gender-based misconduct policy (Full handbook at the end of this manual on page 59)

INTRODUCTION
West Virginia Wesleyan College is committed to maintaining a healthy and safe living, learning, and working environment in which no one is unlawfully excluded from participation of, denied the benefits of, or subjected to discrimination in any College program or activity. Members of our campus community have the right to be free from all forms of sex/gender based discrimination, harassment, domestic violence, dating violence, and stalking. In pursuit of these goals, the College will not tolerate acts of sex/gender-based misconduct against or by any employee or student, as such behavior undermines the College’s effectiveness as an educational institution and a workplace.

Therefore, when an allegation is brought to an appropriate administrator’s attention, protective or other remedial measures may be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and/or community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed with the intention of defining community expectations, reaffirming the College’s principles, and providing recourse to those whose rights have been violated.

Each member of the College’s community shares in a common responsibility to maintain an environment free from sexual misconduct. Accordingly, the College urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign or act of sexual misconduct. A report of sexual misconduct will be dealt with promptly and privately. Confidential reports can be made to the appropriately designated employees.

The university’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The College uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. [In campus resolution proceedings, legal terms like “guilt”, “innocence”, and “burdens of proof” are not applicable, but the College never assumes a responding party to be in violation of policy, and the campus resolution procedures are conducted to take into account the totality of all evidence available, from all relevant sources.]

West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, or disability in the administration of its admission policies, scholarship, and loan programs, educational programs, employment, athletic programs, co-curricular activities or other College-administered programs. While the College will not tolerate any acts of discrimination as stated within our non-discrimination statement above, the purpose of this policy is to specifically address discrimination based upon sex and gender.

All members of the College’s community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers, and independent contractors are subject to this policy.

Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

Use of alcohol or other drugs will never function to excuse any behavior that violates this policy. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

To the extent possible, the College policy conforms with all US, state, and local laws and ordinances. However, there is an important crime versus policy distinction, as our institutional procedures are separate and independent of that of a criminal investigation. West Virginia Wesleyan College’s policy definitions may vary from state criminal definitions.

For reference to the pertinent state statutes on sex offenses, please see: http://www.legis.state.wv.us/wvcode/ChapterEntire.cfm?chap=61&art=8B
POLICY SCOPE & JURISDICTION
This policy applies to all West Virginia Wesleyan College students, faculty, staff, volunteers, visitors, and other members of the College community, as well as to contractors, vendors, or other third parties doing business or providing services to the College.

This policy applies not only in the educational, residential, and working environments of campus, but also to all other work-related, student life, and educational settings, such as business trips and social functions, field trips, athletic trips, and internship placements. Students, staff, faculty, and third parties are protected under this policy in connection to all the College’s programs and activities. Further, the College may respond to reports of policy violations that arise from events occurring off College property or outside a College program or activity if both parties are members of the College community. In determining the response to off campus events, the College will consider the effects and impact of the off-campus conduct on the campus community as a whole, and the ability of the involved individual to participate in College activities or programs.

While the College strongly encourages timely reporting in order to preserve evidence for either a potential legal or College resolution proceeding, there is no period of time after an incident is alleged to have occurred during which a report must be made. Delays in reporting may limit the College’s ability to respond fully to the report. If the alleged perpetrator is no longer a student or employee, the College may not be able to take disciplinary action, but it will still seek to meet its obligation to provide support, end the harassment, prevent its recurrence, and address its effects.

West Virginia Wesleyan College strives to provide a respectful, safe, and non-threatening environment in which our faculty, staff, and students feel comfortable, are able to study and learn, fully contribute to their academic pursuits and co-curricular experiences, and feel valued and supported. In this environment where human dignity and respect are central to our sense of community, sexual- or gender-based discrimination, harassment, or misconduct in any form will not be tolerated or excused.

This policy describes prohibited conduct and establishes procedures for responding to sexual misconduct incidents including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, dating and domestic violence, stalking, and other unwelcome behaviors as explained in the following paragraphs. It also notes resources that are available to our students and outlines the Reporting and Responding Parties Bill of Rights.

5. Title IX Oversight
The College’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of West Virginia Wesleyan College and is housed in the Office of Campus Life. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Meghan Kroll
Assistant Director of Campus Life / Title IX Coordinator
Office of Campus Life
Benedum Campus Center, 2nd floor, Student Development Suite
304-473-8104
titleix@wvwc.edu

Additionally, victims and/or third parties using the online reporting form posted at can make anonymous reports:
http://www.wvwc.edu/titleix

Note that these anonymous reports may prompt an investigation, if necessary.

Privacy And Reporting
A. CONFIDENTIALITY OF INFORMATION
West Virginia Wesleyan College will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the College's legal duty to respond to the information reported, the professional role of the person being consulted and the College’s duty to protect the safety of its community. The professional being consulted should make these limits clear before the disclosure of any facts.
As required by law, all disclosures to any College employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information. Further information regarding disclosure can be found in the section titled “Additional Reporting Obligations” on page 14.

All College faculty, staff, and administrators are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

B. REPORTING RESOURCES

The following describes the two reporting options at the College:

1. Confidential Reporting Options
   If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

   **On-Campus**
   - Licensed professional counselors and staff
     ○ Health & Counseling Center
     ○ 304-473-8100
   - Health service providers and staff
     ○ Health & Counseling Center
     ○ 304-473-8100
   - Chaplain/Director of Spiritual & Religious Life
     ○ Chapel Office, Martin Religious Center
     ○ 304-473-8007

   **Off-Campus**
   - Licensed professional counselors (including on campus Community Care counselors)
   - Pastoral counselors recognized by a religion or denomination
   - Local rape crisis counselors/domestic violence resources
     ○ Women’s Aid in Crisis
       ■ 304-636-8433

   All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit annual anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.
2. **Formal Reporting Options**
   These can be made via email, phone or in person at the contact information below, or via the reporting form found at [www.wvwc.edu/titleix](http://www.wvwc.edu/titleix):

   **On-Campus**
   - Title IX Coordinator: Meghan Kroll
     - Office of Campus Life
       - 304-473-8104
       - titleix@wvwc.edu
   - Deputy Title IX Coordinators
     - Alisa Lively, Director of Campus Life
       - 304-473-8431
     - Vickie Crowder, Director of Human Resources
       - 304-473-8032
     - Jackie Hinton, Director of Compliance, Athletics
       - 304-473-8507
   - Campus Security
     - Rockefeller Center
       - 304-473-8011

   **Off-Campus**
   - Buckhannon City Police
     - 304-472-5723
   - WVWC 24/7 Campus Conduct Hotline
     - 866-943-5787

*Note: The Campus Conduct Hotline is a service utilized by the College that allows students to anonymously report concerns that may affect the campus community to a trained specialist. These calls are handled with support and sensitivity and are reported to the College’s administration.*

3. **Anonymous Reporting Options**
   The option of making an anonymous report by victims and/or third parties is available using the online reporting form posted at [www.wvwc.edu/titleix](http://www.wvwc.edu/titleix) or the reporting Campus Conduct hotline at **866-943-5787**. Note that these anonymous reports may prompt a need for the institution to investigate.
ACADEMIC GUIDELINES AND PROCEDURES

1. Family educational rights and privacy act (FERPA) and 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. This includes the opportunity for a review process to challenge such records claiming they are inaccurate, misleading, or otherwise inappropriate. West Virginia Wesleyan College is committed to the welfare and privacy of our students. The college shall make every effort to obtain written consent from the student before releasing health information in a non-emergent situation.

Generally, the College must obtain written consent from the student before releasing personally identifiable data from a student’s education record. However, FERPA allows these records to be shared, without consent, to the following parties or under the following conditions:

- College officials with legitimate educational interest;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the College;
- Accrediting organizations;
- To comply with a Student Conduct order or lawfully issued subpoena; and,
- Appropriate officials in cases of health and safety emergencies.

The student’s education record includes information in the offices of Admission, Financial Aid, the Registrar/Academic Services, and Student Development, 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 factors which students should note:

a. Copies of our complete policy on the Family Educational Rights and Privacy Act (FERPA) are available to students in the Office of Student Development.

b. Final grade reports are available to 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.

c. 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.

d. In addition to a procedure for a hearing on campus regarding the information included in a student’s file, an office has been established by the U.S. Department of Education to investigate and adjudicate alleged violations of/failure to comply with FERPA regulations. Complaints may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

2. 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, and dismissal. Other information is kept confidential unless the student’s life or wellbeing is in danger.

3. 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, which is a discipline of the mind, not merely a manipulation of assignments, activities, and information. This process involves interacting with teachers and fellow learners on the one hand, and personal reflection and critical inquiry on the other. In all cases, it demands integrity. Thus, claiming another person’s work as one’s own is a serious offense, subject to disciplinary action. The College considers academic dishonesty a serious offense as it diminishes the quality of scholarship and defrauds those who eventually depend upon our knowledge and integrity. The penalties for violating these standards are based on our firm belief in academic integrity.
a. 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; and,
   5. Selling or purchasing papers or other assignments for submission to meet course requirements. This includes downloading papers from the internet.

4. Procedures for Handling Incidents
   a. 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.
   b. A summary of the incident and action will be reported in writing to the Dean of Academic Affairs and copied to the student. In cases where there is record of repeated offenses by a student, the Vice President for Academic Affairs will review the matter.
   c. The Dean of Academic Affairs may refer serious or serial violations of academic integrity to the College Student Conduct Board for adjudication.

5. Penalties for Violations of Academic Integrity
   a. 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.
   b. 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.
   c. If, after reviewing the matter, the Dean of Academic Affairs determines the violation is a serious and/or serial offense that may require more severe sanctions, he/she will forward the matter to the College Student Conduct Board for adjudication.

6. Class Attendance/Behavior
   a. Each student is responsible for attending classes or laboratory sessions, and other designated instructional events.
   b. 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.
   c. 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.
   d. The Academic Services Office will inform faculty of emergency circumstances; students are responsible for informing the Academic Services Office of those emergencies which result in being absent from class(es). Documentation of these emergencies may be requested/required.
   e. Expected classroom behavior is consistent with the norms of common sense and basic etiquette. Students should dress appropriately, arrive to class on time, and demonstrate respectful behavior. Students with children should not bring the children to class on a regular basis.
   f. Cell phones must be turned off during class periods.

7. 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.
8. Student Grade Appeal Process
   a. In cases of alleged arbitrary, capricious, or discriminatory grading, this appeal process will be followed:
      1. The student requests a meeting with the instructor to review the basis for the final grade in the course.
      2. If, after this meeting, the student is not satisfied that the grade was fairly determined, he or she may appeal to the appropriate School Director. The director will seek to mediate the issue between the student and the instructor. The School Director will then make a determination based on the information provided by the student and the instructor and share their decision in writing with both.
      3. If the student remains dissatisfied with the School Director’s decision, he or she may appeal to the Dean of Academic Affairs, who will hear the student on the matter, confer with both the instructor and the School Director, and then make the final decision. Prior to meeting with the Dean of Academic Affairs, the student must provide a written description of concerns.
      4. Appeals of a final grade must be submitted no later than the end of the academic semester which the grade was received.
   b. The process for handling the Grade Appeal after it reaches the Dean’s Office is as follows:
      1. The student meets with the Dean of Academic Affairs or a designee. The policy and procedure for Grade Appeals are reviewed.
      2. If the student decides to pursue the Grade Appeal, he/she must submit a statement in writing with any supporting materials believed to be relevant.
      3. The student’s statement and any supporting materials are then copied and sent to the instructor who also submits a statement in writing and supplies any relevant materials, e.g., syllabus, class attendance, grades.
      4. The instructor’s statement and materials are then copied and sent to the student for one last written response.
      5. Upon the conclusion of these steps, the Dean of Academic Affairs or designee reviews the various reports and documentation. After making his/her decision, the Dean of Academic Affairs or his/her designee will send a written decision to the student, with a copy of this communique sent to the instructor.

9. Policy on Student Complaints
   Student complaints may be submitted to the President, the Dean of Academic Affairs, or the Director of Campus Life, 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.

ACADEMIC STATUS

1. Good standing and good standing with academic warning
   In order to remain in good academic standing, students must maintain a cumulative grade point average (GPA) of 2.0 or above. However, freshmen with a GPA of 1.75-1.99 at the end of their first semester of full-time study will be in good standing but will be placed on academic warning for their next semester of enrollment. Academic warning is based solely on Wesleyan work during the first semester of enrollment. Students on academic warning will be encouraged to work closely with their academic advisors to develop strategies to improve their academic performance. Students on academic warning may be ineligible for institutional financial aid.

2. Academic probation
   Students who fail to maintain good standing at the end of any semester of their enrollment at the College, but who were in good standing the previous semester, will be placed on academic probation. At the end of the probationary semester, students will either (a) re-establish good standing (b) be placed on continued academic probation, provided their GPA for the probationary semester was at least 1.01, or (c) may be suspended for academic reasons.

3. Continued academic probation
   Students who fail to achieve good standing at the end of a semester on academic probation, or who fail to achieve good standing and have been on academic probation two times or more during their careers at Wesleyan, or who fail to achieve good standing at the end of a semester on continued probation but earn a semester GPA of at least 2.2 on 12 credit hours, will be placed on continued academic probation. To continue enrollment after a semester on continued academic probation, students must (a) achieve good standing or (b) earn at least a 2.2 GPA on 12 or more earned hours. Students who fail to meet either of these standards may be suspended for academic reasons. Students suspended for academic reasons may appeal their dismissal; appeals will be judged on a case-by-case basis by the Academic Standing Committee.
4. Special review of continued enrollment
Students who earn a GPA of 1.0 or less during any semester of enrollment, regardless of their official student status, and who have not been suspended for academic reasons will be required to provide clear justification for their continued enrollment at Wesleyan. Permission to continue enrollment will be granted case-by-case, based on the merits of the student’s request. First-semester freshmen who earn a GPA of 1.0 or less may be required to withdraw from the College. Students granted permission to enroll after a special review of their status will be placed on academic probation or continued academic probation.

5. Academic suspension and dismissal and administrative withdrawal
Students at academic risk who fail to qualify for probation or continued probation are subject to academic suspension or dismissal. Students who are suspended or dismissed by the College for academic negligence prior to the completion of a term of enrollment shall have the grade of FW entered in their permanent records for the courses involved. West Virginia Wesleyan College also reserves the right to require students to withdraw if their scholarship proves unsatisfactory, or if their presence significantly deviates from standards and ideals the College seeks to maintain. Academic suspension is a time-limited separation from the College. After review by the Admission and Academic Standing Council, a student may be suspended for either one semester or one year. A suspended student will be eligible to apply for readmission after the specified time period and upon meeting any conditions stated at the time of suspension. A student may be suspended only twice. Subsequent lack of academic progress will result in dismissal. Academic dismissal is a complete separation from the College. After five years, a dismissed student may initiate an application for readmission by contacting the Admissions Office.

6. 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.

7. Use of Library Materials
a. Print and electronic resources are available to students, faculty, and staff of West Virginia Wesleyan College.
b. Print materials and media must be checked out following established Library procedures.
c. Patrons are expected to return materials on time in order for others to have access/use them.
d. Failure to return materials on time will result in fines or replacement costs for which the patron is held responsible.
e. Unauthorized removal of library materials will be reported to Campus Security; and, if necessary, will be referred to the College Student Conduct System/Process.
f. 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.

8. SERVING STUDENTS WITH DISABILITIES
West Virginia Wesleyan College ensures that no qualified person shall, because 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 West Virginia Wesleyan College. 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 accommodations in a retroactive manner, but will upon the student’s request begin the procedure for approving and implementing future accommodations. A reasonable amount of time will be necessary and expected in order for the College to implement these 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 should identify themselves and provide documentation to the Director of the Learning Center in the following manner. Documentation of the disability and professional materials from a physician, psychologist, psychiatrist and/or school district on the evaluator’s letterhead stationery demonstrating that the disability currently and substantially limits a major life activity of the student.

The documentation will include:
- A statement identifying the disability and describing the current level of functioning;
- A description of the assessments, methods/criteria used, employing the DSV IV when appropriate;
- 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, which may include, but not be limited to, specific test results and the examiner’s narrative interpretation;
- Treatments, medications, or assistive devices/services currently prescribed or in use;
- Recommendations to assist the College in designing reasonable accommodations for the condition; and,
- The credentials of the diagnosing professional when not indicated on letterhead stationery.

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.

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 an accommodation. 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 for specific educational testing requirements: https://www.wvwc.edu/academics/academic-resources/the-learning-center/

If the student is requesting Residence Hall Accommodations, please contact the Campus Life Office for specific guidelines and information at (304) 473-8431.

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 review procedures set forth in this Handbook.

9. SERVICE AND/OR SUPPORT ANIMAL

West Virginia Wesleyan is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the College community who seek reasonable accommodation for disabilities should contact Dr. Shawn Kuba, in the Learning Center. Students requesting to have service or support animals in the residence halls will also need to communicate with the Campus Life Office to provide proper housing accommodations. The following information includes various laws governing service or support animals, including definitions of service and support animals.

a. Title II of the ADA applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses. Additionally, animals that serve solely as crime deterrents or provide emotional support, comfort or companionship are not considered service animals under the DOJ’s definition in Title II.

b. Title III of the ADA applies to business and nonprofit entities that are “public accommodations” such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place or public accommodation. As in Title II, the definition of service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.
c. Section 504 of the Rehabilitation Act applies to any institution receiving federal financial assistance, which includes nearly all public and private colleges and universities and states that a college/university may not impose upon a disabled student any policy that has the effect of limiting the participation of the disabled students in the College’s educational program or activity. The Department of Education’s Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for their interpretation of Section 504 of the Rehabilitation Act.

d. The Fair Housing Act applies to residential “dwellings,” including “any building, structure, or portion thereof, which is occupied as, or designed or intended for occupancy as, a residence by one or more families.” §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. The FHA has ruled that this applies to residential dormitories. The FHA applies only to residential dwellings and not to academic, administrative, and common areas on campus.

After reviewing the laws, WVWC has developed the following Service and/or Support Animal policy:

a. With respect to a request for a service or support animal, WVWC will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, WVWC must balance the needs of the individual with the impact of the animal on other campus community members.

b. Where it is not clear that an animal is a service animal as defined by the ADA, WVWC may require enough information and documentation to determine whether the animal qualifies as a service or assistance animal under the disability’s legislation. West Virginia Wesleyan College may require any or all the following:
   1. Documentation from a treating physician or mental health provider showing that the service or support animal is required for the student to be successful in completing their degree requirements, including how the animal assists the student.
   2. Documentation detailing or verifying the appropriate training of the service or support animal.
   3. Documentation from a veterinarian that the animal is up to date on vaccinations and all veterinary care.

c. For support animals that do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet requirements under the Fair Housing Act, the following policy will be enforced:
   1. Support animals will be permitted only in the student's dwelling (their specific room or apartment). Support animals will not be permitted in academic buildings, administrative buildings, or in common areas of the residence halls.
   2. Support animals must be transported in a cage or carrier when outside of the “dwelling” to ensure the safety of others. Support animals must also be kept in a cage or carrier in the room when the student is not present in the room.

d. For all residential students who request to have service or support animals living in their residence hall rooms or apartments the following policy will be enforced:
   1. Students with service or support animals will be financially responsible for the actions of the service/support animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, paint, or necessary fumigation. The owner will be expected to pay these costs at time of repair, replacement, or fumigation.
   2. Students who have service or support animals may be subject to bi-weekly health and safety inspections in their apartments or rooms. All residents are subject to monthly inspections.
   3. Students with service or support animals may be required to complete additional documentation to share with Residence Life Staff and Campus Security in regards to proper treatment and interaction with the service or support animal.
STUDENTS CODE OF CONDUCT

1. Philosophy
By applying for and accepting admission to West Virginia Wesleyan College, students voluntarily decide to become part of a living and learning community, which encourages and expects mutual respect, honesty, and trust. It is understood that the opportunity for free inquiry and expression, which is essential to the educational process, can exist effectively only within a system of order which supports it. To maintain such a system, each member of the Wesleyan community accepts responsibility for personal actions, adhering to and respecting 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 College’s ideals and standards. Consistent with that purpose, reasonable efforts will be made to foster the personal development of students who are held accountable for violations of College regulations.

The student conduct process at West Virginia Wesleyan College is not intended to only punish or discipline students. Rather, it exists to protect the interests of the community, and to challenge those whose behavior is not in accordance with our core values. Sanctions are intended to challenge students’ ethical decision-making and to help them bring their behavior into accord with our community values. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts.

2. 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 seek to substitute its penalties for those appropriate to law enforcement officers in situations where legal penalties may also apply. Local authorities will hold students responsible in all ways that apply to other citizens, regardless of their educational status. 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 student conduct process. Disciplinary action at the College is independent of any civil or criminal action and will typically proceed during the pendency of civil and/or criminal proceedings. College disciplinary action will not be subject to challenge or reduction claiming criminal charges involving the same incident have not been filed, been dismissed, been reduced, or are still in process.

3. Off Campus Conduct
Students must realize that jurisdiction of the Code of Student Conduct extends to alleged misconduct that occurs on College-owned or -controlled property or on property close to the College, including Greek chapter houses; alleged misconduct that occurs at any College-sponsored event; and alleged misconduct that has a significant impact on the educational mission and well-being of the College community. Conduct that 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 Student Conduct action.

4. Important Definitions
Student - a person enrolled in or auditing courses at the institution, either on a full or part-time basis.
Distribution - sale or exchange for personal profit, or the giving to another with no thought of personal profit.
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.
Consent – clear, knowing, and voluntary words or actions that give permission for specific sexual activity
5. Prohibited Conduct

Acts of Dishonesty: intentionally furnishing false or misleading information to College personnel.

Coercion: (in the context of sexual misconduct) unreasonable pressure for sexual activity.

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 Student Conduct action. 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.

Dating and Domestic Violence: involves any act, attempt, or threat of force by one partner against another partner or a family member.

Disorderly Conduct: any conduct which is disruptive, lewd, or indecent, regardless of intent, which 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 the administration of college functions 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.

Drones: The use of drones is strictly prohibited on campus. If the use of a drone is needed for an academic assignment, a written request must be approved by the Director of Security that includes a written statement from the student and a faculty member.

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 Issues: 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.
4. Failure to evacuate a building during a drill or an emergency situation.

Force: the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent.

Forgery: 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 (Interference With): intentionally or substantially interfering with the freedom of expression of others on College property or at College-sponsored activities.

Non-Sexual 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, phone (cell or landline) or social media in ways that intimidate individuals and/or create a hostile living and learning environment for others.

Hover boards: The use of hover boards are strictly prohibited on college owned premises.
Hate Crime: the victimization of an individual based on that individual’s race, religion, national origin, ethnic identification, gender, gender identity or sexual orientation.

Intrusion of Privacy: unreasonably invading the private domain or seclusion of another by any means, including observation, videotaping, audiotaping, photographing or capturing the actions, image, audio or likeness of any other member of the College community without permission or knowledge, when there is a reasonable expectation of privacy.

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.

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

Smoking: See Tobacco Free Campus Policy.

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, which have received permission from the Office of Campus Life 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.

Sports: primarily for safety reasons, playing with or driving hard balls, including golf balls, on College owned property outside of designated athletic facilities is prohibited. Skateboarding on College premises and roller-blading inside campus facilities is similarly prohibited. Additionally, outdoor recreational sports may not be played inside of residential facilities where individuals and property could be harmed in the process.

Stalking: a course of conduct directed at a specific person that involves repeated visual or physical proximity, nonconsensual communication, or verbal, written or implied threats, or a combination thereof, that would cause fear in a reasonable person.

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 is also a violation of College policies.

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.

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:

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

1. 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 pertaining 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 Life staff members 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 Student Conduct Officer. This policy will be strictly enforced, and all cases of alleged violations will be resolved in accordance with the disciplinary procedures described in this handbook.

2. Underage Use
   a. 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.
   b. Furnishing alcohol to a person under the age of 21 is prohibited.
   c. The possession and/or consumption of alcohol on College premises by persons under the age of 21 is prohibited.
   d. Alcohol may not be consumed or present (even if unopened) in private rooms where any occupant (present or not) or a guest is under the age of 21. Individuals under the age of 21 who are discovered in a room where alcohol is being consumed or present may be found in violation of the underage use policy. Individuals who are of legal drinking age may also be found in violation of the College’s alcohol policy for furnishing alcohol to a person under the age of 21.

3. Public Use of Alcohol
   a. The purchase, sale, or distribution of alcoholic beverages on College premises by students is prohibited.
   b. Alcoholic beverages may not be used 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.
   c. Only individual residence hall rooms are considered private; an open door causes an individual's room to be considered a public area.
   d. Possession of an open container of alcohol 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, bagged wine, and squeeze bottles.

4. Impairment/Public Intoxication
   a.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.
   b. Students who violate College policy while under the influence of alcohol will still be held responsible for his or her behavior.
   c. All members of the College community are fully responsible for the alcohol-related conduct of their guests.
   d. Driving under the influence of alcohol, either on or off campus, is considered an extreme example of irresponsible behavior.

5. Mass Quantity, Distribution/ Possession
   a. Kegs, beer balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence hall rooms.
   b. 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 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 gallons); twelve, 12-ounce wine coolers; or one liter of distilled spirits (1 and ½ fifths). The maximum amount of allowed alcohol in a single room/apartment/off-campus house is determined by the number of residents and does include the number of guests.

6. Alcohol Paraphernalia
   Alcohol paraphernalia, including but not limited to, empty alcohol containers, is strictly prohibited on College premises and in-residence hall rooms. Alcohol paraphernalia that is discovered in a residence hall room will be treated as evidence of alcohol consumption by all occupants (present or not) and guests in the room.
7. Drugs
   a. The possession, use, or distribution of illegal controlled substances is strictly prohibited on College premises. 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.
   b. 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.

8. 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.

9. Drug or Alcohol Amnesty Policy
   Any student or student organization who, in good faith and in a timely manner, seeks emergency medical assistance for a person who reasonably appears to be experiencing an overdose from alcohol or drugs may not be held responsible for a violation of prohibited alcohol or drug related conduct only, as defined in this Code, if the student or student organization does all the following:

   1. Remains with the person who reasonably appears to need emergency medical assistance due to an overdose until such assistance is provided;
   2. Identifies himself or herself, if requested by emergency medical assistance personnel, law-enforcement officers, or College officials;
   3. Cooperates with and provides any relevant information requested by emergency medical assistance personnel, law enforcement officers, or College officials needed to treat the person reasonably believed to be experiencing an overdose; and
   4. Completes any additional conditions imposed on the student or student organization by the Student Code Administrator. If the person who reasonably appears to be experiencing an overdose from alcohol or drugs is also a student, he or she will not be held responsible for a violation of prohibited alcohol or drug related conduct, as defined in this Code, but may be required to complete additional conditions imposed by the Student Code Administrator to receive amnesty.

   This provision only applies to violations of this Code. As it relates to any criminal prosecution, students should see the West Virginia Alcohol and Drug Overdose Prevention and Clemency Act, W. Va. Code §§ 16-47.1 to -6, which can be found here: http://www.legis.state.wv.us/wvcode/Code.cfm?chap=16&art=47#47

10. Education and Treatment Resources
    The Health and Counseling Center staff provides educational, assessment, counseling, consultation, and support services for individuals and groups interested in the prevention and treatment of various addictions. The Health and Counseling Center website offers a variety of Resource Links for more information. Specific educational and assessment services for students are offered on both a voluntary and mandatory basis.

    The Health and Counseling Center and the WVWC Library have many resources, including books, videos, newsletters, and pamphlets for student, staff, and faculty use.

    In addition, West Virginia Wesleyan College participates in Alcohol-Edu, an on-line educational program required of all first year students through the Freshman Seminar courses. Programs on alcohol and other drugs are also offered throughout the year in our residential living areas.

    **Off-Campus Resources**
    Appalachian Community Health Center 304-472-2022
    Alcoholics Anonymous Meetings 800-333-5051
    Chestnut Ridge Hospital Health Line 800-982-8242
    Family and Marital Counseling 304-269-3923
    Focus Solutions 304-924-6925
    Life Reflections 304-637-1002
    Phoenix Psychological & Counseling Assn 304-622-6404
    Professional Counseling Center 304-641-8334
    Progressive Preventive Health Care 304-842-8852
SEXUAL MISCONDUCT AND DEFINITIONS (Full policy manual in appendix on page 60)

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person has will, or when a person is incapable of giving consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age.

1. Sexual misconduct offenses include, but are not limited to:
   a. Sexual Harassment
   b. Non-Consensual Sexual Contact (or attempts to commit same)
   c. Non-Consensual Sexual Intercourse (or attempts to commit same)
   d. Sexual Exploitation

2. Sexual harassment - Sexual harassment is unwelcome, sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct or advances.
   a. Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education, and/or training will be provided in response.
   b. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a hostile environment.
   c. A hostile environment is created when sexual harassment is: sufficiently severe, or persistent or pervasive, and objectively offensive that unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational [and/or employment], social, and/or residential program.
   d. Quid Pro Quo Harassment is:
      1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
      2. By a person having power or authority over another constitutes sexual harassment when:
         a. Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development, or performance.
         b. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.
         c. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; dating and domestic violence, stalking; gender-based bullying.

3. Non-consensual sexual contact
   a. Non-Consensual Sexual Contact is:
   b. any intentional sexual touching,
   c. however slight,
   d. with any object,
   e. by a person upon another person,
   f. that is without consent and/or by force.
   e. Sexual Contact includes:
      1. Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
      2. Any other intentional bodily contact in a sexual manner
4. Non-consensual sexual intercourse
   1. Non-Consensual Sexual Intercourse is:
      a. any sexual intercourse
      b. however slight,
      c. with any object,
      d. by a person upon another person,
      e. that is without consent and/or by force.
      f. Intercourse includes: vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

   Note: The above definitions of non-consensual sexual contact and intercourse will be utilized in determining whether an incident of sexual violence in violation of this Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized when reporting instances of sexual assault by the College for Clery Act Reporting purposes.

5. Sexual exploitation
   Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
   a. Invasion of sexual privacy;
   b. Prostitution;
   c. Non-consensual digital, video, or audio recording of nudity or sexual activity;
   d. Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity;
   e. Engaging in voyeurism;
   f. Going beyond the boundaries of consent;
   g. Knowingly exposing someone to or transmitting an STI or HIV to another person;
   h. Intentionally or recklessly exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
   i. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

6. Other misconduct offenses (some may only fall under this policy when sex or gender-based)
   a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
   b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
   c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
   d. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Handbook);
   e. Bullying, defined as
      1. Repeated and/or severe
      2. Aggressive behavior
      3. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
      4. That is not speech or conduct otherwise protected by the 1st Amendment.
   f. Dating Violence, defined as violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved.
g. **Domestic Violence**, defined as a felony or misdemeanor committed — (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common; (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (E) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

h. **Stalking**, is the repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. The College also considers Stalking to include the concept of **cyber-stalking**, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

7. **Retaliation**
West Virginia Wesleyan College prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Retaliation or intimidation against any individual who cooperates with an investigation regarding any matter addressed within this policy will not be tolerated and is a violation of College policy.

8. **Additional applicable definitions:**
   a. Consent is:
      1. clear, and
      2. knowing, and
      3. voluntary - words or actions, that give permission for specific sexual activity.
   b. Additional Clarification:
      1. Consent is active, not passive.
      2. Silence, in and of itself, cannot be interpreted as consent.
      3. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
      4. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
      5. Previous relationships or prior consent cannot imply consent to future sexual acts.
      6. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop immediately.
      7. To give consent, one must be of legal age.
         a. Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

9. **Incapacitation:**
   a. Incapacitation is a state beyond intoxication, where decision-making faculties are dysfunctional, in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).
   b. Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, vomiting, unfocused or bloodshot eyes, disorientation, unresponsiveness, or outrageous or unusual behavior. The most obvious form of incapacity is sleep or unconsciousness.
   c. Incapacitation can occur mentally or physically from developmental disability or medical conditions, or by alcohol or other drug use.
   d. The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party - sober and exercising good judgment - would have known about the condition of the reporting party.
   e. This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical confrontation, or from the taking of rape drugs.
10. **Force:**
   a. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes free will or resistance, or that produces false consent.
   b. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be deemed coercive.

   **NOTE:** There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.

11. **Investigation and Review Procedures**
    A student believing he or she has been sexually harassed should promptly report the conduct according to the information provided on the Title IX formal reporting section. Investigation of reported incidents of sexual harassment shall then be conducted by the Title IX Coordinator, or designee thereof, in an expedient manner. This investigation will be conducted with an emphasis on privacy and will be consistent with principles of fair procedures and due process.

12. **Sanctioning Decisions**
    For proven violations of this policy, possible sanctions may include, but are not limited to, dismissal, suspension, ban and/or removal from campus, cancellation of employment contract and/or termination. Other members of the College's community who are not subject to an explicit Student Conduct procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract, or any other means necessary to address the behavior. The appropriate sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Sanctions may be imposed upon employees, students, organizations singly or in combination.

13. **Possible Sanctions for Sexual Misconduct Violations**
    Any person found responsible for violating the Non-Consensual Sexual Contact, Non-Consensual Intercourse, Sexual Harassment, Sexual Exploitation, or Retaliation policies may receive a sanction ranging from any of the following:
    a. Warning
    b. Mediation
    c. No Contact Order
    d. Ban from Campus Residence Halls or Campus Properties
    e. Disciplinary Probation
    f. Disciplinary Suspension
    g. Disciplinary Dismissal
    h. Cancellation of Employment Contract
    i. Termination of Employment

    The decision-making body reserves the right to broaden or lessen any range of recommended sanction depending on the severity of the charges, and considering any mitigating factors or previous disciplinary violations. All sanctions will be issued via the Student Conduct office and transcript notations may or may not apply. In some cases, the College may not permit a student Respondent to formally withdraw from the College if a complaint is pending against the Respondent. Should a student decide to leave the College, the process may be permitted to proceed in the student's absence to reach a reasonable resolution. That student would not be permitted to return to West Virginia Wesleyan College until all assigned sanctions have been satisfied. A hold may be placed on the student's account to prohibit re-enrollment and/or the release of transcripts. Transcripts may reflect the outcome of any pending proceedings following their completion. Decisions made or sanctions imposed through these grievance procedures are not subject to change because criminal or civil charges that may arise from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.

14. **Reporting and Responding Parties Bill of Rights**
    At West Virginia Wesleyan College, following a report or complaint of sexual or gender-based discrimination, harassment, or misconduct, individuals are afforded certain rights in order to achieve a prompt and equitable resolution. The College is committed to take appropriate steps to end the misconduct, prevent any further misconduct and retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created. To that end, individuals’ rights under this policy are as follows:
a. To be entitled to a prompt, fair, and impartial investigation of the complaint;
b. To file a civil or criminal complaint in addition to any complaint filed as part of the institution's process;
c. To be informed, in writing, of counseling and other support services available to them, both on campus and in the community;
d. To be offered interim remedial measures during an investigation to protect from further prohibited conduct;
e. To have your privacy respected to the extent permissible (the College has certain legal obligations to address this conduct, and as a result cannot guarantee confidentiality to a complainant); To have an advisor or support person of their choice present during all meetings and interviews related to the investigative process;
f. To submit evidence and/or bring forth any witnesses relevant to the investigation;
g. To pursue an informal process of resolution, when applicable in cases of non-violence;
h. To have findings of responsibility or no responsibility determined using a preponderance of the evidence standard;
i. To be notified of the outcome of the investigation and any sanctions as they relate to the individuals;
j. To appeal the results of an investigation, if any, to the extent permitted within the policy.

15. Timely Warning
Please note that in the case of sexual misconduct, victims should know that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will assure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger.

16. Sexual Misconduct Policy Updates
The full Sex/Gender Based Discrimination, Harassment and Sexual Misconduct Policy, and any updates can be found at www.wvwc.edu/titleix, or you may request a printed copy in the Student Development Office (2nd floor - Campus Center)

HAZING POLICY
West Virginia Wesleyan College seeks to promote and provide a safe environment where students may participate in activities and organizations without compromising their emotional or physical health, safety, or welfare. It is, therefore, the College’s policy that hazing is strictly prohibited. The impact of hazing activities can result in irrevocable 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 uphold the basic community values of being just, civil, and respectful of the rights of others. A respect of College policies, procedures and community expectations is also critical to the health and wellbeing of our community.

Definitions for hazing
1. 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.

2. 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 or local laws and statutes.

3. 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
1. The “committee on hazing” will oversee the investigation and adjudication, when warranted; of all reports, concerning alleged hazing activities with individuals and/or organizations. Specifically, the committee will determine the level of concern and then assign jurisdiction to address the alleged violation. The committee reserves the right to adjudicate the case or refer to other prearranged procedures such as a “show cause hearing” with Greek Life organizations or refer the case to the College’s Student Conduct system.

2. A minor incident may be referred to the advisor, coach, or self-governing board for remediation of the reported concern. This individual will then be expected to provide a written report of corrective action to discourage future behavior of this nature.

3. Files of all reported hazing incidents would be maintained by the Chief Student Conduct Officer, who will examine the data and inform the College of any problematic trends, while also assisting the institution in its efforts to respond with appropriate consequences for any repeat offender(s).

4. The “committee on hazing” will consist of the following: Title IX Coordinator, Director of Greek Life, Director of Athletics, Chief Student Conduct Officer, one faculty member, and one student. The President of the college makes all appointments to this committee annually.

The goal/purpose of this hazing policy
WestValean’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, the Hazing Committee will address any reported hazing incidents. In some hazing cases, however, it is neither feasible nor appropriate that education will suffice as proper sanction. In such cases, the offending organization will be closed, forfeiting its recognition as an official organization and all the rights and privileges therein.

TOBACCO FREE POLICY
1. **Purpose:** West Virginia Wesleyan College is dedicated to promoting the health and wellness of the students, faculty, staff, and its visitors. This policy is intended to help reduce the health risks associated with tobacco use, smoking, and second-hand smoke.

2. **Policy:** As of January 1, 2017, all West Virginia Wesleyan College campus and property shall be a tobacco free and smoke free environment. This affects all buildings including residence halls, the grounds, exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, athletic facilities, recreational spaces, practice facilities, and in all WVWC-owned or leased vehicles.

3. **Definition:** “Tobacco use” means but is not limited to the personal use of any tobacco product whether intended to be lit or not, including smoking tobacco, nicotine, or other substances that are lit and smoked, as well as the use of electronic cigarettes, pipes, hookahs, or any other device intended to simulate smoking or vaporizing, and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any form of loose leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

4. Efforts will be made to train faculty, staff, and students about the policy and tips on how to support the policy.

5. If a security guard or residence life staff member sees someone smoking/chewing, the individual is informed of the policy and asked to stomp out their cigarette or remove their chew. If the student refuses or does not comply immediately or is caught smoking or chewing again in the same day, they are subject to a fine of $25.

6. Once a student has incurred five fines, they are referred to the Student Conduct system for disciplinary sanction.

7. Fines can be reduced or removed if the student successfully completes a full cessation process.

COLLEGE COMPUTING POLICY
West Virginia Wesleyan College makes available computing and network resources which may be used by College undergraduates, graduate students, faculty, and staff. These resources, which are 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. 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 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.

a. 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, 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. This includes, but is not limited to, text, music and video as specified in the Digital Millennium Copyright Act of 1998 (DMCA).
   8. Public posting and/or distribution of private e-mail messages are prohibited unless expressly authorized by the original sender.

b. Public Computer Use Policy
   Computer labs and public computers 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 Human Resources 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 or drinking 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.

SOLICITATION POLICY
   1. Definition - 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 approval of the Office of Campus Life. In these situations, the sales are to be limited to the Campus Center. The Director of Campus Life 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 a project which involves raising money or selling items on campus must have the approval of the Director of Campus Life. Door-to-door solicitation is not permitted in residence halls (unless approved by the Director of Campus Life). 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 solicitations of funds or gifts-in-kind from any off-campus source shall be cleared in advance through the Institutional 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, theatre, jazz band, chorale, fraternities and sororities, and other clubs and organizations).

2. Student/Organization Publication Guidelines

Placing banners, posters, flyers, and stickers on College property without proper authorization by the Office of Campus Life is prohibited. Only recognized Wesleyan organizations are eligible to display posters, banners, and flyers on campus. These items must relate to that organization’s activities or events, must clearly indicate the sponsoring organization(s), and must be in good taste with respect to appearance, context, pictures, and language. Information pertaining to policies, 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. Banners, posters, and flyers, which do not comply with the above regulations, will be removed by the appropriate College personnel, and the organization that posted them may be responsible for the cost of such removal.

**MOTOR VEHICLE POLICIES AND PROCEDURES**

1. **Registration of Motor Vehicles on Campus**

   a. All students, faculty, staff, and all other employees of Wesleyan College who park in College owned parking lots at any time are required to register their motor vehicle on campus by purchasing a numbered parking hang tag. This contract 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 West Virginia Wesleyan College.

   b. Items required to register a motor vehicle are:
      1. A valid driver’s license
      2. Make, model, year, and license plate number of the vehicle to be registered.
      3. Proof of ownership (registration card).

   c. Hang tag registrations are issued for safety and vehicle identification purposes. Possession of a valid hang tag does not guarantee that a parking space, especially one near any particular area, will be automatically available upon arrival. WVWC never purchases more hangtags than parking spots available.

   d. A WVWC hang tag must always be displayed on the inside rearview mirror while the vehicle is parked on campus. It must be clearly visible from the front of the vehicle and cannot be obstructed in any manner with other items hanging from the rear-view mirror. The hang tag must be displayed with the tag number facing the front of the vehicle. The hang tag cannot be displayed on the dash, console or seats of the vehicle.

   e. Any lost or stolen hang tag must be reported immediately to the Office of Campus Safety and Security. A new hang tag may be purchased for a fee of $100.00.

   f. The individual in whose name a vehicle and/or hang tag is registered will be held responsible for all parking and traffic violations.

   g. WVWC hang tags are purchased annually, expiring each year on August 31st. Residential Student Hang Tags (for those students living in campus residence halls) have sequential numbering system beginning with an “S” and they are color coded. Faculty and Staff hang tags are also color coded and begin with the letter “F” . Commuter Hang Tags (for students not living in campus residence halls) begin with the letter “C”. Commuter students have the option of purchasing either a commuter or residential hang tag.

   h. The fee for registering a vehicle and obtaining a parking hang tag for students or commuters is $100.00.
2. Parking Regulations
   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).
   a. 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 health center 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. A handicap parking space, as described above, is a valid WVWC handicap parking space, which may or may not include a metal handicapped parking sign.
   b. Fire lanes shall be designated by red curbs and/or red stripes and will be clearly marked to indicate a prohibited area.
   c. No parking is permitted on the lawn or sidewalks. This includes the period during which students are moving in or out of the residence halls.
   d. 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.
   e. During the academic year, student parking in designated faculty/staff only areas and faculty/staff parking in student designated areas is strictly prohibited. Enforcement of this regulation will be in effect between the hours of 7 AM and 5 PM Monday thru Friday, unless otherwise noted.
   f. The streets surrounding the College campus (Camden Ave., College Ave., Meade St., Railroad Ave., Randolph St, etc.) are under the jurisdiction of the City of Buckhannon.
   g. No weapons of any kind may be stored in a vehicle while on campus at any time. All legal weapons must be stored at the Office of Campus Safety and Security.
   h. Visitor Parking: ALL Visitors must have a valid Temporary Pass displayed in their windshield. These are available at the Security Office. (Also see # IX of this manual)
   i. Visitors to campus are permitted to park in Lot “B” (The lot between Jenkins Hall and Loar Hall). This is the designated lot for visitors until 12:00 midnight Monday thru Sunday. 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 must be displayed on the vehicle dash where it is visible through the windshield. Vehicles displaying this overnight visitor pass will be the only vehicles allowed to park in Lot “B” after 12:00 midnight each night.

3. Violations, Fines and Fees
   Following are the most common parking violation and the fine for each:
   a. *Speeding/reckless driving $50.00 - (ref. to College Student Conduct System)
   b. *Driving/parking on grass or sidewalk $50.00 - (ref. to College Student Conduct System)
   c. *Parking in handicapped spaces $50.00
   d. *Parking in a reserved lot $25.00
   e. *Parking in a prohibited area $25.00
   f. Parking in a restricted area $15.00
   g. Double parking $10.00
   h. Parking in two spaces $10.00
   i. Having No Hang Tag Displayed $10.00
   j. Backing into space (Lots A & D only) $10.00
   k. Improper display of Hangtag $10.00
   l. Overtime parking in Loading Zone $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 a vehicle that has received any number of parking tickets for which the fine for same has not been paid. The fee for boot removal is $100.00 in addition to the original fine. 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, referred to the College Student Conduct System and referred to Law Enforcement at the WVWC discretion.

4. Payment of Fines and Fees
All fines for parking violations must be paid at the Office of Student Accounts in the Administration Building during regular business hours Monday thru Friday and must be paid within ten (10) working days. Fines and fees are applicable to all employees, guests and students (graduates and undergraduates). Registration fees for faculty/staff must be paid at the Office of Student Accounts upon receipt of the Vehicle Registration Hang Tag. Student accounts will be billed the amount of the registration fee. Acceptable forms of payment for fines and fees will be cash, cashier check, personal check, credit card or money order. Checks should be made payable to WVWC. Parking violation fines and fees may be billed to the student account but if the driver completes the parking ticket appeal process (See Section V below) and the board grants the appeal, then the charge will be removed from the student account.

A student that receives five (5) or more parking tickets, that are unpaid, will be called into the Student Conduct Office to discuss the flagrant violation of the Student Handbook.

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 will have their parking privileges revoked and their vehicle may be towed when found on WVWC property.

5. Parking Ticket Appeal Process
*Security can no longer “Void” tickets – all tickets must go through the appeal process.

a. An appeal board for ticket review will consist of one Senior Administrator, one staff member, and Director of Campus Life.

b. Parking tickets may be appealed to the Appeal Board provided it is done within ten working days of the date of the parking ticket. The parking appeal form can be found on-line at the following address: www.wvwc.edu/intranet. This form must be submitted via e-mail to parkingappeal@wvwc.edu. Once a parking ticket is properly appealed, the 10-working day requirement to pay is suspended until the appeal committee decides.

c. If an appeal has been filed within the allotted timeframe, the appeal board will meet to consider the merits of the appeal and then render a decision. If the appeal is granted, the ticket will be dismissed and the student account will be modified to remove the fine. If the appeal is denied, the student will owe the amount of the fine and must pay it within ten (10) working days of the date of denial.

6. Traffic Regulations

a. A 15 miles per hour speed limit has been set on all College drives and parking lots and must be observed.

b. Right of way will be given to all pedestrians, WVWC security vehicles, police, fire and emergency vehicles.

c. Motor vehicles shall always be operated in a safe and prudent manner, in accordance with the laws of the city, county, and state, and in conjunction with this motor vehicle policy.

d. All traffic related accidents occurring on College property must be reported to the Office of Campus Safety and Security as soon as possible.

e. All visitors and/or guests shall park in the campus parking lots assigned to them and be responsible for all violations committed by them.

f. The driveway around the fountain in front of the Chapel in not a parking lot. It is to be used as a passenger drop-off and pick-up point only. No unattended vehicles are permitted in this area at any time. Pick-up and drop-off is limited to a 10-minute period.

7. College Owned and Operated Parking Lots

Yellow or Red curbs or stripes indicate no parking zone

Blue curbs or stripes indicate handicap parking only
The lots are identified and located as follows:

a. **Lot “A”** – The gravel lot behind the Child Development Center along the north side of Brooke St. This lot is to be used as “open parking” for any vehicle displaying a valid WVWC hang tag, either Fac/Staff, Student, or Commuter. (68 spots and 6H)

b. **Lot “B”** – Area between Jenkins and Loar Halls. This lot is reserved for commuters and visitors only. No parking is allowed in this lot between 12:00 midnight and 7AM daily except VISITORS displaying a valid Visitor Pass issued by the office of Campus Safety and Security. (31 spots and 2H)

c. **Lot “C”** – Rear of Jenkins and Agnes Howard Halls. This lot is reserved for Residential Students only. (64 spots and 2H)

d. **Lot “D”** – Located in front of the Administration Building. No parking at the top of the oval, on any crosswalk, or with any portion of vehicle adjacent to any area marked with yellow or red curbs. No backing into spaces. Lot “D” is reserved for faculty/staff only. No overnight parking in this lot except by visitor permit. (56 spots and 3 H)

e. **Lot “E”** – Rear of McCuskey, Doney, Fleming and Haymond Halls up to the Health Center driveway on both sides. Lot “E” is reserved for student parking. (152 spots and 3H)

f. **Lot “F”** – Area between the Health Center driveway and Christopher Hall of Science on both sides. Lot “F” is reserved for faculty/staff only. (31 spots and 3H)

g. **Lot “G”** – located between the Library and Haymond Halls. Lot “G” is reserved for faculty/staff only. (20 spots and 2H)

h. **Lot “H”** – Located between Haymond and Fleming Halls. Lot “H” is reserved for faculty/staff only. (20 spots and 3H)

i. **Lot “I”** – lot adjacent to the Child Development Center. The non-reserved spaces of lot “I” provide parking opportunity for faculty/staff. The reserved spaces contain bumpers or signs with designated reserved spaces painted on them.(51 spots, 7 visitor, 2H)

j. **Lot “J”** – Located directly behind Middleton Hall and the Old Camden Complex. This lot is to be used as “open parking” for any vehicle displaying a valid WVWC hang tag, either faculty/staff, students or commuters. (217 spots, 7 visitor, 2H)

k. **Lot “K”** – The lot located on the south side of Randolph Ave behind the Old Camden Complex. This lot is to be used as “open parking” for any vehicle displaying a valid WVWC hang tag, either faculty/staff, students or commuters. It is also used to store college owned fleet vehicles. (78 spots, 14 fleet, 2H)

l. **Lot “L”** – Located adjacent to the Erickson Alumni Center. This lot is reserved for faculty/staff and alumni visitors only. (16 spots and 1H)

m. **Lot “M”** – Located behind 57 Meade St. and 59 Meade St. This lot is reserved for faculty/staff. (7 spots)

n. **Lot “N”** (PAC) – located beside the Performing Arts Center. This lot is reserved for commuters and faculty/staff between the hours of 7AM and 5PM Monday thru Friday. A valid commuter or Faculty/Staff hangtag must be displayed while parked in this lot during these times. The lot is reserved for Performing Arts Center guests from 5PM until Midnight. There will be no overnight parking allowed in this lot. (51 spots and 3H)

o. **Lot “O”** (BSU) – Lot located adjacent to the Black Student Union at the corner of Meade St. and Camden Ave. This lot is reserved for residential student parking only. (26 spots and 1H)

p. **Lot “P”** (Dunn) – Lot located directly behind Dunn Residence hall. This lot is reserved for student parking. (20 spots and 2H)

Municipal ordinances of the City of Buckhannon, WV 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 this contract. If you have questions, please contact the Office of Campus Safety and Security at Ext. 8011. The College assumes no 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.**
8. **Forging or Altering Hangtag**
   Any person who alters, duplicates or defaces any hangtag or parking pass with intentions of defrauding West Virginia Wesleyan College by obtaining benefits, such as free parking, shall be immediately recommended for Student Conduct discipline. West Virginia Wesleyan College also reserves the right to pursue criminal charges, (felony forgery, felony uttering and obtaining services under false pretenses), against any person violating this policy. A minimum of a $100 fine will be a result of this violation. This policy applies to the person who has forged the hangtag and the conspirator who has permitted their hangtag to be forged.

9. **Overnight or Visitor Passes**
   West Virginia Wesleyan College understands from time to time Faculty, Students, and Staff will have guests, speakers, friends, etc. come to campus for a short visit. In the event a pass is needed for parking then you need to contact the Office of Campus Safety and Security at Ext. 8011.

10. **Visitor parking areas** are designated in section 7 of this code. It is the responsibility of the person requesting the pass to tell the visitor where to park their vehicle. Guest parking passes will be limited to two (2) days unless otherwise arranged with the Director of Safety and Security.

11. **Temporary Handicap Passes**
    West Virginia Wesleyan College understands from time to time Faculty, Student and Staff may need a temporary handicapped parking pass. Temporary Handicapped parking passes can be issued for persons that possess a valid WVWC hangtag. In the event a temporary handicap pass is needed the person will need to contact the Health and Counseling Department at Extension 8100. The Nurse will set up a meeting and at that time the physicians note will need to be presented. A temporary handicapped pass will be issued for the time designated by the attending physician and the WVWC Nurse. The Nurse will notify the Director of Security to discuss each situation individually.

12. **Improper Use and/or Forged Handicap Placards**
    West Virginia Wesleyan College understands the need for handicap accessibility on campus, however these services are reserved for individuals that are issued these rights. Any faculty, staff or student that utilizes the handicapped services, forges or fraudulently represents a handicap placard will receive a ticket and be recommended for Student Conduct proceedings. *WVWC also reserves the right to notify Law Enforcement for criminal prosecution pertaining this issue.

13. **Refunds**
    If you purchased a hangtag before or during the fall semester at the regular rate then the hangtag can be returned before January 31 of the same school year for a pro-rated refund of up to 50% of the original cost. West Virginia Wesleyan College hangtags are non-transferable.

14. **Change of Student Status**
    In the event a student changes their status from Resident to Commuter or Commuter to Resident that student may bring their hangtag to the Security Office and get their pass exchanged, respectively, for no extra cost.

15. **Registering Vehicle without Hangtags**
    West Virginia Wesleyan College encourages students, who do not wish to buy a hangtag, to register their vehicles with WVWC Security. In the event a student’s vehicle near campus is struck or damaged it would enable security to notify the owner, if registered. This is a free service offered by WVWC.

*By purchasing a hangtag from West Virginia Wesleyan College, you agree to follow all motor vehicle laws of West Virginia and all rules and regulations set forth by West Virginia Wesleyan College. You also agree that if you receive a fine or penalty from WVWC for violations of the policies that you will pay the fine in a timely manner.*
THE STUDENT CONDUCT SYSTEM

Director of Campus Life/Student Conduct Officer delegates the daily management of the Student Conduct system to the Assistant Director of Campus life that is designated as the Student Conduct Officer.

1. **The Student Conduct Officer Duties:**
   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 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 Student Conduct Board members and student advocates;
   5. Maintain all student disciplinary records...

2. **College Student Conduct Board**
   The College Student Conduct Board is composed of students selected by the Executive Committee of Student Senate and the Director of Campus Life; faculty members chosen by Faculty Senate; and administrative/staff members recommended by Staff Council. For each hearing, there shall be a hearing panel consisting of two (2) students, two (2) faculty and/or administrative staff and one (1) faculty chairperson. 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 Student Conduct Board may impose any sanction contained in the Code of Conduct.

3. **Student Conduct Officer**
   The Assistant Director of Campus Life, or designated members of the Student Development Staff, may conduct Disciplinary Conferences involving students charged with minor violations of the Code of Conduct or Residence Hall Policies.

4. **Inter-fraternity and Panhellenic Councils**
   Infractions involving Organizational misconduct will be handled by the Office of Greek Life and will be subject to the scrutiny of the College President as per the guidelines for College interactions with Greek organizations document that was executed and approved by the board of trustees during the 1998 spring meeting. Definition of Organizational misconduct are outlined in the Greek Life Leadership Manual. In most cases, alleged Individual misconduct will be handled by the college’s Student Conduct system. The Director of Greek Life and the Director of Campus life will make the final determination. All Student Conduct records will be on file within the Office of Greek Life and the Student Conduct officer of the college.

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

6. **Hearing Referrals**
   The Student Conduct Officer will review case referrals to determine whether the alleged misconduct might result in Student Conduct action. Students subject to those sanctions may be afforded a hearing before the College Student Conduct Board. Other cases will typically be resolved in informal Disciplinary Conferences as referred/determined by the Student Conduct Officer. Admission of responsibility generally results in a Disciplinary Conference rather than a Student Conduct 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 Student Conduct Board or an Appeals Committee to convene because of scheduling, students subject to disciplinary action may participate in a hearing conducted the Assistant Director of Campus Life or other member of the Student Development Staff. 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.
7. Notification Process
Students will be notified through the college e-mail system of disciplinary conferences, Student Conduct hearings, sanctions and other important information. Students are expected to check their e-mail regularly in order to ensure that they receive information in a timely manner.

8. 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. Students will be notified regarding the College policies they are alleged to have violated prior to a conference or a hearing. However, during interviews with the student and/or witnesses, information may surface regarding additional policies that may have been violated. For this reason, additional policy violations may be considered, adjudicated upon, and sanctioned, as necessary. The student will be afforded the opportunity to provide a statement regarding any policy violations that are reported before or during a conference or hearing.

_**Campus Student Conduct Cases are based on a Preponderance of the Evidence Standard, meaning it is more likely than not that the accused student violated the college’s policies.**_

9. Disciplinary Conference Procedures
Disciplinary Conferences will be conducted by the Assistant Director of Campus Life. A Disciplinary Conference normally consists of an informal, non-adversarial meeting between a student and the Assistant Director of Campus Life. 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.

a. Documentary evidence and written statements are relied upon, and the student can respond to them at the conference.
b. The Disciplinary Conference is normally not used in cases that might result in any form of separation from the College.
c. As is indicated in the notification sent to students via e-mail, students must contact the Office of Campus Life within 48 hours 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.

10. College Student Conduct Board Hearing Procedures
a. 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.
b. Students will be given formal electronic notice of the hearing date and the specific charges at least three (3) days in advance and will be given reasonable access to the case file, which will be retained by the Student Conduct Officer.
c. Students will be assigned a Student Advocate who will meet with the student prior to the Student Conduct Board Hearing and advise the student on his or her rights, as well as the hearing procedures. The Student Advocate cannot serve as the student’s Advisor during the Student Conduct Board Hearing.
d. Students will be afforded a hearing before members of the College Student Conduct Board within seven (7) class days from the date of notice of the hearing. 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, staff or administrator). Advisors shall be present to observe and advise the student; but may not participate in the proceedings. Advisors may not also serve as a witness, even as character witnesses, during the proceedings.
e. 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 Student Conduct Officer.
f. 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.
g. Hearings shall be closed to the public.
h. All hearings of the College Student Conduct Board shall be audio-taped from the beginning of the hearing through deliberations and the issuing of the final decision. These tapes will be erased and/or destroyed upon completion of the appeal process or at a time when students may no longer appeal the decision of the Student Conduct Board, based on time limitations set forth in the appeal process.
i. 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 himself/herself. The College Student Conduct Board may take note of the refrainment from testimony.
j. The College Student Conduct 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.

k. The College Student Conduct Board may exclude at its discretion repetitious or irrelevant information. Participants are expected to treat each other with courtesy and respect. Any person who disrupts a hearing may be dismissed from the hearing by the College Student Conduct Board and the hearing would then continue in his/her absence.

l. Witnesses shall provide true and correct information and may be subject to charges of violation of College regulations upon providing false information.

m. Prospective witnesses shall be excluded from the hearing except during their own testimony.

n. In cases involving more than one accused student, either party may request separate hearings. The Student Conduct Officer will determine if the request will be granted.

o. An accused student shall have the right to question, through the Student Conduct Board, adverse witnesses, as determined by the Student Conduct Officer.

p. The burden of proof shall be upon those bringing charges who must establish the responsibility of the accused student by a preponderance of evidence.

q. All parties shall be excluded from the deliberations of the College Student Conduct Board.

r. Decisions of the College Student Conduct Board will be by majority vote.

s. After considering the facts and reaching a decision, the College Student Conduct Board will consult the student's discipline file prior to determining the sanction.

T. When determining sanctions, the College Student Conduct Board may consult with the Chief Student Conduct Officer and/or the Student Conduct Officer regarding the scope and implementation of sanctions under consideration, if necessary.

u. The decision of the College Student Conduct Board must include a written summary of the testimony which will be sufficiently detailed to permit review in the appeal process.

v. The decision of the College Student Conduct Board shall be accompanied by a brief written opinion.

w. The decision will be conveyed to the accused student by the Student Conduct Hearing Board directly following deliberations and will then be forwarded in writing to the student and other appropriate persons within two (2) class days after the close of the hearing.

SANCTIONS

1. **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.

2. **Suspension** is the separation of the student from the College for a specified number of semesters, after which the student may apply for readmission to the College. Permanent notification may appear on the student’s transcript at the discretion of the Student Conduct Board. During the term of the suspension, the student shall not participate in any College-sponsored activities 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.

3. **Interim Suspension**: Director of Campus Life or his/her 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/herself 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 a hearing before the College Student Conduct 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:

a. The reliability of the information concerning the student's conduct, including the matter of the student's identity.

b. 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.

c. If a continued separation from the college is not warranted, what sanctions, if any, are most appropriate.
4. **Disciplinary Probation:** A student is provided 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 Student Conduct action. Probation shall be for a specified time, 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, athletics, 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 Student Conduct probation may not pledge a Greek organization.

5. **Written Reprimand:** The student is given written warning that any further misconduct may result in more severe disciplinary action. The Chief Student Conduct Officer or designee may initiate letters of reprimand.

6. **Restitution:** The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred because of a violation of College regulations. Restitution charges are reimbursements to the College persons and should not be confused with fines.

7. **Active Sanctions:** Policy violations may result in referral to the Counseling and Health Center for assessment and follow-up. These assessments can be mental, physical, behavioral, or developmental in nature. Students may also be required to complete other active sanctions, including but not limited to, attending life skills workshops, participating in community service projects, and completing educational and reflective projects.

8. **Fines:** Fines will not be issued as initial sanctions except for violations of fire safety and check-in/out procedures. Fines may be issued for failure to complete an active sanction. Fines will range from $5-$500 depending on the nature of the violation and/or the severity.

9. **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 that occur in the residence halls or elsewhere. In cases where this sanction is imposed, the student will receive a refund of board charges prorated to the date of removal from College housing. Room charges will not be refunded.

10. **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.

11. **Drug or Alcohol Amnesty Consideration**

   Any student or student organization who, in good faith and in a timely manner, seeks emergency medical assistance for a person who reasonably appears to be experiencing an overdose from alcohol or drugs may not be held responsible for a violation of prohibited alcohol or drug related conduct only, as defined in this Code, if the student or student organization does all the following:

   1. Remains with the person who reasonably appears to need emergency medical assistance due to an overdose until such assistance is provided;
   2. Identifies himself or herself, if requested by emergency medical assistance personnel, law-enforcement officers, or College officials;
   3. Cooperates with and provides any relevant information requested by emergency medical assistance personnel, law enforcement officers, or College officials needed to treat the person reasonably believed to be experiencing an overdose; and
   4. Completes any additional conditions imposed on the student or student organization by the Student Code Administrator. If the person who reasonably appears to be experiencing an overdose from alcohol or drugs is also a student, he or she will not be held responsible for a violation of prohibited alcohol or drug related conduct, as defined in this Code, but may be required to complete additional conditions imposed by the Student Code Administrator to receive amnesty.

This provision only applies to violations of this Code. As it relates to any criminal prosecution, students should see the West Virginia Alcohol and Drug Overdose Prevention and Clemency Act, W. Va. Code §§ 16-47-1 to -6, which can be found here:

Structured Mediation Procedure: The Student Conduct Officer may refer to structured mediation those cases involving interpersonal conflicts— 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 Student Conduct 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 Student Conduct Board. The charge of non-compliance will be added to the existing charges.*

APPEALS OF COLLEGE STUDENT CONDUCT BOARD

1. Any proceeding of the College Student Conduct Board may be reviewed by the Director of Campus Life.

2. The following are acceptable grounds for appeal:
   a. Insufficient evidence to warrant the Student Conduct outcome;
   b. Evidence of prejudicial error;
   c. Discovery of new evidence which could affect the decision;
   d. Excessive penalty; and/or,
   e. Substantial violation of hearing procedures.

3. Students requesting an appeal must submit a letter to the Director of Campus Life within three (3) school days from receipt of the written decision. This letter must be submitted by the student in person or via e-mail. All information to be considered with the appeal must be included at this time. Failure to request an appeal within the designated time will render the original decision final and conclusive.

4. Appeals shall be decided upon findings of fact and upon written briefs submitted by the parties. If a key point is in contention, the Appeal Council may call witnesses or seek other processes/methods through which to determine the facts.

5. The Director of Campus Life or the Appeal Committee may:
   a. Deny the appeal;
   b. Affirm the finding and the sanction imposed by the original College Student Conduct Board or hearing officer; or,
   c. Decide on a different sanction based on the information presented. It should be noted that the Appeal Council may impose any of the sanctions listed in the Code of Student Conduct, including a more severe sanction than was originally rendered.

6. Decisions of the Appeals Process, which result in dismissal or suspension from the College, may be appealed to the President of the College or his/her designee.

7. 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 rendered by the Appeal Council. A copy of this written brief should be submitted to the Director of Campus Life.

8. Once an appeal has been submitted, the imposition of sanctions will be deferred pending the outcome of the appeal unless the Chief Student Conduct Officer determines that it is against the best interest of the campus community.

DISCIPLINARY RECORDS

1. A file on each student involved in a disciplinary action will be kept in the office of the Student Conduct 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 and then it shall 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 then be destroyed. If the student is readmitted to the College, such records will be maintained through the adjusted graduation date and will then be archived. Regular Student Conduct files are archived for seven years; files of students who are dismissed from the College are kept permanently.

3. This file may be viewed by the Director of Campus Life, Student Conduct Officer or a designee. It may not be viewed by anyone outside the administrative or Student Conduct system. This file may be examined during normal office hours by the student; and, requests to correct any alleged errors will be submitted to the Student Conduct Officer. With the permission of the student, this file may be shared with a professor or administrator who is recommending the student for a grant, award, internship, etc. The file may also be shared with an advisor who is working with the student on an appeal or subsequent hearing.

4. This record will be confidential and will only be released to a valid subpoena from the court.
ANNUAL REVIEW/ANNUAL SECURITY REPORT
The Student Development leadership 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 Student Development Designee in consultation with the President of the College. The Student Development Designee is also charged with compiling the college’s Annual Security Report, file each year by October 1 in accordance with the Department of Education’s guidelines. You may access the report by using this link (https://www.wvwc.edu/campus-life/campus-safety-security/)

ADMINISTRATIVE WITHDRAWAL
The Student Code of Conduct contains policies and procedures necessary for establishing reasonable standards to maintain order, support 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.

1. Standards for Withdrawal
A student may be involuntarily withdrawn from the College and/or College Housing if it is determined that the student:
   a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;
   b. 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;
   c. Demonstrates the inability to self-monitor and/or regulate personal behavior and/or expression, resulting in a reasonable possibility that serious physical harm (to oneself or others) might occur within a short period of time;
   d. Commits a violation of the Code of Conduct and lacks the physical or mental capacity to comprehend and participate in the College’s disciplinary process; and/or,
   e. 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.

2. The Process
The Student Development Leadership initiates the Administrative Withdrawal Policy for the student or her/his designee when:
   a. Any member of the College community who reasonably believes that a student may meet one of the involuntary withdrawal standards contacts the Student Development leadership; and/or,
   b. 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.
   c. After this notification, the Student Development designee or the Director of Counseling Services conducts a preliminary review of the information which includes:
      1. any documentation of relevant behavior or incidents and
      2. an informational meeting and interview with the student.
   d. As a result of the review, a determination will be made considering the following 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 warranted and 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 Student Development Leadership Team 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.

3. **The Withdrawal Evaluation Panel**
   The Panel will be composed of three members selected from the following:
   - The Student Development Designee
   - United Methodist Church Liaison and Spiritual Life Coordinator
   - Director of Campus Life
   - Director of Counseling Services
   - Director of Health Services
   - Director of the Learning Center

4. **Hearing Guidelines**
   The following guidelines govern the hearing:
   a. The student has the right to be present throughout the hearing unless removal is warranted due to behavior and/or verbal comments that interfere with the panel’s ability to conduct a fair, timely, respectful, and professional hearing.
   b. The student’s attendance isn’t mandatory or required. Thus, if he/she does not attend, the hearing may be conducted in the student’s absence.
   c. 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.
   d. The student has the right to review all documented reports before the hearing, with the exception of confidential or personal notes.
   e. This hearing process will be consistent with a standard disciplinary hearing.

5. **Panel Decision**
   The Withdrawal Evaluation Panel will submit written findings to the Student Development Leadership Team 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 Development Designee will notify the student in person within two days of the decision. A formal letter, specifying the decision and any contingencies, will be sent to the student. A copy of this letter will also be sent to the student’s parent(s)/legal guardian(s).

6. **Appeal Process**
   The student has the right to appeal a decision involving separation from the College. The President or his/her designee will hear the appeal and render a decision. This decision will be final.

7. **Conditions for Re-Admission**
   Any student who voluntarily or involuntarily withdraws from the College 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 Student Development Leadership Team in consultation with the Director of Counseling Services and a member of the Withdrawal Evaluation Panel that presided over the original hearing.

8. **Failure to Comply**
   A student’s failure to attend, comply, or adhere to any aspect of this process or the conditions stipulated will result in an involuntary withdrawal or suspension from the College.
RESIDENTIAL LIVING

Residency Requirement
As part of our distinctive living-learning environment, West Virginia Wesleyan College (WVWC) is proudly a residential institution, featuring educational programs that focus on student learning and personal development. Therefore, students are required to live on campus throughout their enrollment at Wesleyan 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 approved and verified in writing from the Campus Life Office. Letters of exception will be distributed via campus mailboxes.

Exceptions to the Residency Requirement
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.
3. Living at home (or with an approved family member; aunt, uncle, grandparent, legal guardian) within a 30 mile radius of 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 reserves the right to require further verification, if warranted.
4. Medical release form (available in the Campus Life Office, this process normally occurs during the fall semester only) filled out 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 a committee of College officials, whose expertise is related to the student’s request and the reasons therein. This Committee is charged with determining appropriate accommodation(s). Exceptions based on medical issues are only allowed when it is determined that we cannot accommodate special needs through our various on-campus/residential living options.
5. Fifth year seniors are allowed to live off campus but must complete the appropriate forms prior to the beginning of the academic year (of the fifth year of attendance).

Students found to be in violation of any of the aforementioned policies may be referred for Student Conduct action. In addition, if a student and his/her parent or legal guardian falsify information in order to live off campus, the College reserves the right to reduce a student’s financial aid by $2,000 a semester.

Residing off campus (with approval)
In an effort to remain citizens in good standing within the Buckhannon community, students must realize that jurisdiction of the Code of Student Conduct extends to alleged misconduct that occurs on College-owned or -controlled property or on property close to the College, including Greek chapter houses; alleged misconduct that occurs at any College-sponsored event; and, alleged misconduct that has a significant impact on the educational mission and well-being of the College community that takes places at any location off campus. Therefore, the Student Development Leadership Team designee, has the right, if necessary to address any unruly gatherings and close them down. Incidents may be subject to College Student Conduct sanctions.

Please refer to the Residence Life Accommodations Policy Agreement for more details the full manual is on your thumb drive.
CAMPUSSAFETYANDSECURITY

We staff a Safety and Security force of full and part-time professional security personnel, as well as several carefully selected student officers. The primary purpose of the program is to maintain a safe and secure living environment for members of the college community.

As required by federal law, through the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, campus crime statistics are published annually during October. Current statistics for West Virginia Wesleyan College are included at the Crime Statistics link below or may be requested from the Office of Student Development by calling 304-473-8441. (https://www.wvwc.edu/campus-life/campus-safety-security/)

In compliance with the Campus Sex Crimes Prevention Act, the sex offender registry for the state of West Virginia or for any county in the state can be found at West Virginia State Police. There you can find a list by county and photo of each person registered, with additional background information.

1. Campus Safety Tips
   - Be Aware! Recognize that crime can happen, even on a campus as safe as ours.
   - Sign up for the Emergency Alert service.
   - Report suspicious persons or activities to Campus Security at 304-473-8011.
   - Use the buddy system and watch out for others.
   - Do not prop open residence hall doors – not even for food deliveries or late arriving friends.
   - Avoid walking alone at night.
   - Use the campus escort service.
   - Always lock your door and your car.

2. Officer Authorities & Responsibilities
   Wesleyan security officers do not have police authority or carry weapons, but do cooperate with local law enforcement agencies in response to on and off-campus incidents. Off-campus conduct is subject to college judicial action. Police reports and written documentations are regularly cross-referenced for appropriate follow up of off-campus behavior.

   Standard duties include:
   - Patrolling and securing all campus-owned buildings, parking areas and walkways
   - Monitoring security camera footage
   - Enforcing college policies
   - Investigating and documenting policy violations
   - Cooperation with Campus Life staff in promoting a safe and secure campus
   - Traffic regulation
   - Escort service when requested
   - Compiling information from daily incident logs, residence hall reports and police data to track accurate statistics
   - Working with local police on crime prevention efforts, referrals for investigations and general safety education

BICYCLE REGISTRATION PROGRAM

Bicycle Registration is a voluntary and free program. Students, faculty, and staff can register their bicycles with Security and Security will maintain these records for the entire school year. In the event your bicycle is stolen or damaged then Security will have these records on-hand for quick access.

1. Why should I register my bicycle?
   - Bike registration helps to keep track of how many bicycles are on campus and it helps us provide you with more bike programs, racks, and infrastructure.
   - You can be contacted if your bicycle needs to be moved or if we have a special announcement for cyclists on campus.
   - If a registered bike is stolen and recovered it can more easily be returned to its owner.
   - It’s FREE!

2. How do I register my bicycle?
   - Bring your bicycle to the ‘Office of Safety and Security’ so the following information about your bicycle can be recorded: make, model, serial number, color, bike size, type and any other identifiers.
   - A Security Officer will assist you in filling out a registration form.
   - A photo will also be taken to add to your registration.
3. Bicycle Safety Tips

Riding bicycles can be a fun activity, but it’s important to know the bicycle safety risks. Check out these bicycle safety tips: Biking has quickly become the budget and environmentally friendly go-to means of transportation for college students. As more and more cities and college campuses become bike-friendly, it’s important that students learn how to stay safe when riding a bicycle. Before you hit the road, read the following bicycle safety tips from West Virginia Wesleyan Safety and Security and become proficient in bicycle safety. One of the most important bicycle safety tips for anyone riding a bike is to always follow the rules of the road. This is especially important to bicyclists because you must be cognizant of not only other cyclists, but motorists as well. Some rules of the road that all bicyclists should follow in order to practice proper bicycle safety include the following:

Always
- Check the weather forecast before riding.
- Know your neighborhood’s bike-friendly routes.
- Ride with the flow of traffic.
- Use hand signals when turning.
- Stay at least a car-door-width away from parked vehicles.
- Thoroughly check your brakes before riding your bike.
- Always keep your hands on the brakes during your ride.
- Utilize lights anytime visibility is poor (nighttime, foggy conditions, in the rain, before sunrise).
- Lock your bike.

Dress for Success
- According to the Centers for Disease Control and Prevention, wearing a helmet can reduce the risk of bicycle-related head injuries by 80 percent. Always wear a helmet that properly fits your head to avoid serious injuries.
- Wear bright, bold colored clothing so that you can easily be spotted by motorists. At night, always wear a headlamp and reflective gear.

4. Protect Your Bike from Theft

Bicycles are a true investment. Protect your bike from theft by registering your bike with the West Virginia Wesleyan Safety and Security Unit. By registering your bike, it can be quickly identified and you can easily prove ownership. The Office of Campus Life also offers students access to a bicycle storage room in the basement of Benedum Hall. Students who wish to utilize this space must stop by the Office of Campus Life to request access. The Office of Campus Life is not responsible for damage or theft of bicycles that are stored in this room. It’s important to understand and use these bicycle safety tips whenever riding your bike. Bicycle safety helps prevent injury to yourself and keeps the activity a fun and safe one.

5. Student Safety Tips - Don’t Be A Victim:
- Be aware of your surroundings.
- Safety is a shared responsibility-faculty, staff and students.
- Immediately report suspicious persons or activities to Campus Security.
- Advise Counselor of any relationship problems that have the potential to lead to violence.
- If there is someone in the College community that you know who is emotionally distressed, let the Counselor or college staff know so that counseling or other help can be arranged for the person.
- If you know of an off-campus situation involving a member of the College community that could spill over onto campus, inform Campus Security.
- Any threats of violence or indications of violent behavior, regardless of how insignificant they may appear, need to be reported to Campus Security.
- Firearms and other weapons/ammunition are NOT permitted on the West Virginia Wesleyan College campus. If you become aware of firearms and other weapons/ammunition on campus report this information to Campus Security.
- Report safety or any other security concerns to Campus Security.
- Notify Campus Security if you are going to be in a campus building outside normal business hours.
- If you are uncomfortable or suspicious, get an escort from Campus Security to and from your vehicle if arriving or departing when the campus is unpopulated.
- Keep personal property secure at all times if not on your person.
- Watch out for others and encourage them to practice prevention and act to prevent crime or violent behavior on campus.
- Keep your residence hall doors and windows locked when you are not present.
- Always keep your vehicle doors locked and your windows rolled up.
- Sign up for Wesleyan Emergency Alert System, on website. http://www.wvwc.edu/alert/signup
HEALTH AND WELLNESS

1. In Case of An Emergency
In case of an emergency when the Health and Counseling Center is closed, contact Campus Security at 304-473-8011 for immediate assistance. Security has the ability to reach all other on-call personnel.

Residence Life staff are on duty in each building with professional staff on call 24/7. Security or the on-duty staff person will contact a counselor, 911, or other resources as needed depending on the situation.

For crisis intervention you can also call:
- Appalachian Health Center’s 24-hour hotline at 304-472-2022
- Women’s Aid in Crisis at 304-473-0106

2. Acquired Immune Deficiency Syndrome (Aids) And STD’S
Acquired Immune Deficiency Syndrome (AIDS) is a serious medical and social concern that has reached epidemic proportions; and, it 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 disabilities.

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.

a. 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.

b. If 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 fully consider the rights of all individuals, especially those with handicapping conditions, when making related decisions. In addition, these decision-making processes will adhere to/follow the established College governance structure and process, including the standards contained in student, faculty, and staff handbooks.

c. 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.

d. 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 follow Federal Law.

e. The voluntary reporting of AIDS or HIV infection will not be a factor in initial student admission decisions or in employment status decisions.

3. Counseling Services
The objective of the Counseling Center is to assist students in resolving personal and educationally concerns, developing self-management and interpersonal skills, and learning to improve individual well-being. A variety of services are offered, including individual counseling, education programs, and resource materials on a variety of important issues. These services are confidential. [https://www.wvwc.edu/campus-life/health-wellness/health-counseling-center/554-2/](https://www.wvwc.edu/campus-life/health-wellness/health-counseling-center/554-2/)

4. Health Center
Community Care of West Virginia provides medical services in the Health Center. The following services are offered:

- Vaccinations and Immunizations
- Acute Illness Treatment
- Annual Wellness Exams
- Chronic Illnesses Monitoring and Treatment (ie: asthma, allergies, diabetes, obesity, sickle cell anemia, seizures)
- Allergy Injections
- Accident and Injury Treatment
- Nutritional Counseling
- School and Sports Physicals
- Vision and Hearing Screenings
- Family Planning Services
For hours of operation and billing questions, please contact Community Care of West Virginia. 
https://www.wvwc.edu/campus-life/health-wellness/health-counseling-center/health-services/

5. EARS
EARS is a system for early warnings intended to help identify student concerns, both academic and non-academic. The purpose is to identify those warning signs early enough so that appropriate support systems can be identified. Early alerts are not a part of the student’s permanent record. Students who are early alerted will be contact by a member of the EARS team or designated individual to discuss the referral and appropriate support systems available.

6. Student Success Center
The Student Success Center provides services designed to assist in the academic development of students. The staff encourages students to reach their full academic potential and provides resources to assist in the journey toward educational goals. The SSC provides a variety of services, including advising, academic skills seminars, support for first generation college students, assistance in internship placement, and Career Services.
https://www.wvwc.edu/about/campus-offices/title-iii/student-success-center/

7. Health Risks of Drug and Alcohol Use
Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair judgment and coordination. Statistics show that alcohol use is involved in most violent behaviors on college campuses, including, sexual assault, vandalism, physical and verbal fights and incidents of drinking and driving. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described. Alcohol combined with other drugs, even over-the-counter and prescribed medication, can cause a variety of effects including, but not limited to, respiratory depression, cardiac arrest, and death.

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

Drug & Alcohol Awareness and Education will be sponsored from several program areas of the college. Our goal is to provide educational opportunities and activities that are designed to deliver information about the effects of alcohol and illicit drug use on the individual and on the life of the community. Personal responsibility and accountability as well as familiarity with West Virginia State law on alcohol and drug abuse is emphasized. Educational initiatives include invited speakers and lectures, movie screenings, interactive tabling, peer educator led discussions and programs, and bystander intervention training.

First and foremost, we care about your well-being, therefore students found in violation of the Alcohol and Drug Policy may be required to meet with the Student Conduct Officer and/or Counseling Center staff to discuss the student’s use and abuse of substances. Students are referred for the appropriate intervention.
Dear Wesleyan Student,

Your social integration with the college is a critical component of your growth and development. Ultimately, your engagement with “out of the class experiences” will enrich and enhance learning. The student development offices will be your source of support and will prompt you to challenge yourself to become engaged in programming, clubs, and organizations recognized by the college. The amount of learning and personal development is hinged upon your proportional involvement.

Wesleyan students are challenged to: Help, Inspire, Grow, Get Involved, and Dig Deeper.

How can I Help?
Service opportunities are abundant in organizations and through our different student development offices. You will have the opportunity to choose to participate in these organizations and to gain opportunities to provide direct service to those in need. Through hands-on engagement and proactive reflection, students develop the skills necessary to serve as effective advocates within our community. Upon graduation, Wesleyan students are better prepared to engage in a lifestyle of service. Feel free to stop by any student development office to learn more about how you can be involved with service.

How can I Inspire?
Leadership opportunities in organizations and clubs offer you the chance to develop leadership skills. Many organizations will provide election opportunities for leadership positions. Obtaining a leadership position will provide the experiences to develop skills in many areas; utilize effective communication, experience cohesive teamwork, engage in ethical decision-making, and understand effective conflict resolution. With the commitment to being effective leaders, Wesleyan students will become confident, respectful, and mature citizens of our developing world.

How can I Grow?
A commitment to each student to develop independence, gain self-awareness, and to identify your role in the community and future endeavors will provide opportunities for personal growth. While a part of the Wesleyan community, students are provided the opportunity to experience support from staff members, faculty members, coaches, and all other professional outlets to help each of you become more aware of your strengths and talents. You ensure a pathway of success through your ability to effectively articulate personal assessments of growth in careers and endeavors.

How can I Get Involved?
A commitment to being an active, critical member of our community is the most positive way that you can get involved. There are over seventy clubs and organizations at Wesleyan to choose for your active engagement. Through experience in the Wesleyan community, you will gain a greater understanding of the world around you and recognize how to make a positive impact on your global community. From demonstrating responsible behavior to assuming responsibility for actions along with the resulting consequences, Wesleyan students are the driving force of Wesleyan’s social environment. Wesleyan students gain a deeper pride to West Virginia Wesleyan by treating other members of our community with dignity and respect while learning to be a voice through which other members of the community can speak.

How can I dig deeper?
You can dig deeper through a commitment to the life-long pursuit of curiosity. While at Wesleyan, your active participation will help you grow to more fully understand and appreciate all forms of diversity in yourself and others. Race, ethnicity, geographic/cultural identity, age, gender, socioeconomic status, sexual orientation, those who are differently abled, and other types of self-identified differences contribute to our community and will be recognized and further understood by students. Wesleyan students are better prepared for a life of engagement, activism, and positive force through their pursuit of expanding their knowledge.

We are here to assist you with finding your niche and to enrich your time at our home among the hills. Please feel free to stop by one of our offices for further assistance with your involvement needs.

With anticipation of your proactive engagement,

The Office of Student Development Staff
ORGANIZATIONS AND INVOLVEMENT

1. Student Senate
   Student Senate is recognized as the official body for protecting student rights and interests; facilitating student participation in College policy-making; increasing the quality of students’ educational and academic experience; upholding the core values of the College in all areas of student life; facilitating communication between students and faculty, and staff; recognizing and funding student organizations; acting as the active link between the concerns of the Student Body and the administration; representing the student body in College Council meetings and all official college business; and striving to improve the welfare of all students.

   Membership consists of student representatives as well as representatives of campus organizations, faculty, and administration. Student Senate Executive board meets weekly to facilitate campus communication and to provide leadership in dealing with campus problems and issues. Student Senate will host a general meeting once a month open to all who are interested and will be announced to all students by way of email from the student senate leadership. Students are also encouraged to get involved with student government via their individual Class Councils.

   We want you to be a part of WVWC’s outstanding student community, and truly make it your own. Your experience here depends on you, but we will help you as much as we can to find your niche. Wesleyan will be what you make it. It is our goal to help make it the best and most memorable four years of your life.

   So, please, come give us input or join our Senate team!

   For more information please email:
   Lauren Hatcher, Student Senate President
   student senate@wvwc.edu
   John Bohman, Advisor
   bohman_j@wvwc.edu

2. Religious and Spiritual Life
   West Virginia Wesleyan College understands that spiritual growth, theological exploration, moral development, and the growing expression of one’s religious faith are central components to fulfilling the purposes of liberal arts education. 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 United Methodist Church Liaison and Spiritual Life Coordinator, along with a variety of student organizations, offers students, staff, and faculty an assortment of opportunities for religious study and practice. Though based in the Methodist Christian Tradition, Wesleyan welcomes believers of all religious and non-religious backgrounds and the accommodations needed. In line with the social responsibilities, core values, and mission statement of the college, students are expected to be respectful and inclusive of those with differing belief systems.

   Wesleyan will not tolerate discrimination, hazing, or exploitation of any kind because of a person’s religious beliefs, background, or affiliation. If any situation occurs it will be handled through the judicial system.

   The United Methodist Church Liaison and Spiritual Life Coordinator is available to all students for spiritual guidance and discussion. The position is also a non-mandatory reporter for Title IX.

   Students are invited to join in with any of the co-curricular religious and spiritual life organizations on campus listed here:

   Baha’i Believers Fellowship
   Bethel Campus Fellowship
   Catholic Campus Ministry
   Ecumenical Chapel Services
   Fellowship of Christian Athletes
   InterVarsity Christian Fellowship
   Interfaith Peace
   Religious Life Counsel

   Contact the Spiritual and Religious Life Office for more information on these organizations at weaver.l@wcwv.edu or (304) 473-8372
3. **Bobcat Entertainment**

Our campus programming board plans events and giveaways for students to enjoy. Bobcat Entertainment is run by students, for students. You can get involved by joining a committee, attending one of the many upcoming events, or providing us your ideas! We take new members each semester who are interested in event planning, public relations, graphic design, budgeting, and more!

Follow us on social media to keep up to date with upcoming events.

- Instagram: Bobcat Entertainment on Instagram
- Twitter: Bobcat Entertainment Twitter
- Facebook: Bobcat Entertainment on Facebook

Contact Meghan Kroll in the Bobcat Entertainment Office for more information at Kroll_m@wvwc.edu or 304-473-8104

4. **Greek Life**

   a. **Greek Organizations**

   In 1998, the board of trustees approved 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 document also affirms the commitment of the fraternity and sorority system to high scholastic performance, community engagement, 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 recognize 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 and the quality of life therein. Chapters also have the responsibility to respect the mission, 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, their national organizations and the College. These Guidelines outline the mutual expectations of both communities, and will be reviewed annually, and revised as required.

   b. **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 renovations of student housing (fraternities) and suites (sororities). Fraternity and sorority alumni/alumnae often show greater loyalty to, and interest in, the College as a result 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.

   c. **Establishment of New Chapters**

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

   d. **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 authority of the IFC and PHA, as outlined in their respective constitutions, are subject to all the rules and regulations promulgated by the College.

   For a more detailed and complete overview of Greek Life at West Virginia Wesleyan College, please contact the Office of Greek Life at bohman_j@wvwc.edu or 304-473-8073

5. **Intramural**

The Intramural and Recreation Program consists of both athletic and recreational activities and is open to all students and faculty/staff. Programs offered may include basketball, flag football, soccer, volleyball, white water rafting, and other outdoor adventure programs.

For more information, please go to: https://www.wvwc.edu/campus-life/health-wellness/fitness-recreation/intramural-sports/
6. Outdoor Recreation
The Outdoor Recreation department offers WVWC students an opportunity to explore “Wild & Wonderful” West Virginia through a variety of activities and events. Trips range from extreme to serene and are designed to welcome all students regardless of experience. Some cost may be associated with certain trips but all are kept at the lowest possible cost to students. To sign up for a trip visit the Outdoor Recreation office located in the Wellness Center (Jenkins Hall) or email the staff! All trips have maximum capacity numbers so sign up early. Please be advised that there may be cancellation fees if proper notification is not given. All participants must sign a waiver prior to attending any trip.

Have more questions? Talk to an Outdoor Recreation GA at the Wellness Center (Office 106) or contact us and don’t forget to follow us on social media! [https://www.wvwc.edu/campus-life/health-wellness/fitness-recreation/outdoor-recreation]

7. Multicultural Services
The Office of Multicultural Services promotes institutional responsiveness to the needs of students of color and students of diverse cultural backgrounds, and provides leadership for the development and implementation of services, programs, projects, and curriculum that promote diversity, equality, and social justice at Wesleyan College. The office collaborates with other college departments and divisions on retention and student success projects and activities, supports the teaching and learning of diversity in the classroom, presents professional development activities on multiculturalism and diversity and disseminates information on diversity resources for students, faculty, and staff.

We have an active Black Student Union and International Student Organizations that meet weekly.

For more information please contact:
Dr. Robert Quarles
Quarles_r@wvwc.edu
304-473-8162

8. Leadership Exploration Through Applied Practice Program (LEAP)
Mission
LEAP seeks to prepare students for leadership roles and responsibilities in service to the college and community. LEAP accomplishes its mission through education, development, and training in a series of sessions and activities on the West Virginia Wesleyan College campus. Students will develop a personal leadership model grounded in theory and research aligned with the mission of West Virginia Wesleyan College.

Program Details
This is a three-tiered program where students learn about individual life skills, practice leadership in a group setting, and create a personal leadership model and legacy. The Bronze and Silver Level sessions are taught by faculty, alumni and community members. Both levels require students to attend three elective sessions and three required sessions. The Gold Level requires students to apply their knowledge gleaned from the program. Students design and complete a project or improve an existing project for a student organization, co-curricular/curricular department or non-profit agency. Using skills learned through the LEAP program, students will create a detailed proposal which articulates their objectives for the project. LEAP helps students build a strong foundation of leadership skills and awards them with a co-curricular certificate when completing each level. For more information, please go to: [https://www.wvwc.edu/campus-life/community-engagement]

9. Assumption of Risk while participating in co-curricular groups or activities
All participants in recognized co-curricular groups/organizations/athletic activities affiliated with the West Virginia Wesleyan College, either on or off any West Virginia Wesleyan College properties will agree to the following:

a. I understand that direct supervision by West Virginia Wesleyan College staff may or may not be provided in the participation of co-curricular groups/organizations/athletic activities. However, the expectation will be that participants agree to follow the direction of the program leader who are the sponsor and are the organizers of the activity which are sometimes led by student leaders. Any issues of concern should be reported to the student senate advisor.

b. Participation in co-curricular groups/organizations/athletic activities, by its very nature, includes certain risks. The specific risks vary, but may involve minor injury, major injury, and serious injury. Participants agree to assume all risks involved in participating in, traveling to or from, or using West Virginia Wesleyan College programs, services, facilities and equipment.

c. I also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur because of my participation in, traveling to or from, or use of West Virginia Wesleyan College services, facilities, and equipment that cannot be specifically listed. I also recognize that the actions of other users of West Virginia Wesleyan College services, facilities, and equipment may cause harm or loss to my person or property and agree to assume the risks of same.
d. All participants are strongly advised to have an annual medical examination and proper medical insurance coverage. We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential conditions that may adversely affect your participation. We encourage those with preexisting conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information and follow your physician’s recommendations in your participation of Greek Week events.

e. I understand it is my responsibility to provide for my own medical and accident coverage. West Virginia Wesleyan College does not provide medical and accident coverage to students. While we strive to provide safe activities and facilities, there is an inherent risk for physical injury and/or death in all sport activities. We strongly encourage you to consult with a physician before participating in any physical activity to determine any potential conditions that may adversely affect your participation. We encourage those with pre-existing conditions to wear a medical alert bracelet or neck tag indicating the appropriate medical information. We strongly recommend that all participants have a medical insurance policy that will cover injuries or illness that may occur due to participation in or use of Intramural Sports and West Virginia Wesleyan College Recreation programs, services, facilities and equipment.

10. West Virginia Wesleyan Rock Rules

a. “The rock” can ONLY be painted Sunday - Thursday (not Friday or Saturday). Contact John Bohman prior to painting of the rock to eliminate multiple groups from trying to paint the on the same day. A notification will be sent to the security office that a group has been scheduled to paint “the rock”. Please paint the rock between the hours of 10:00PM to 2:00AM to avoid other WVWC scheduled events.

b. Any fraternity, sorority, club, or organization of West Virginia Wesleyan College may paint “the rock”.

c. If pledges are painting “the rock” as a group, no more than two active members of the sorority or fraternity shall be present during the painting.

d. If there are two or more groups that have a desire to paint “the rock” on a certain day… Please contact John Bohman to mediate all disputes. Each group will be given an opportunity to paint the rock and will be assigned a day to avoid conflict.

e. If a group is at “the rock”, they may not be removed from “the rock” by another organization. Please contact John Bohman to mediate any issue of concern. To avoid scheduling conflicts please make arrangements with the Office of Greek Life.

f. Each group will be responsible for their trash and will be required to clean up all debris on or around “the rock” including the sidewalks before they leave.

g. No throwing of any substance or material is allowed at “the rock”.

h. No battles between organizations around “the rock”.

i. Physical contact with others is prohibited.

j. Painting of individuals is prohibited.

k. No derogatory remarks about any other fraternity, sorority, club, school, or organization may be painted on the rock.

l. Paint should be used for the rock and no other purpose to protect the surrounding environment.

m. Oil base and enamel paint are not permitted to be used on “the rock”. These substances are hard to clean and are dangerous to the surrounding habitation of the rock area.

n. Only Paint and glitter will be permitted on “the rock”. No corrosive materials may be used.

o. Use of “the rock” shall follow all IFC, Panhellenic, and West Virginia Wesleyan College code of conduct.

p. Any behavior outside of the above guidelines may result in a judicial response from IFC, Panhellenic, or any other governing body at West Virginia Wesleyan College as deemed necessary.

q. Any questions regarding the above policy and rules should be directed to John Bohman, Director of Greek Life.
11. West Virginia Wesleyan College - Facility Use Policy – Campus Organizations and Department Units
(External Groups Policy excluded from the student handbook and can be accessed in the Student Development office from the calendar coordinator)

a. Purpose
The intent of the policy is to ensure optimum use of facilities on the campus of West Virginia Wesleyan College and develop and maintain good public relations with organized groups wishing to use these facilities. These policies are applicable to use of College facilities by faculty, staff, students and visitors to WVWC, with the expectation that while on College property all are required to adhere to the standards of conduct applicable to WVWC and abide by all pertinent policies and College regulations.

b. Direct costs
The College must be reimbursed for all direct costs incurred in facility use. “Direct Costs” are defined as all fees incurred by the College as a result of hosting the program in College facilities and are in addition to the actual facility rental rates. Direct expenses include, but are not limited to, costs incurred as a result of occupancy beyond regular business hours, audio-visual requirements, housekeeping, personnel required to service an event, set-ups, tear-downs, special equipment, Campus Security, and technical support.

c. Priority
The use of College academic facilities, classrooms, seminar spaces, laboratories, outdoor spaces, and auditoriums for scheduled academic instructional and research purposes shall take precedence over all other uses of such space and will not be displaced without the expressed approval of the President or the President’s authorized designee. Internal College organizations are not permitted to directly negotiate the use of College facilities with external organizations. Conflicts arising from a College organization requesting use of a space after it has been reserved by an external organization will be handled on a case-by-case basis.

d. Use of Facilities
1. By Internal College Organizations
Requests for the use of facilities, other than academic classes and athletic contests and practices, must be made using the College’s scheduling system: https://www2.wvwc.edu/intranet/eforms/reserveroom/calendar.asp.

All event requests must be approved by the Calendar Coordinator or other authorized approver. Campus personnel may not reserve space using the campus reservation system for external organizations or for private use.

2. Political Candidates/Organizations
West Virginia Wesleyan College, a private liberal arts college, is committed to the democratic process and to providing opportunities for our students to witness, participate in, and engage with the election process and/or elected officials.

With this long-standing commitment, the College will work with any ballot-approved candidate for public office or individual who holds public office who desires to visit campus. The presence of an event on campus does not indicate West Virginia Wesleyan College’s support of the candidate, public officer, or message included in the event. For an event to be held on the West Virginia Wesleyan campus, the following conditions must be met:

a. The event must be open to anyone who wishes to attend. (Attendance cannot be restricted to known supporters of the candidate.)
b. Event organizers are not permitted to remove peaceful protesters unless deemed necessary by WVWC Campus Security or Buckhannon Police Department Officers for the safety of event participants or others on campus.
c. The College will designate space for protesters.
d. Event organizers are not permitted to approach College students and employees but must wait to be approached before engaging in conversation, debate, and other communication.
e. External organizations are responsible for facility costs and all associated direct costs as defined in the General Policies section.
f. The organization must utilize the exclusive College Dining Service contractor. No food or beverages may be brought to the College except as provided under the Catering Policy. Aladdin catering services must have first right of refusal for any concession sales and West Virginia Wesleyan Colleges retains second right of refusal for concession sales.
g. If the event occurs when classes are in session, guests cannot park in lots restricted to persons holding WVWC-issued parking permits.

h. Nothing about the event will be permitted to interfere with the normal operations of the College, with particular concern for protecting the classroom environment and for allowing students to move freely along their normal pathways.

i. The external organization or group must reimburse the College for any expenses accrued as a result of the event, including but not limited to facility rental, housekeeping, catering, and security expenses.

j. The external organization or group is responsible for any damage to College property that is a direct result of its presence/event on campus.

k. The external group or organization must provide general liability insurance that includes West Virginia Wesleyan as an “additional insured” for the date(s) its event takes place on campus. See insurance section for additional details.

l. The presence of event security, whether WVWC Campus Security and/or Buckhannon Police Department officers, can be required at the College’s discretion. Security consultations with WVWC Campus Security and/or Buckhannon Police Department officers may also be required.

e. **Holiday and Weekend Facility Use**

   Facilities utilized on Holidays, weekends, and other days when the College is officially closed, whether by internal or external organizations, will be assessed a surcharge to reflect the costs associated with supporting the program. Any costs incurred due to required support services will be additionally assessed. Such surcharges will be individually determined and clearly communicated at the time of scheduling. Facilities will not be available during scheduled campus closures, including during the Thanksgiving and Christmas holidays. Additionally, facilities will not be available during Orientation Weekend, Family Weekend, and on the day of Commencement.

f. **Insurance**

   Private events with over 100 attendees and all organizations, regardless of the amount of attendees, are required, at their own expense, to provide $2,000,000 of General Liability Insurance. You must provide a certificate of insurance that names West Virginia Wesleyan College as an “Additional Insured” to the Calendar Coordinator or Director of Conference Services at least seven days prior to the event. There are numerous insurance carriers that can provide this type of coverage, including some home insurance companies, at very low rates. The Conference Services office can offer options to those who need them on this topic. Events will not take place on the West Virginia Wesleyan College campus without this insurance requirement. You can fax certificates to 304-473-8816 or email to events@wvwc.edu.

g. **Cancellation of Scheduled Events**

   West Virginia Wesleyan reserves the right to reject or cancel any reservation for any reason. Cancellation by an outside group may be made by the requester 30 days prior for full refund of the rental fee, less a 25% non-refundable processing fee. If a cancellation is made between 7 and 29 days prior, 50% of the rental fee will be returned less the non-refundable processing fee. If a cancellation is made within one week prior to the event, 100% of the rental fee may be retained by the College.

h. **Payment**

   1. **Internal Organizations**

      Internal organizations that use College facilities are not responsible for facility use costs; however any damage or loss of property fees will be billed to the organization’s College budget account approximately 30 days after the event.

   2. **Non-Use of Facility**

      Failure by an individual or organization to cancel a reservation will result in all fees incurred being billed to the individual or organization. A second failure to cancel may result in the individual or organization being barred from future use of College facilities. Failure to pay for facility use within 60 days will result in the inability to reserve facilities in the future.

i. **Revoking Reservations**

   Approval for the use of any College facility may be revoked when facilities are misused, previous amounts owed the College are past due, or any of the provisions of the reservation procedures are violated. Future applications, or facility reservations already scheduled, will not be approved if the organizations’ scheduling privileges have been previously revoked for misuse.
j. **Damage to Property**
   WVWC furniture or equipment may not be removed or altered during the use of the facility. Decorations must be removed and the facility left in unmarked condition when the reservation is completed. The individual or organization shall be responsible for reimbursement to WVWC for all repair and replacement costs arising from negligence or abuse.

k. **Employee Use of Facilities**
   Permanent, full-time employees of the College may use limited College facilities at 50% of the regular facility rental fee. Events must be hosted by the employee for private, immediate family functions only and cannot interfere with or supersede academic programming. This benefit applies to facility rental fees only. Any direct costs incurred will be billed at the normal rates. All current Facility Use Policies, including scheduling requirements, must be followed. (WVWC’s contracted employees are not eligible for this benefit.)

L. **Rental Equipment Expenses**
   It is the responsibility of the sponsoring department or individual to acquire any necessary equipment that is not in WVWC’s inventory. Use of any outside equipment should be approved in advance by Calendar Coordinator.

m. **Catering, Food, and Concessions**
   West Virginia Wesleyan College’s Catering Services, Aladdin Food Management, an Elior Company, has exclusive rights for catered events on campus that have food and beverage requirements. Contact Aladdin at 304-473-8060 or aladdin@wvwc.edu for information on their full-service catering options.

   1. Exceptions may be granted ONLY by the Director of Dining Services. The catering policy applies to both internal and external organizations. In no case will an exception be granted if a real danger exists in regard to health, sanitation, or good business practices. In no case will an exception be granted if previous exceptions have resulted in abuse of the spirit of this policy.

   2. Aladdin Food Management also reserves first right of refusal for concessions at any event. West Virginia Wesleyan College reserves second right of refusal. If both parties opt to not sell concessions at an event, the external organization hosting the event may sell concessions with explicit permission from the College.

n. **Alcohol on Campus**
   All academic buildings, administrative buildings, athletic fields, campus lawns and residence hall lounges and lobbies at West Virginia Wesleyan College are alcohol free. There is no exception to this policy.

o. **Tobacco use**
   West Virginia Wesleyan College’s campus is tobacco free. The use of any tobacco product is strictly prohibited.

p. **Advertising and Promotion**
   Externally distributed promotion and advertising literature of either internal or external programs must be approved by the Office of College Communications prior to publication. An external organization may not use the College name, seal, logo or other College identification in advertising or promotion literature that states or implies such sanction or sponsorship of the event, except to list the location of the program, without WVWC’s Office of College Communications’ written consent.

q. **Copyright/Ownership Rights**
   The College’s Copyright Policy covering the ownership of patents, copyrights, and other rights in invention and in written and recorded material shall govern the production and distribution of conference related speeches, proceedings, recorded materials, and other publications. All internal and external groups are responsible for following all applicable copyright policies.

r. **Fire and Safety**
   A person or organization shall not utilize, or allow to be utilized on College premises, any open flame, burning candle or candles, in connection with any public meeting or gathering for purposes of amusement, deliberation, education, entertainment, instruction, recreation, worship, or similar purposes. The only exceptions are to schedule the use of the College’s fire pit which must be made in advance with the Calendar Coordinator or Director of Conference Services or the use of altar candles for religious services in the Medication Chapel or Wesley Chapel.
s. **Commercial Sales and Sampling**

No commercial, profit making, or direct sales events are permitted on College property, except through vendors approved by the Calendar Coordinator or Director of Conference Services or without prior approval. College organizations cannot function as on-campus agents or representatives for commercial firms or enterprises. Sampling is the free distribution of a commercial product or souvenir for the purpose of promoting a product or service and must be pre-approved through the Calendar Coordinator or Director of Conference Services Office. Distribution of alcohol or tobacco products is expressly prohibited. The distributed item must be appropriate to the mission of the College, be procured through a safe method of distribution, and does not conflict with existing approved vendors currently under contract with WVWC.

t. **Posting**

This policy is intended to cover the physical posting of any information in public space on the WVWC campus. WVWC Departments may have their own exclusive policies that may compliment or refine, but not supersede, this policy.

1. Posters must include the ‘who, what, where’ information about the event.
2. Posters or postings may not include the mention or advertising of alcohol or alcoholic beverages.
3. Only one piece of literature from each event will be posted per bulletin board.
4. External organizations may only post on the three public bulletin boards, two located in the Campus Center and one located in the Library. All postings must be approved and stamped.
5. Any literature posted on surfaces other than designated bulletin boards and cinder block walls will be removed without exception. Posting on doors, painted drywall surfaces and glass is prohibited.
6. Chalking of areas must be approved by the Calendar Coordinator. Chalking is only permitted on sidewalks. Chalking on brick walls or cement/brick seating areas is strictly prohibited.
7. All literature must be taken down and properly disposed of immediately following the event.
8. The organization will be responsible for incurred costs if labor is required for removal of postings.
9. Posters cannot be larger than 11” x 17”.
10. Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
11. Political campaign material supporting any federal, state, or local political party, or politician, may not be posted except by registered student organizations.
12. Credit card promotional materials may not be posted.
13. Literature may not be posted for more than one month.

u. **Decorations**

All decorations used must be removed from the rented facility. Failure to clean-up or remove decorations will result in a $25 cleaning fee. Painter’s tape is the only approved method for hanging items on walls. Costs to repair any damage due to improperly hung decor will become the responsibility of the organization listed on the facility rental.

**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. In fact, we invite you to come visit without an issue, question or agenda—just to visit—and, look forward to getting to know you during your time here. Always remember: this is YOUR COLLEGE; and, you and your experience matter to us. We hope you have a rich and memorable learning experience at our ‘home among the hills;’ and, we are here to help you make the most of it all!
APPENDIX -1

A BRIEF HISTORY OF WEST VIRGINIA WESLEYAN

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 of Methodist students from the state university who were seeking an educational alternative.

Originally known as the West Virginia Conference Seminary, the new school opened on 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 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. Haught, an 1894 graduate of the Seminary, twenty-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, 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 athletic complex 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. During this decade, extensive financial resources were also invested in information technology, with an emphasis on cutting edge academic instruction and intentional learning outcomes. In fact, the College became one of the first institutions in the nation to require students to have laptop computers.

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 was also awarded to WVWC from 2008 through 2013, at which time the West Virginia Intercollegiate Athletic Conference was disbanded and many of its members, including West Virginia Wesleyan, joined to form the Mountain East Conference.

Music has also been 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. Our music program continues to be recognized throughout the state and region for its excellence.

The Greek system was initiated on campus in 1925, when the Board of Trustees authorized the establishment of two sororities and three fraternities. We now have four sororities and five fraternities, all of which demonstrate an obvious and growing commitment to leadership and philanthropy/service.

An awareness of social justice issues and a commitment to serving others are key goals of a Wesleyan education today, just as they are part of our United Methodist heritage. 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 greatly expanded to become an integral part of the College’s student life program. And, the Center for Community Engagement and Leadership Development, which is located on the second floor of the Benedum Campus Center, was officially opened on Founder’s Day of 2009. Our students continue to serve at the local, national and international level, earning honors and awards for their significant contributions and advocacy efforts.

West Virginia Wesleyan College is also recognized for its strength in the performing arts. This excellence and the college’s support were recently demonstrated through the construction of the Virginia Thomas Law Performing Arts Center, which opened in the spring of 2009. In fact, this period in the college’s history experienced more construction than any other decade since the 1960s. In addition to this project, the College also celebrated the construction of the David E. Reemsnyder Research Center, which opened in the spring of 2010. This new, state-of-the-art building supports the many research opportunities in which our students and faculty collaborate each academic year and often throughout the summer months, as well. This building and the programs therein serve as an excellent example of our students’ full and active engagement in their educational experience.

This era in our history also exemplifies our proud heritage as a residential college. Fleming Hall was fully renovated as a suite-style living area in 2009, followed by the construction of the first new residence hall to be built on our campus in this century. ‘New Hall,’ which is also comprised of four-person suites like Fleming, was designed (externally) to emulate the style of Agnes Howard Hall, one of the oldest residence halls in the United States which still houses students. ‘New Hall’ opened in the fall of 2011. The following fall, this newest residential living area was officially named Dunn Hall after two of the college’s generous benefactors and alumni, Tom and Carol Jean Dunn. In addition, Doney Hall was fully renovated and opened in the fall of 2013, primarily offering upper-class students the opportunity to reside in single rooms, while enjoying the traditional community atmosphere of our older residential living areas.

Although much has changed in higher education and in West Virginia since West Virginia Wesleyan College was established, we have remained true to our heritage and mission. Despite these many changes, our founders would definitely recognize much of today's curriculum and many of the campus traditions as worthy continuations of their early efforts, contributions and vision.
APPENDIX -3

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

a. The open container law prohibits alcoholic beverages on the streets.

b. Pedestrians have the right of way in marked crosswalks. Drivers must stop for pedestrians in these areas. Jaywalkers are subject to ticketing.

c. 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.

d. Parking of motor vehicles on lawns or areas not designated as driveways is prohibited.

e. There are regulations against loud noises, P.A. systems, and amplifying systems.

f. No open fires, except barbecue grills, are permitted within City limits. Violators will be arrested.

g. The courts take a stern view of cases involving stolen street signs and traffic control devices, and vandalism of any nature.

h. 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, except that this article shall not apply to police officers or other persons in the discharge of their official duties nor to any firing squad at a military funeral or ceremony nor to any properly constructed range approved by the Chief of Police.

i. Skateboards are not permitted on city sidewalks or streets.

j. There is no parking on Main Street between 3 a.m. – 5 a.m. so the street sweeper can clean streets. All vehicles will be ticketed or towed at owner’s expense.

k. The speed limit on city streets, unless otherwise posted, is 25 mph. Violators will be ticketed. The Police Department uses radar within City limits.

l. Stop signs and all traffic control devices are to be obeyed. Violators will be ticketed.

m. Parking meters are to be paid when parking downtown. All yellow zones and other prohibited zones are to be obeyed. Violators will be ticketed. If tickets are not paid, violators will be picked up on warrant.

n. Loud and excessive noise of any kind will not be tolerated. Violators can be arrested under City Ordinance No. 100 or State Code 61-6-1b for disorderly conduct.

o. Students are to obey the directives of a police officer, if requested. Any student having a problem with an arrest or charge can have, upon request, a day in court through the municipal judge.

p. City Ordinance No. 100 also addresses public intoxication, alcohol consumption in a public place and public urination.
# West Virginia Wesleyan College 2019-2020
## ACADEMIC CALENDAR

### 2019 Fall Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>19-20</td>
<td>Mon-Tues New Faculty Orientation</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Thursday Faculty/Staff Retreat</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Saturday Orientation for new students</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Saturday Residence halls open for returning students (2pm)</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Sunday Registration</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Monday Classes begin (8 am)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Friday Deadline: Schedule change and late registration; Deadline: Pass/Fail application</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Monday Labor Day Recess</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Thursday Deadline: Withdrawing from first quarter classes</td>
</tr>
<tr>
<td></td>
<td>27-29</td>
<td>Fri-Sun Orientation for new students</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Monday Residence halls open for returning students (2pm)</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Saturday Residence halls open for returning students (2pm)</td>
</tr>
<tr>
<td>25</td>
<td>Sunday Registration</td>
</tr>
<tr>
<td>26</td>
<td>Monday Classes begin (8 am)</td>
</tr>
<tr>
<td>30</td>
<td>Friday Deadline: Schedule change and late registration; Deadline: Pass/Fail application</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Friday Founders Day (3 pm classes canceled, all other classes meet)</td>
</tr>
<tr>
<td>11-13</td>
<td>Fri-Sun Homecoming</td>
</tr>
<tr>
<td>8</td>
<td>Tuesday Progress reports due in Registrar's Office by 3 pm</td>
</tr>
<tr>
<td>11</td>
<td>Friday First quarter classes end</td>
</tr>
<tr>
<td>14</td>
<td>Monday Second quarter classes begin</td>
</tr>
<tr>
<td>17-18</td>
<td>Thu-Fri Fall Recess (classes dismissed)</td>
</tr>
<tr>
<td>22</td>
<td>Tuesday Deadline: Adding/dropping Second quarter classes</td>
</tr>
<tr>
<td>28</td>
<td>Monday Deadline: Withdrawing from full-semester classes</td>
</tr>
<tr>
<td>8</td>
<td>Friday Deadline: Withdrawal from second quarter classes</td>
</tr>
<tr>
<td>22</td>
<td>Friday Thanksgiving Break begins (5 pm)</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sunday Residence halls open (12 pm)</td>
</tr>
<tr>
<td>2</td>
<td>Monday Classes resume (8 am)</td>
</tr>
<tr>
<td>11</td>
<td>Wednesday Last day of classes</td>
</tr>
<tr>
<td>12</td>
<td>Thursday Reading Day</td>
</tr>
<tr>
<td>13-14</td>
<td>Fri-Sat Final examinations</td>
</tr>
<tr>
<td>16-17</td>
<td>Mon-Tue Final examinations</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday Residence halls close (7 pm)</td>
</tr>
<tr>
<td>19</td>
<td>Thursday Final grades due in Registrar's Office by 3 pm</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Sunday Residence halls open (12 pm)</td>
</tr>
<tr>
<td>6</td>
<td>Monday Registration</td>
</tr>
<tr>
<td>7</td>
<td>Tuesday Classes begin (8 am)</td>
</tr>
<tr>
<td>13</td>
<td>Monday Deadline: Schedule change and late registration; Deadline: Pass/Fail application</td>
</tr>
<tr>
<td>30</td>
<td>Thursday Deadline: Withdrawing from first quarter classes</td>
</tr>
<tr>
<td>12</td>
<td>Wednesday Incomplete grades from fall semester due in Registrar's Office by 3 pm</td>
</tr>
<tr>
<td>13</td>
<td>Thursday Progress reports due in Registrar's Office</td>
</tr>
<tr>
<td>24</td>
<td>Monday First quarter classes end</td>
</tr>
<tr>
<td>25</td>
<td>Tuesday Second quarter classes begin</td>
</tr>
<tr>
<td>28</td>
<td>Friday Spring Break begins (5 pm)</td>
</tr>
</tbody>
</table>

### 2020 Spring Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>5</td>
<td>Sunday Residence halls open (12 pm)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Monday Registration</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Tuesday Classes begin (8 am)</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Monday Deadline: Schedule change and late registration; Deadline: Pass/Fail application</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Wednesday Incomplete grades from fall semester due in Registrar's Office by 3 pm</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Thursday Progress reports due in Registrar's Office</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Monday First quarter classes end</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Tuesday Second quarter classes begin</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Friday Spring Break begins (5 pm)</td>
</tr>
<tr>
<td>March</td>
<td>8</td>
<td>Sunday Residence Halls open (12 pm)</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Monday Classes resume (8 am)</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Monday Deadline: Adding/dropping Second quarter classes</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Thursday Deadline: Withdrawing from full-semester classes</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Thursday Deadline: Withdrawing from second quarter classes</td>
</tr>
<tr>
<td>April</td>
<td>9-10</td>
<td>Thurs-Fri Easter Recess (classes dismissed)</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Saturday Admissions Open House</td>
</tr>
<tr>
<td></td>
<td>18-19</td>
<td>Sat-Sun Spring Weekend</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Sunday Academic Leadership Awards Convocation</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Wednesday Last day of classes</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Thursday Reading Day</td>
</tr>
<tr>
<td></td>
<td>24-25</td>
<td>Fri-Sat Final examinations</td>
</tr>
<tr>
<td></td>
<td>27-28</td>
<td>Mon-Tue Final examinations</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Wednesday Residence halls close for non-graduating students (12 pm)</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>Friday Baccalaureate</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Saturday Commencement (Residence halls close for graduating seniors by 5 p.m.)</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Monday Final grades due in Registrar’s Office for 2nd semester by 3 pm</td>
</tr>
</tbody>
</table>

### 2020 Summer Session I (4 weeks for on-campus courses; 3 weeks for international travel courses)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>6</td>
<td>Wednesday Registration; residence halls open (2 pm)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Wednesday Graduate and undergraduate classes begin</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Monday Memorial Day Recess</td>
</tr>
</tbody>
</table>

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Tuesday Final examinations</td>
</tr>
</tbody>
</table>

### 2020 Summer Session II (4 weeks)

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>4</td>
<td>Thursday Registration; classes begin</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Wednesday Final examinations</td>
</tr>
</tbody>
</table>

### Office of Student Development
West Virginia Wesleyan College
APPENDIX – 5 (Applies to code of conduct for faculty, staff, and students)

SEX/GENDER-BASED DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY MANUAL

I. INTRODUCTION
West Virginia Wesleyan College is committed to maintaining a healthy and safe living, learning, and working environment in which no one is unlawfully excluded from participation of, denied the benefits of, or subjected to discrimination in any College program or activity. Members of our campus community have the right to be free from all forms of sex/gender based discrimination, harassment, domestic violence, dating violence, and stalking. In pursuit of these goals, the College will not tolerate acts of sex/gender-based misconduct against or by any employee or student, as such behavior undermines the College’s effectiveness as an educational institution and a workplace.

Therefore, when an allegation is brought to an appropriate administrator’s attention, protective or other remedial measures may be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and/or community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed with the intention of defining community expectations, reaffirming the College’s principles, and providing recourse to those whose rights have been violated.

Each member of the College’s community shares in a common responsibility to maintain an environment free from sexual misconduct. Accordingly, the College urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign or act of sexual misconduct. A report of sexual misconduct will be dealt with promptly and privately. Confidential reports can be made to the appropriately designated employees.

The university’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The College uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. [In campus resolution proceedings, legal terms like “guilt”, “innocence”, and “burdens of proof” are not applicable, but the College never assumes a responding party to be in violation of policy, and the campus resolution procedures are conducted to take into account the totality of all evidence available, from all relevant sources.]

West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, or disability in the administration of its admission policies, scholarship, and loan programs, educational programs, employment, athletic programs, co-curricular activities or other College-administered programs. While the College will not tolerate any acts of discrimination as stated within our non-discrimination statement above, the purpose of this policy is to specifically address discrimination based upon sex and gender.

All members of the College’s community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers, and independent contractors are subject to this policy.

Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil authorities may also occur.

Use of alcohol or other drugs will never function to excuse any behavior that violates this policy. This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

To the extent possible, the College policy conforms with all US, state, and local laws and ordinances. However, there is an important crime versus policy distinction, as our institutional procedures are separate and independent of that of a criminal investigation. West Virginia Wesleyan College’s policy definitions may vary from state criminal definitions.

For reference to the pertinent state statutes on sex offenses, please see: http://www.legis.state.wv.us/wvcode/ChapterEntire.cfm?chap=61&art=8B
II. POLICY SCOPE & JURISDICTION

This policy applies to all West Virginia Wesleyan College students, faculty, staff, volunteers, visitors, and other members of the College community, as well as to contractors, vendors, or other third parties doing business or providing services to the College.

This policy applies not only in the educational, residential, and working environments of campus, but also to all other work-related, student life, and educational settings, such as business trips and social functions, field trips, athletic trips, and internship placements. Students, staff, faculty, and third parties are protected under this policy in connection to all the College’s programs and activities. Further, the College may respond to reports of policy violations that arise from events occurring off College property or outside a College program or activity if both parties are members of the College community. In determining the response to off campus events, the College will consider the effects and impact of the off-campus conduct on the campus community as a whole, and the ability of the involved individual to participate in College activities or programs.

While the College strongly encourages timely reporting in order to preserve evidence for either a potential legal or College resolution proceeding, there is no period of time after an incident is alleged to have occurred during which a report must be made. Delays in reporting may limit the College’s ability to respond fully to the report. If the alleged perpetrator is no longer a student or employee, the College may not be able to take disciplinary action, but it will still seek to meet its obligation to provide support, end the harassment, prevent its recurrence, and address its effects.

III. TITLE IX COORDINATOR

The College’s Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports to the President of the College, and is housed in the Office of Campus Life. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator:

Meghan Kroll
Title IX Coordinator
Office of Campus Life
(304) 473-8104
titleix@wvwc.edu

Additional information about reporting options on and off campus can be found in Section V.

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
Mid-Atlantic Regional Office
U.S. Department of Health and Human Services
150 S. Independence Mall West
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov
Customer Service Hotline #: (800) 421-3481
IV.  PROHIBITED CONDUCT & DEFINITIONS

A.  SEXUAL MISCONDUCT
This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person’s will, or when a person is incapable of giving consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:
- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

1. Sexual Harassment is:
   a. unwelcome,
   b. sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct or advances.

Sexual harassment may be disciplined when it creates a hostile environment, takes the form of quid pro quo harassment, or is retaliatory in nature.

A hostile environment is created when sexual harassment is:
- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  o unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s educational and/or employment, social and/or residential programs.

Quid Pro Quo Harassment is:
- unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,
- by a person having power or authority over another constitutes sexual harassment when:
  o submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development, or performance.
  o This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Sexual harassment includes: attempts to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; dating and domestic violence, stalking; gender-based bullying.

2. Non-Consensual Contact is:
   a. any intentional sexual touching,
   b. however slight,
   c. with any object,
   d. by a person upon another person,
   e. that is without consent and/or by force.

Sexual Contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.
3. Non-Consensual Sexual Intercourse is:
   a. any sexual intercourse,
   b. however slight,
   c. with any object,
   d. by a person upon another person,
   e. that is without consent and/or by force.

Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Note: The above definitions of non-consensual sexual contact and intercourse will be utilized in determining whether an incident of sexual violence in violation of this Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized when reporting instances of sexual assault by the College for Clery Act Reporting purposes.

4. Sexual Exploitation

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent;
- Knowingly exposing someone to or transmitting an STI or HIV to another person;
- Intentionally or recklessly exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

B. OTHER MISCONDUCT OFFENSES (MAY ONLY FALL UNDER THIS POLICY WHEN SEX OR GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.

2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender.

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

4. Hazing, defined as an act that, as an explicit or implicit condition related to the admission, initiation, pledging, or any group affiliation activity, could be seen by a reasonable person as endangering the physical or psychological health of any person within the College community (defined further in the Student Handbook).

5. Bullying, defined as:
   a. Repeated and/or severe,
   b. aggressive behavior,
   c. likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. **Dating Violence**, defined as violence committed by a person:
   a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   b. where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors:
      i. the length of the relationship;
      ii. the type of relationship; and
      iii. the frequency of interaction between the persons involved.

7. **Domestic Violence**, defined as a felony or misdemeanor committed by:
   a. a current or former spouse or intimate partner of the victim;
   b. a person with whom the victim shares a child in common;
   c. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
   d. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
   e. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

8. **Stalking**, is the repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. The College also considers Stalking to include the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

C. **RETAILIATION**

West Virginia Wesleyan College seeks to create an environment where its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their rights under this policy. Retaliation against an individual who in good faith reports an incident, supports a complainant, cooperates with or provides information relevant to an investigation, or serves as an Investigator or otherwise exercises authority over these procedures, will not be tolerated. Both the reporting and responding parties have the right to be free from retaliation before, during, and after an inquiry or investigation into alleged violations.

**Retaliation** is defined as intimidating, threatening, coercing, discriminating against, or otherwise taking materially adverse academic/employment against any person(s) based upon their participation in a protected activity. Retaliation can occur in-person or online by any member of the College community – including witnesses, Reporting and Responding parties, and third parties.

Acts of alleged retaliation should be reported immediately. Retaliation is considered an independent allegation that may lead to interim measures and/or disciplinary action if found responsible. Reports of retaliation in violation of this policy will be processed under this policy in the same manner as other alleged violations.

D. **ADDITIONAL APPLICABLE DEFINITIONS**

2. **Consent** is:
   a. clear, and
   b. knowing, and
   c. voluntary,
   d. words or actions,
   e. that give permission for specific sexual activity.

*Additional Clarification on Consent:

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.*
Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated (see definition) constitutes a violation of this policy.
- Consent cannot be given by an individual who has been coerced (see definition), including being compelled by force (see definition), threat of force or deception; who is unaware that the act is being committed; or who is coerced due to a power differential, such as supervisory or disciplinary authority.

3. **Incapacitation**: a state beyond intoxication, where decision-making faculties are dysfunctional in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, vomiting, unfocused or bloodshot eyes, disorientation, unresponsiveness or outrageous or unusual behavior. The most obvious form of incapacity is sleep or unconsciousness.

- Incapacitation can occur mentally or physically from developmental disability or medical conditions, or by alcohol or other drug use.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party - sober and exercising good judgment - would have known about the condition of the reporting party.
- This policy also covers a person whose incapacity results from sleep, unconsciousness, or from the taking of rape drugs.

4. **Force**: the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes free will or resistance, or that produces consent.

5. **Coercion**: unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

---

**NOTE**: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance.

6. **Preponderance of the Evidence**: the required standard for determining a policy violation. Administrators charged with rendering a decision of policy violation must be convinced, based on the information made available, that a policy violation was more likely to have occurred than to not have occurred to find a respondent responsible for violating a policy.

7. **Protected Persons**: include minors, developmentally disabled individuals regardless of age and vulnerable individuals regardless of age. Vulnerable individuals include those who are mentally incapacitated, whether temporarily or permanently, for any cause including but not limited to intoxication, drugs, or mental incompetence. Sexual misconduct with respect to a protected person includes the intent to arouse or satisfy the sexual desires of either the protected person or the perpetrator.

8. **Minors**: those individuals who have not yet reached the age of majority and are not enrolled as students at the College.
V. PRIVACY AND REPORTING

C. CONFIDENTIALITY OF INFORMATION

West Virginia Wesleyan College will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the College’s legal duty to respond to the information reported, the professional role of the person being consulted and the College’s duty to protect the safety of its community. The professional being consulted should make these limits clear before the disclosure of any facts.

As required by law, all disclosures to any College employee of an on-campus act of sexual misconduct are tabulated for statistical purposes without personal identifying information. Further information regarding disclosure can be found in the section titled “Additional Reporting Obligations” on page 14.

All College faculty, staff, and administrators are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

D. REPORTING RESOURCES

The following describes the two reporting options at the College:

1. Confidential Reporting Options

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

**On-Campus**

- Licensed professional counselors and staff
  - Health & Counseling Center
  - 304-473-8100
- Health service providers and staff
  - Health & Counseling Center
  - 304-473-8100
- Chaplain/Director of Spiritual & Religious Life
  - Chapel Office, Martin Religious Center
  - 304-473-8007

**Off-Campus**

- Licensed professional counselors (including on campus Community Care counselors)
- Pastoral counselors recognized by a religion or denomination
- Local rape crisis counselors/domestic violence resources
  - Women’s Aid in Crisis
    - 304-636-8433

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit annual anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.
2. **Formal Reporting Options**

These can be made via email, phone or in person at the contact information below, or via the reporting form found at [www.wvwc.edu/titleix](http://www.wvwc.edu/titleix):

**On-Campus**

- **Title IX Coordinator:** Meghan Kroll  
  - Office of Campus Life  
    - 304-473-8104  
    - titleix@wvwc.edu

- **Deputy Title IX Coordinators**  
  - Alisa Lively, Director of Campus Life  
    - 304-473-8431
  - Vickie Crowder, Director of Human Resources  
    - 304-473-8032
  - Jackie Hinton, Director of Compliance, Athletics  
    - 304-473-8507

- **Campus Security**  
  - Rockefeller Center  
    - 304-473-8011

**Off-Campus**

- **Buckhannon City Police**  
  - 304-472-5723

- **WVWC 24/7 Campus Conduct Hotline**  
  - 866-943-5787

*Note: The Campus Conduct Hotline is a service utilized by the College that allows students to anonymously report concerns that may affect the campus community to a trained specialist. These calls are handled with support and sensitivity and are reported to the College’s administration.*

3. **Anonymous Reporting Options**

The option of making an anonymous report by victims and/or third parties is available using the online reporting form posted at [www.wvwc.edu/titleix](http://www.wvwc.edu/titleix) or the reporting Campus Conduct hotline at 866-943-5787. Note that these anonymous reports may prompt a need for the institution to investigate.

E. **INTERACTION WITH LAW ENFORCEMENT**

Victims have the right to file criminal complaints. If a person who is a victim of sexual misconduct would like to file a criminal complaint, the College can assist them in doing so.

The College’s grievance procedures and the legal system work independently from one another and the College will proceed with its process, regardless of action or inaction by outside authorities, except if outside authorities request that the College suspend its process while they gather evidence. Should this happen, the College will notify all parties and suspend its process temporarily. Once outside authorities have completed their evidence gathering, the College’s grievance process shall resume.

Victims may also decide they do not want to contact authorities. In certain instances, the College may need to report conduct to law enforcement authorities even when a victim of the conduct has not decided to do so. Such circumstances include incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger.
F. EMPLOYEE DUTY TO REPORT

1. Responsible Employees

All College employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual and Gender-Based Misconduct, and are therefore referred to by this policy as Responsible Employees. Any Responsible Employee who receives a disclosure of a sexual assault or becomes aware of information that would lead a reasonable person to believe that a sexual assault may have occurred, involving anyone covered under this policy, are expected to report. This reporting designation extends to students employed and trained as Resident Assistants or Resident Directors, but not to any other subset of student employee.

Individuals making a report may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinator(s). Employees must share all details of the reports they receive.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinator(s), who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through the institution’s grievance procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including, but not limited to, administrators within the following areas: Human Resources, Campus Security, Student Development, Early Alert Response Team, Campus Life, and Academic Affairs. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy.

Failure of a Responsible Employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of College policy and can be subject to disciplinary action for failure to comply with College policies.

NOTE: Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal action.

G. ADDITIONAL REPORTING OBLIGATIONS

1. Federal Statistical Reporting

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information regarding the type of incident and its generalized location must be submitted for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: Student Development staff, Campus Safety & Security, local police, Athletic Director, Campus Life staff, Resident Assistants, Human Resources, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.
2. **Timely Warning Notifications**

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of danger.

VI. **ADDITIONAL POLICY PROVISIONS**

A. **ATTEMPTED VIOLATIONS**

In most circumstances, we will address attempts to commit any of the violations included in this policy as if those attempts had been completed.

B. **FALSE INFORMATION & MALICIOUS ACCUSATIONS**

West Virginia Wesleyan College will not tolerate intentional false reporting of incidents, knowingly provides false information, or intentionally misleads College officials involved in the investigation or resolution of a report may be subject to disciplinary action or other sanctions up to and including termination or dismissal. Complaints that do not rise to the level of policy violation and erroneous reports or statements that are made in good faith are exempted from this provision.

C. **AMNESTY FOR VICTIMS & WITNESSES**

The campus community encourages the reporting of misconduct and crimes by victims and witnesses. We recognize that victims or witnesses may be hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report, and that witnesses come forward to share what they know. To encourage reporting, we offer victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need. [While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

D. **PARENTAL NOTIFICATION**

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, and dismissal. Other information is kept confidential unless the student's life or wellbeing is in danger.

VII. **OPTIONS FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT**

A member of the College’s community who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct as defined by this policy is urged to make a formal report to the police and/or the Title IX Coordinator.

Whether or not the individual makes a formal report, all victims of sexual misconduct are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. Victims should use the resources listed in this policy to assist them in accessing the full range of services available.
It is extremely important to preserve all evidence of a sexual assault if a criminal prosecution is to be considered. Individuals who have suffered a sexual assault should do the following:

- If you do not feel safe, call a friend, family member, Resident Assistant, employee, or someone else you trust and ask them to escort you to an area where you feel safe. If the assault occurred in the room you are in, do not allow anyone else to enter. Once they arrive, go to a safe area.
- If you are in a secure environment, lock the door, call local police by dialing 911, and wait for the police to arrive.
- Do not disturb the area where the offense was committed.
- Preserve all physical evidence. Do not bathe, shower, douche or brush your teeth. Do not wash or discard any articles of clothing worn at the time of the assault.
- Try to remember any helpful details that might assist in identifying the person responsible, such as scars, marks, jewelry, dress, language, etc.
- Seek medical attention.

A. MEDICAL TREATMENT

A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible. Even if you do not think that you have any physical injuries, you may want to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault. If you suspect that you may have been given a rape drug, ask the medical provider to take a urine sample.

For emergencies or life-threatening situations, call 911
St. Joseph’s Hospital (304) 473-2000
United Hospital Center (681) 342-1000
Women’s Aid in Crisis (304) 473-0106

B. MEDICAL-LEGAL EVIDENCE COLLECTION

A person who is the victim of sexual misconduct (particularly non-consensual sexual intercourse) is encouraged to request collection of medical-legal evidence. Collection of evidence is not recorded on insurance and is free of charge for victims. Collection of evidence may entail interaction with police and a police report at the discretion of the victim. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

United Hospital Center: Emergency Department (681)-342-1100.
327 Medical Park Drive, Bridgeport, WV 26330

VIII. COLLEGE RESPONSE & RESOLUTION PROCESS

A. RIGHTS AFFORDED TO REPORTING & RESPONDING PARTIES

At West Virginia Wesleyan College, following a report or complaint of sexual or gender-based discrimination, harassment, or misconduct, individuals are afforded certain rights in order to achieve a prompt and equitable resolution. The College is committed to take appropriate steps to end the misconduct, prevent any further misconduct and retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created. To that end, individuals’ rights under this policy are as follows:

- To be entitled to a prompt, fair and impartial investigation of the complaint;
- To file a civil or criminal complaint in addition to any complaint filed as part of the institution’s process;
- To be informed of counseling and other support services available to them, both on campus and in the community;
- To be offered any applicable interim remedial measures during an investigation to protect from further prohibited conduct;
- To have your privacy respected to the extent permissible (the College has certain legal obligations to address this conduct, and as a result cannot guarantee confidentiality);
To have an advisor or support person of their choice present during all meetings and interviews related to the investigative process;

To submit evidence and/or bring forth any witnesses relevant to the investigation;

To pursue an informal process of resolution, when applicable in cases of non-violence;

To have findings of responsibility or non-responsibility determined using a preponderance of the evidence standard;

To be notified of the outcome of the investigation and any sanctions as they relate to you;

To appeal the results of an investigation to the extent permitted within the policy.

1. Interim Measures

The College may take whatever measures deemed necessary in response to an allegation in order to protect an individual’s rights and personal safety and the safety of the College’s community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the grievance process), a no-contact directive, and/or appropriate changes in housing, academic schedule, or work location, or any other steps that may be necessary based on the circumstances. Interim measures also may include reporting the matter to the local police. Reporting to the police will be decided on a case-by-case basis. Failure to adhere to the parameters of any interim measure is a policy violation and may lead to additional disciplinary action.

2. Advisors & Support Persons

Each party may each have a support person or advisor present with them at all meetings and any hearing associated with a complaint and in which the respective individual is participating.

For all types of complaints, the advisor or support person may not be any individual with a real or potential conflict of interest and/or an individual with a role in adjudicating the pending matter. For all types of complaints and resolutions, the advisor may attend, but shall not participate in, meetings or the hearing. In such cases, an advisor or support person will only be permitted in a non-participatory advisory role and any costs incurred in retaining such advisor or support person shall be the responsibility of the individual.

B. POLICY ENFORCEMENT

All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the Title IX Coordinator or Deputy Coordinator determine that a policy violation may have occurred, it would trigger either an informal resolution (in cases of non-violence only) or a formal investigation to take place. Trained faculty and/or staff investigators would then be assigned to the case and complete interviews of all involved parties. Throughout the process, both the victim and the accused person will be entitled to present witnesses and evidence. Following a fact-finding investigation, a recommendation of a finding will be made via the investigative report submitted to the Title IX Coordinator. The Coordinator and Deputy Coordinator(s) will make the final determination of finding, along with any sanctions that apply.

1. Sanctioning Decisions

For determined violations of this policy, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. Other members of the College’s community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract or any other means necessary to address the behavior.

The appropriate sanctions may be imposed upon any member of the community found to have violated the Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy. Sanctions may be imposed upon employees, students, organizations singly or in combination.

Standard Sanctions for Sexual Misconduct Violations:

• Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.

• Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).
Any person found responsible for violating the Sexual Exploitation, Sexual Harassment, and Retaliation policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.

NOTE: The decision-making body reserves the right to broaden or lessen any range of recommended sanctions. The College may not permit a student Respondent to formally withdraw from the College if a complaint is pending against the Respondent. Should a student decide to leave the College, the process may be permitted to proceed in the student’s absence to reach a reasonable resolution and that student will not be permitted to return to West Virginia Wesleyan College until any and all assigned sanctions have been satisfied. A hold may be placed on the student’s account to prohibit re-enrollment and the release of transcripts. Transcripts may reflect the outcome of any pending proceedings.

Decisions made or sanctions imposed through these grievance procedures are not subject to change because criminal or civil charges that may arise from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.

2. Remedial Action:
In addition to disciplinary sanctions, the Title IX Coordinator may take actions to remedy a hostile environment. Such remedies may be imposed to protect a victim and/or the College community and are considered separate from, and in addition to, any sanctions or interim measures that may have been provided prior to the conclusion of the College’s resolution procedures.
Examples of Remedial Action that may be enacted at the discretion of the Title IX Coordinator may include, but are not limited to:
- Providing escort services by Campus Security;
- Ensuring classes or extracurricular activities are not shared by Reported Victim and Respondent(s);
- Moving either party to a different residence hall;
- Providing comprehensive, holistic victim services;
- Arranging academic allowances for the Reported Victim: tutoring, extra time to complete assignment(s), re-taking a class or withdrawal from a class without penalty;
- Reviewing any disciplinary actions taken against the Reporting Victim to identify any connections warranting the lessening or removing sanctioning.

3. Appeals
Either party is able to request an appeal within three (3) business days following the receipt of the written notice of a finding. Appeals may be granted by the Title IX Coordinator following a written request based on one the following:
- A procedural or substantive error occurred that affected the outcome of the case.
- There is new, relevant information that was not available at the time of the investigation that, if available, could have significantly affected the outcome of the case. This does not include statements from a Reporting or Responding party who chose not to participate in the investigation. A great degree of deference is given to the original decision.
- Sanctioning is believed to be disproportionate to the findings, in which case, the only factor being appealed in this sense is the sanctions themselves, not the findings.

If an appeal is granted, the Title IX Coordinator will submit the investigative report and any documentation provided via the appeal request to a third party unbiased and annually trained member of the appellate board, comprised of upper-level administrators and Deputy Title IX Coordinators, for review.

4. Timing
The College will attempt to resolve all complaints of sexual misconduct within 60 days of the initial complaint. In certain circumstances, it may require additional time to resolve matters. If there is reason for significant delay of process, all parties to the complaint will be contacted.
IX. EDUCATION AND PREVENTION

A. EDUCATIONAL PROGRAMS
West Virginia Wesleyan College provides resources for education about and the prevention of sexual misconduct. All incoming students are required to complete assigned training modules regarding Title IX, sexual assault prevention, and bystander intervention. Newly hired faculty and staff are provided information regarding Title IX, Reporting, as well as their role as Responsible Employee upon hire. Additional ongoing training is provided via Faculty Assembly and Staff Council. Members of the College community are urged to take advantage of the additional on-campus prevention and educational resources.

B. BACKGROUND CHECKS
West Virginia Wesleyan College performs pre-employment background checks on all new employees as a condition of employment.

West Virginia Wesleyan College performs background checks on adjunct faculty as soon as possible after they have been appointed and before they commence working.

Background checks are not required on current employees with the exception of those employees changing positions. For current employees changing positions, including those filling interim positions, a background check is only required when the new position increases the impact of the perceptible risk factor (contact with protected persons).

Background checks include, but are not limited to, the following:
- a search for sex-related offenses in an individual’s counties of residence for the past seven years;
- a search of the state registry of sex offenders;
- a database search for criminal activity in the individual’s states of residence for the past seven years; and
- a review of public and private databases for information associated with the social security number provided by the individual.

C. RISK REDUCTION TIPS
Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought before sharing intimate content, pictures, images, or videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared, or disseminated.
- Take of your friends, ask that they take care of you. A real friend will challenge you if you are not making sound judgments. Respect them when they do.
- Take care of any member of our campus community - if you see something that causes you concern, do not ignore it.

If you find yourself in the position of initiating sexual behavior, you owe your potential partner respect. These suggestions may help you reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.

- DO NOT MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about their attraction to you; about how far you can go or whether they are physically and/or mentally able to consent. Your partner’s consent should be affirmative and continuous. If there is ANY question or ambiguity, then you DO NOT have consent.
● Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
● Don’t take advantage of someone’s drunkenness or altered state, even if they willingly consumed alcohol or other substances.
● Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your physical presence. Don’t abuse that power.
● Do not share intimate content, pictures, images, and/or videos that are shared with you.
● Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
● Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

D. TRAINING
Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges. Sexual misconduct prevention training is offered for members of the College’s campus community according to the following schedule:

• New faculty and staff, within six months of hire;
• All incoming freshmen, transfer, and graduate students;
• Current students, annually; and
• Responsible Employees, annually.

X. FREQUENTLY ASKED QUESTIONS
Here are some of the most commonly asked questions regarding the College’s sexual misconduct policy and procedures.

*Does information about a report remain private?*

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the College’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The College will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties. Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the College, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials.

In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, VP of Student Development, Director of Security). [If there is a report of an act of alleged sexual misconduct to a conduct officer of the College and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities.] The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an “Annual Security Report” of campus crime statistics. This statistical report does not include personally identifiable information.

*Will my parents be told?*

No, not unless you tell them. Whether you are the reporting party or the responding party, the College’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an individual has signed the permission form at registration which allows such communication].
Will the responding party know my identity?

Yes, if the College determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the responding party?

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party, but doing so may limit the institution’s ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as an advisor [or advocate]; anyone may serve as your advisor [or advocate]. You may also contact the Title IX Coordinator, who can explain the College’s procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.

Will I (as a victim) have to pay for counseling/or medical care?

Not typically, as the institution provides much of these services already. There is no cost for a forensic medical exam. Licensed medical facilities only charge for any medical treatment you may receive.

What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because representation will be handled by the District Attorney’s office. You may want to retain an attorney if you are considering filing a civil action or are the responding party. The responding party may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus investigation. Both the responding party and the reporting party may also use an attorney as their advisor or support persons during the campus’ resolution process. Attorneys are subject to the same restrictions as other advisors or support persons as described in this policy.

How is a report of sexual misconduct decided?

The College investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether there is evidence to indicate a policy violation is “more likely than not.” This standard, called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely. Investigators may take into consider all collected evidence, interview statements, as well as credibility and demeanor of witnesses and parties.

What about changing residence hall rooms?

You may request a room change if you want to move. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you prefer that the responding party be moved to another residence hall, that request will be evaluated by the Title IX Coordinator or deputy to determine if it can be honored.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital (United Hospital Center in Bridgeport, WV) is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise that right.
For the Victim: the hospital staff will collect evidence, check for injuries, and address concerns of pregnancy and possible exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Try not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. We provide amnesty from any consequences for minor policy violations that occur during or come to light as the result of a victim’s report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party’s memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to support that policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of this policy, you should contact either the Title IX Coordinator (not confidential) or the Counseling Center (confidential). You can also contact Women’s Aid in Crisis, who can assist you in talking through options.