



Student Handbook

2023-2024

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WELCOME

Fall 2023,

The West Virginia Wesleyan community extends you a warm welcome as we begin this new academic year! Each student's time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

As a member of the Wesleyan community, you play a critical role in the quality of life on campus. Through your curricular and co-curricular pursuits, you are certain to make a difference at your 'home among the hills.' I challenge you to become involved and invested in our community through your participation as a student-athlete, as a member of one of our many clubs and organizations, through participation in community service projects, in one of our performing arts programs, in Greek life, or making a difference as a leader in one of our residence halls. Take advantage of our tutoring programs, our learning center, our student success center, our office of diversity, equity and inclusion, the library, our academic affairs office and the many faculty and staff who are here as your advocates. Don't forget to take time for YOU and take advantage of Bobcat Entertainment events, Outdoor Recreation trips, Religious Life events, the Wellness Center, the swimming pool, and intramurals. You won't be disappointed because the opportunities are endless!!!! Wesleyan is a place for you to feel comfortable, safe, valued and involved.

This handbook describes the expectations for behavior and conduct in the Wesleyan community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this community of scholars. Wesleyan is a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good, where integrity and honesty are expected, where consideration for the needs and rights of others is an everyday occurrence and where conflict is acknowledged in a respectful manner.

My office is located in the Student Development suite of the Campus Center, please stop by for a visit. Together, we will have an awesome academic year! Welcome first year students and welcome back to the upper-class students.

Kind Regards,



Alisa M. Lively
Dean of Students and Director of Campus Life

MISSION STATEMENT OF WEST VIRGINIA WESLEYAN COLLEGE

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence.

Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources.

The College recognizes and affirms its interdependence with the external communities-local, regional, national, and global-and its covenant with the people of West Virginia to share its educational and cultural resources.

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

- Think critically and creatively,
- Communicate effectively,
- Act responsibly, and
- 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 thirty-three 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, a residence hall, which opened in the fall of 2011; and the O'Roark Nordstrom Welcome Center, which houses admissions and financial aid, 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 and Accessibility Services is also located in Haymond. The English faculty 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 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 and Helpdesk. 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!

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 Dean of Students as the primary officers 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 their work or scholarship proves unsatisfactory or if their 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 is 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. All community 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.

Non-Discrimination 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, disability or blindness, or any other characteristic protected by local, state or federal law in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.

LGBTQIA+ Statement

West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory learning and living environment for students, faculty, staff and campus guests. WVWC strives to create and sustain a campus environment that supports and values all members of the campus community regardless of their sexual orientation or gender identity, as full participants in the campus community. To affirm these beliefs WVWC will:

- Foster an educational environment that is safe, welcoming and free from stigma and discrimination for all students, regardless of gender identity or expression.
- Ensure that the responsibility for determining individual gender identity rests solely with the individual.
- Provide WVWC campus community members and guests with the use of facilities that correspond with their gender identity, not their gender assignment at birth or on their birth certificate.

- Provide gender-inclusive housing that provides a safe and inclusive housing opportunity for students that identify as transgender or gender non-conforming. This housing option is available to all WVWC students with room assignments made based on availability and date of housing deposit.
- Provide safe, accessible and convenient bathroom/restroom/locker room facilities that correspond to a person's gender identity or facilities designated as gender-neutral or gender-inclusive.

Institutional Diversity & Inclusion

West Virginia Wesleyan College is committed to creating a safe and welcoming learning environment for all, strongly affirming the principle of inclusivity in all areas of campus life. WVWC is committed to educating and learning in a way that fosters acceptance of diversity and encourages inclusion in our residence halls, classrooms, offices, and co-curricular activities. As we encounter new perspectives and gain new insights, we expect that this statement will evolve and grow accordingly.

If a student feels that they have 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.

Report the incident to a West Virginia Wesleyan College employee in person, in writing, by telephone, by email or via the online reporting form found at <https://wwwc.guardianconduct.com/incident-reporting>.

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. West Virginia Wesleyan College's Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment is available in its entirety in Appendix Four. 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.

Amy Kittle
Title IX Coordinator
Student Development Suite, Benedum Campus Center
304-621-1316
titleix@wwwc.edu

Reporting Resources

The following describes the various ways to make a report as well as support available on and off campus.

Confidential Reporting Options

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with one of the below individuals. All these employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor.

On-Campus

- College Counselor: Shauna Jones
 - Center for Counseling and Well-Being: (304) 473-8803
 - Email: counseling@wwwc.edu
- College Chaplain: Jonathon Acord

- Martin Religious Center, Room 201: (304) 473-8372
- Email: accord.j@wwwc.edu
- Director of Diversity, Equity, and Inclusion: Laurie Goux
 - Benedum Campus Center, 2nd Floor: (304) 473-8163
 - Email: goux.l@wwwc.edu
- Associate Professor of Religious Students: Debra Dean Murphy
 - Martin Religious Center, Room 305: (304) 473-8362
 - Email: murphy_d@wwwc.edu

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
- Centers Against Violence 24-Hour Hotline: 304-636-8433

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.wwwc.edu/titleix.

On-Campus

- Title IX Coordinator: Amy Kittle
 - 304-621-1316 / titleix@wwwc.edu
 - Location: Student Development Suite, Benedum Campus Center
- Deputy Title IX Coordinator / Dean of Students: Alisa Lively
 - 304-473-8431 / lively_a@wwwc.edu
- Deputy Title IX Coordinator / Director of Human Resources: Vickie Crowder
 - 304-473-8032 / crowder_v@wwwc.edu
- Deputy Title IX Coordinator/ Director of Athletics Compliance: Jackie Hinton
 - 304-473-8507 / hinton.j@wwwc.edu
- Deputy Title IX Coordinator / Vice President for Academic Affairs: Dr. Lynn Linder
 - 304-473-8042 / linder_l@wwwc.edu
- Campus Security
 - 304-473-8011 / Administration Building Basement

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.

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.wwwc.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

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:

- Final grade reports are available to students and their faculty advisors through their online Self-Service accounts.
- Certain types of information are classified as public or "directory" information and may be disclosed without a student's written consent. These are name, home address, telephone numbers (home and cell), campus email address, campus box number, major(s)/minor(s), class level, participation in officially recognized activities and sports, height/weight of athletic team members, dates of attendance, and degrees and awards received. Students wishing to prevent disclosure of any aspect of directory information must file a request with the Office of the Registrar. The College does not provide mailing lists to any third party for either commercial use or for solicitation of any product or service.

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.

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. Current students are able to designate proxy access to a specified individual(s) in order to view/pay a bill, view grades and course schedules, and/or access financial aid records. Specific information regarding proxy access is available in the Academic Services Office, the Financial Aid Office or the Office of Student Accounts.

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 faculty 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.

Violations

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

- Cheating on tests, examinations, quizzes;
- 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;
- Use of A.I. technology, such as ChatGPT, or any other artificial intelligence tool in the creation of course content without the instructor's consent and proper citation;
- Collaboration without the instructor's consent on individual assignments intended to be performed outside the classroom;
- Submitting work for one course which has already been submitted for another course without the explicit permission of the instructors involved; and,
- Selling or purchasing papers or other assignments for submission to meet course requirements. This includes downloading papers from the internet.

Procedures for Handling Incidents

When an instructor suspects or is informed of academic misconduct, an attempt will be made to determine as clearly as possible the facts related to the incident. The instructor 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.

A summary of the incident and action will be reported in writing to the Dean of the Faculty and copied to the student. In cases where there is record of repeated offenses by a student, the Dean of the Faculty will review the matter.

The Dean of the Faculty may refer serious or serial violations of academic integrity to the College Student Conduct Board for adjudication.

Penalties for Violations of Academic Integrity

An instructor has the right to discipline a student if there is justifiable evidence that the student has violated the definitions of academic integrity in this Code or in further elaboration of course materials.

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.

If, after reviewing the matter, the Dean of the Faculty determines the violation is a serious and/or serial offense that may require more severe sanctions, the matter will be forwarded to the College Student Conduct Board for adjudication. The decision of the College Student Conduct Board will not supersede any penalties assigned by an individual instructor for violations of academic integrity.

Class Attendance/Behavior

Each student is responsible for attending classes or laboratory sessions and other designated instructional events.

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.

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.

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.

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.

Cell phones must be turned off during class periods.

Commercialization of Lecture Notes

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

Student Grade Appeal Process

In cases of alleged arbitrary, 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, the student may appeal to the instructor's supervisor (School Director or Department Chair). The supervisor will seek to mediate the issue between the student and the instructor. The supervisor will then make a determination based on the information provided by the student and the instructor and share their decision in writing with both. If the instructor is the supervisor of the program, the appeal will go directly to the Dean of the Faculty or designee.

3. If the student remains dissatisfied with the supervisor's decision, the student may appeal to the Dean of the Faculty, who will hear the student on the matter, confer with both the instructor and the supervisor, and then make the final decision. Prior to meeting with the Dean of the Faculty, the student must provide a written description of concerns.

Appeals of a final grade must be submitted no later than 30 business days after the final grade is posted.

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 the Faculty or a designee. The policy and procedure for Grade Appeals are reviewed.
2. If the student decides to pursue the Grade Appeal, they 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 the Faculty or designee reviews the various reports and documentation. After making their decision, the Dean of the Faculty or designee will send a written decision to the student, with a copy of this communicate sent to the instructor.

Policy on Student Complaints

Student complaints may be submitted to the President, the Dean of the Faculty, Vice President for Student Affairs, or the Dean of Students, 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.

Registration Hold Policy

Under certain circumstances, West Virginia Wesleyan College may impose a hold that prevents an individual student from pre-registering or registering for classes. Registration holds are placed on student accounts to help students fully understand the implications of their decision and help them resolve outstanding issues. A registration hold may be imposed for any of the below reasons.

Registration for future terms, class attendance, and/or residence hall move-in will only be granted upon satisfactory fulfillment of all outstanding obligations to the College. Students are required and expected to regularly monitor their WVWC email and student accounts for changes, notices of delinquency, or requests for important information.

Outstanding Financial Obligation

A student may be prevented from pre-registering or registering for classes as a result of an outstanding financial obligation. A student who is restricted from pre-registering or registering for financial reasons should be directed to the Office of Student Accounts for further guidance. Once satisfactory arrangements have been made, the hold is removed and the student is permitted to pre-register or register. During the period of hold, a student should attend class until otherwise directed. The Office of Student Accounts has the authority to cancel a student's current enrollment if satisfactory financial arrangements are not made by a specific deadline. In some cases, students may not be permitted to move into campus housing until which the hold has been resolved.

Disciplinary Sanction

A disciplinary sanction imposed by the Office of Student Conduct may prevent a student from pre-registering or registering for class.

Incomplete Admission File

The Admissions Office may impose a hold for an incomplete Admission file including, but not limited to, failure to produce an official final high school transcript.

Financial Aid Hold

The Financial Aid Office may impose a hold if the student needs to complete documentation such as verification or student loans.

Academic Status

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.

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.

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 Admission & Academic Standing Council.

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 appeal. First-semester freshmen who earn a GPA of 1.0 or less may be required to withdraw from the College. Students may submit an appeal and permission to continue enrollment will be granted case-by-case, by the Admission & Academic Standing Council. Students granted permission to continue enrollment will be placed on academic probation or continued academic probation.

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.

Academic Grade Reports

At the end of each semester and summer term, the College processes each student’s final grades. During both the fall and spring semester, progress reports are processed for students as of the first five weeks of classes. Progress reports do not become a part of a students’ permanent record but are indicators that corrective action may be needed.

Final grade reports are available to the students and their faculty advisors through their Self-Service accounts.

Use of Library Materials

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

Chosen Name and Identity Policy

About the Policy

It is the policy of West Virginia Wesleyan College that any student may select a Chosen Name in addition to their Legal Name, to be used within the College community. Students may request this option, either during the initial application process, or at any time.

Any student who directs an outside agency to correspond with WVWC bears the responsibility to clarify their name with all agencies if using a Chosen Name at WVWC.

The Chosen Name will be used for College purposes as broadly as possible on campus whenever a legal name is not required. Students who use a chosen name should always be prepared to reference their legal name for financial aid, employment, payroll, etc.

Definitions

Chosen Name refers to the name that an individual wants to be known by or identifies with in the College community that is different from the individual's legal name.

Legal Name refers to the name assigned to individuals on government-issued identification cards, such as a passport, U.S. Social Security card, driver's license, or birth certificate.

Sex refers to a person's legally recognized sex, which may be found on an individual's passport, driver's license, birth certificate, or U.S. Social Security card.

Gender Identity refers to one's internal knowledge of one's own gender (e.g. being a man, a woman, nonbinary, or another gender).

Chosen Name or Legal Name Usage

Chosen Name will appear in the following places:

- Class Rosters
- Grade Rosters
- Degree Audits
- Registrar internally produced reports
- Campus Directory
- Blackboard, SafeColleges, Course Evaluations, Guardian, eCampus, Bobcat Connect, Compliance Assistant
- WVWC Email (upon request)
- Public Directory, unless a FERPA block has been requested
- ID Card (upon request)
- College Awards & Certificates
- Press releases/Website
- Diploma (upon request): International students should continue to use legal name on diploma since the diploma is considered a legal document internationally

The College reserves the right to refuse a chosen name. Instances that may result in this refusal include, but are not limited to: arbitrary or repeated name changes, the use of language deemed inappropriate or offensive, or names that may be used for fraudulent purposes.

When there is a Chosen Name on record, use of Legal Name is still required for certain offices that perform certain administrative processes that legally necessitate the use of Legal Name.

Legal Name will be used by the following:

- Financial Aid
- Student Accounts
- Human Resources/Payroll/Student Employment
- Office of Institutional Research
- All Immigration documentation
- Unofficial and Official Transcripts
- Responses to enrollment inquiries such as verification requests
- Athletics

Gender Identity and Pronouns

Students may also choose their pronoun and indicate their gender identity. Certain departments require sex as well as gender information for reporting reasons. If reported, pronouns are visible on course rosters and certain Colleague screen views by certain offices. Wesleyan strives to ensure that every member of our campus community is addressed in a way that acknowledges and respects the fullness of their gender identity. We encourage all students to communicate their pronouns to others, through spoken communication when meeting or greeting someone in person or virtually, or in writing, such as email signatures, business cards, resumes, or nametags.

Privacy

Under the Family Educational Rights and Privacy Act (FERPA), a student's name, including Chosen Name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure by requesting a FERPA information block with the Office of the Registrar.

Procedures

- Students may identify a chosen name in addition to the legal name of record by logging in to Colleague Self-Service and accessing user profile and the link to edit personal identity. Students may enter a chosen first name and/or select a preferred pronoun. Students may also use the Chosen Name/Pronoun Usage Request Form available online under Academic Services on the College website.
- Students who want to change their legal name must submit official, legal name change documentation directly to the Office of the Registrar and complete the request for legal name change form available on the College website under Academic Services/Academic Services/Legal Name Change on the College website. Information on required documentation is outlined on the form.
- Students may change their sex designation in the College's records system by submitting legal documentation to the Office of the Registrar. Legal documentation may include a *WV driver's license, birth certificate, or passport with the person's identified sex.

*In order to update the gender marker on a WV ID, the applicant must submit a Gender Designation Form to the WV Department of Transportation.

Reporting

Individuals experiencing discrimination on the basis of their gender, gender identity, or gender expression may report to the Title IX Coordinator or via the online reporting form found at <https://wwc.guardianconduct.com/incident-reporting>. Additional information regarding reporting is available in the Reporting Resources section of this Handbook.

Maintenance of and Amendments to Policy

The Gender Issues Committee shall be responsible for the maintenance of the policy, including possible amendments.

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 and Accessibility Services. Documentation of the disability and professional materials submitted should be 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 DSM 5 TSR 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 and Accessibility Services will work in consultation with the student, and others as deemed proper, to determine the appropriate academic accommodations. The Director of the Learning Center and Accessibility Services 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.

Dining Accommodations

Students with food allergies or dietary conditions such as celiac disease, irritable bowel syndrome, etc. must contact Accessibility Services and the dining center for dining accommodations.

Housing Accommodations

West Virginia Wesleyan is a residential campus with several options for housing. Students can access information regarding accommodations for housing through Accessibility Services.

Housing Accommodation Request Procedure

Students must first follow all general housing procedures. Please refer to the Campus Life webpage and communication from the Campus Life Office for deadlines and other important information about these housing procedures. Students with documented disabilities must submit an accommodation form to Accessibility Services and provide appropriate documentation to support the accommodations to the office by the deadline. Submissions received after the deadline will be considered, but cannot be guaranteed. Students who have received accommodations in the past must reapply by the deadline each year. Deadlines are established to give the committee enough time to process the request and find the appropriate housing before the beginning of the semester.

Documentation

Students who have disabilities such as mental/emotional disabilities, developmental disabilities, cancer, auto-immune deficiencies such as HIV, autism, cerebral palsy, multiple sclerosis, heart disease, diabetes, asthma, paraplegia, major depression, recovery from an addiction, and many long-term medical conditions that substantially limit one major life activity will need to provide documentation for the disability to receive housing accommodations. Documentation for housing accommodations must contain the diagnosis and the need for the accommodation. Documentation must be sufficient in providing a connection between the diagnosis and the needed accommodations. Students will be contacted if the documentation does not meet these requirements to discuss these insufficiencies. More information may be necessary. Incomplete applications or those without disability documentation will not be considered. West Virginia Wesleyan College may ask you to sign a waiver for release of information if more information is required.

Committee Review

Requests for accommodations for short- or long-term disabilities or requests related to pregnancy are considered by the Housing Accommodation Review Committee, which is comprised of staff from the offices of Accessibility Services, Campus Life and the Center for Counseling and Well-Being. The Committee determines, on a case-by-case basis, whether or not the student is eligible for a disability-based accommodation and whether or not there is a link between the request and the documented impairment. After the decision is reached, the student will be notified by college email of the decision of the committee and/or a housing offer.

Support Animals

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 the Director of the Learning Center and Accessibility Services. The following information includes various laws governing service or support animals, including definitions of service and support animals.

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.

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.

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.

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 living spaces. The FHA applies only to residential dwellings and not to academic, administrative, and common areas on campus.

Service Animals

In general, a service animal is a dog trained to work or perform specific tasks for the benefit of an individual with a disability, such as guiding individuals with impaired vision, alerting individuals to an impending seizure, or pulling a wheelchair and fetching dropped items.

The provision of emotional support, well-being, comfort, or companionship is not considered within this definition.

Service animals will be permitted to accompany people with disabilities in all areas of the college where students, members of the public, and others who participate in services, programs or activities are allowed to go, including on-campus housing. No documentation is required for service dogs, but they must wear an owner identification tag (which includes the name and phone number of the owner) at all times. Disruptive and aggressive service animals may be removed from the premises immediately and permission to bring the animal on campus will be revoked.

In addition, students who reside on campus and require a service animal must adhere to the following guidelines:

- Students who require service animals to reside with them in college provided housing must register with the Learning Center and Accessibility Services and provide health information about their service dog. The Director of the Learning Center and Accessibility Services will work with staff in Campus Life Office to alert them of the need for the service dog. Advance notice of a service animal for on-campus housing allows for more flexibility in meeting student's specific requests for

housing. If applicable, the handler's roommate(s) will be informed that a registered service animal will be residing in the shared space.

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current. Veterinarian records must be provided.
- A service animal must be housebroken.
- Service animals should be in the company of their handler at all times so that the dog can provide the service it is trained to perform. They should be harnessed, leashed, or kept under control by other means (when tethering is not physically possible for the handler or for the dog to perform its task) when they are in any public space.
- Service animals should not be cared for by anyone other than the handler.
- Service animals may not be left alone in their residential living space provided by Wesleyan at any time.
- Students with service 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.

Emotional Support Animals

Animals that do not meet the requirements stated by Title II and Title III of ADA legislation may meet requirements under the Fair Housing Act. Under the Fair Housing Act Amendments, students with disabilities may have the accommodation to have a support animal.

With respect to a request for a 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.

When a support animal or ESA is permitted on campus, WVWC may require enough information and documentation to determine whether the animal qualifies as an assistance animal under the legislation.

West Virginia Wesleyan College may require any or all the following:

- Documentation from an appropriate licensed provider showing that the support animal is required for the student to be successful in completing their degree requirements, including how the animal assists the student.
- Documentation from a veterinarian that the animal is up to date on vaccinations and all veterinary care including flea and tick prevention. The veterinarian must also declare that the animal is appropriate for dormitory and communal environments.

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:

- 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.
- Support animals must be tethered to the handler or transported in a cage/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.
- Students with 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.

- Rooms that house support animals may be subject to more frequent health and safety inspections in their living spaces provided by Wesleyan.
- Students with support animals may be required to complete additional documentation to share with the Accessibility Services, Residence Life Staff and Campus Security in regards to proper treatment and interaction with the support animal.

Pregnant and Parenting Students

West Virginia Wesleyan College seeks to treat all students equitably, regardless of their actual or potential parental or familial status. It is the policy of the College to provide appropriate, reasonable adjustments to educational programs and activities to support pregnant or parenting students. Authorized documentation must be received in order to excuse a student's absences because of a pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. A student in need of an educational adjustment should submit a request to the Director of the Learning Center and Accessibility Services.

Reporting

If an individual believes that the services or accommodations provided or recommended do not meet their needs, the student should promptly discuss the matter with the Director of the Learning Center and Accessibility Services, at 304-473-8558, who will seek to resolve the situation in a timely manner.

Individuals experiencing discrimination on the basis of their disability may report to the Title IX Coordinator or via the online reporting form found at <https://wwc.guardianconduct.com/incident-reporting>. Additional information regarding reporting is available in the Reporting Resources section of this Handbook.

STUDENT CODE OF CONDUCT

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 their behavior to community expectations, the student conduct process may determine that the student 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.

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.

Notification of Criminal Arrests

Students are responsible for notifying the Dean of Students of any off-campus arrest. When the Dean of Students is informed of the arrest of a student, the student will be required to meet with the Dean of Students or designee. During this interview, the facts involved in the student's arrest, the student's obligation to keep the College informed of the progress of the possible criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed. The Dean of Students will bring all incidents of student arrests to the Behavior Intervention Team, who will review the information available regarding the arrest and, at their discretion, conduct a threat assessment or referral to Student Conduct.

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. 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.

Working with Local Law Enforcement

Local law enforcement routinely work and communicate with West Virginia Wesleyan College Safety and Security Officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. The Office of Safety and Security have a close working relationship with local law enforcement when violations of federal, state or local laws surface. This cooperative team approach addresses criminal situations as they arise, as well as future concerns. Additionally, the College will report serious student misconduct to local enforcement at our discretion.

Important Definitions

Student: Any individual who is not an employee of West Virginia Wesleyan College and who is either: (1) admitted as a student to the College and has been moved to deposited status (2) an enrolled student (includes students auditing courses); (3) a West Virginia Wesleyan College student between academic terms or on a Leave of Absence; or, (4) a graduate awaiting a degree (note: students are classified as such until they receive their degree; students who petition the College to complete their degree via distance or some other arrangement forfeit their student status if they do not complete their degree during the period of time specified in their agreement with the College). A student ceases to be a student when they graduate; in the event that they are expelled for academic or conduct reasons; or in the event that the student formally

withdraws from West Virginia Wesleyan College. For purposes of this definition, the term “employee of the College” does not include students who are employed by the College through a work-study or similar program.

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

Prohibited Conduct

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

Alcohol and Other Drugs: See Alcohol and Other Drugs Policy.

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.

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.

Computer/Network Misuse: See College Computing Policy.

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.

False Statements: knowingly making false statements and/or knowingly submitting false information to College personnel.

Fire Safety Issues: including but not limited to:

- 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.
- Intentionally or recklessly misusing or damaging fire safety equipment.
- Unauthorized use or possession of fireworks on College premises.
- 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.

Hate Crime: the victimization of an individual based on that individual's race, religion, national origin, ethnic identification, gender, gender identity or sexual orientation.

Hazing: See Hazing Policy.

Hoverboards: The use of hoverboards is strictly prohibited on college owned premises.

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.

Non-Sexual Harassment: actions which are intended to annoy and/or alarm another. These include but are not limited to:

- attempting or threatening to subject another person to unwanted physical or verbal contact;
- following another person in or about a public place or places;
- directing obscene language or gestures at another person or groups of people;
- directing verbal abuse at another person; and/or,
- 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.

Physical Assault: the act of intentionally or recklessly causing physical harm to any person, intentionally or recklessly causing reasonable apprehension of such harm, or using physical violence causing injury to another person's body.

Retaliation: an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith report of a conduct incident or an individual or group's participation in the conduct process. To be a policy violation, the actions or treatment must be sufficiently serious to discourage a reasonable person from further reporting or participation.

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: See Solicitation Policy.

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. The use of scooters inside campus facilities is 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.

- **Library Marketplace Theft:** removing any merchandise from the James Vending Marketplace located in the library is prohibited. Such removal is shoplifting, and may be prosecuted by James Vending. Security footage is monitored constantly by James Vending. Security footage of theft offenses provided by James Vending to the College will be reviewed by both the Security Office and Dean of Students office in an attempt to identify the individual(s) in the footage. If identified, the individuals will be subject to the Student Code of Conduct process. Students found in violation of theft from the Library Marketplace will be subject to a \$125 administrative fine plus the cost of the items per incident.

Threatening Behaviors: any direct, indirect, conditional or veiled express of intent to cause physical or mental harm. Any communication of a threat is presumed to constitute a statement of intent without regard to whether the student communicating the threat has the present or future ability to carry out the threat.

Unauthorized Entry: any unauthorized presence in or use of College premises, facilities, services, or property is prohibited.

Vandalism: action involving deliberate destruction of or damage to property.

Violations of College Policies: Violating, attempting to violate, or assisting in the violation of any other College policy, contract, rule, bylaw and/or regulation of the College.

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, nunchucks, 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, orbeez or other similar guns, 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.

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.

Underage Use

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.

Furnishing alcohol to a person under the age of 21 is prohibited. The possession and/or consumption of alcohol on College premises by persons under the age of 21 is prohibited.

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.

Public Use of Alcohol

The purchase, sale, or distribution of alcoholic beverages on College premises by students is prohibited.

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.

Only individual residence hall rooms are considered private; an open door causes an individual's room to be considered a public area.

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.

Impairment or Public Intoxication

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.

Students who violate College policy while under the influence of alcohol or drugs will still be held responsible any behavior that violates policy. If a student is perceived to be under the influence, they can be asked to leave a classroom, office, or other campus event.

All members of the College community are fully responsible for the alcohol/drug-related conduct of their guests.

Driving under the influence, either on or off campus, is considered an extreme example of irresponsible behavior.

Mass Quantity, Distribution/ Possession

Kegs, beer balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence hall rooms.

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 includes the number of guests.

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.

Drugs

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.

The possession, use, or distribution of Delta 8 or THC products is prohibited on College premises. This includes, but is not limited to, gummies, vapes, pre-rolls, drink mixes, and sublingual films.

Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to, rolling papers, roach clips, water bongs, pipes, etc. or anything fashioned for such use.

State and Federal Laws

State and federal laws prohibit the manufacture, possession, sale and trafficking of marijuana and other drugs. State law also controls the sale, distribution, possession, and consumption of alcoholic beverages except in a licensed establishment.

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 of the following:

- Remains with the person who reasonably appears to need emergency medical assistance due to an overdose until such assistance is provided;
- Identifies self, if requested by emergency medical assistance personnel, law-enforcement officers, or College officials;
- 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
- Completes any additional conditions imposed on the student or student organization by the Student Conduct Officer. If the person who reasonably appears to be experiencing an overdose from alcohol or drugs is also a student, they 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 Conduct Officer 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>

Education and Treatment Resources

The Counseling Center staff provides educational, assessment, counseling, consultation, and support services for individuals and groups interested in the prevention and treatment of various addictions. Specific educational and assessment services for students are offered on both a voluntary and mandatory basis.

In addition, West Virginia Wesleyan College participates in SafeColleges, an online educational program required of all first-year students through the First Year Experience course. 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
- WVU Medicine/United Summit Center: (304) 623-5666
- HELP4WV: (844) HELP4WV (call, chat, or text)
- Alcoholics Anonymous meetings: <https://aa.org/>
- Gamblers Anonymous: <https://www.gamblersanonymous.org/ga/>
- Narcotics Anonymous meetings: <https://www.na.org/meetingsearch/>

HAZING AND ORGANIZATION MISCONDUCT 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. 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.

An act of hazing or organization misconduct covered under this policy may also intersect with other institutional policies, including, but not limited to the Student Code of Conduct or Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment. The College reserves the right to refer reported incidents of Hazing or Organization Misconduct for adjudication under other policies or procedures where applicable.

Hazing

Hazing will not be tolerated at West Virginia Wesleyan College. All West Virginia Wesleyan College student organizations and individual students are prohibited from hazing. 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.

Hazing: any action or situation created by a member of the College community against another member of the College community for the purpose of initiation, affiliation, or membership with a group or organization that:

- a) Is negligent, reckless, or humiliating in nature;
- b) Recklessly or intentionally endangers or adversely affects the mental or physical health or safety of an individual or individuals;
- c) Causes another individual or individuals to destroy or remove public or private property; or
- d) Unreasonably interferes with scholastic or employment activities

Hazing may occur regardless of the individual's willingness to participate. It is not a defense to a charge of hazing that the express or implied consent of the individual was obtained, the conduct or activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization, or the conduct or activity was not a condition of membership or affiliation with the organization. Hazing is prohibited in any form both on campus and off campus.

Examples of hazing include, but are not limited to, the following: 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.

Any acts of hazing, as defined in the [West Virginia Anti-Hazing Law](#), will also constitute hazing per this policy. A violation of this policy may also amount to a violation of state law, which considers hazing a misdemeanor subject to penalties of jailtime, a fine up to \$1000, or both.

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 also considered hazing and subject to discipline under this policy.

Other Organization Misconduct

The behaviors listed below are specifically applied to the behaviors of student organizations by virtue of the conduct of the members of the student organization.

Aiding in Academic Misconduct: The student organization aids, abets, organizes, approves or otherwise participates in behaviors that would constitute cheating, plagiarism, misrepresentation (e.g. having another student organization member check into a class or take an exam) and/or other forms of Academic Misconduct. Evidence of a violation of this policy must demonstrate systemic participation and or knowledge of misconduct beyond 1-2 student organization members participating in the violation.

Alcohol: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College alcohol policy.

Arrest Policy: The student organization leadership fails to notify the Dean of Students within 48 hours if a member of the student organization is arrested and detained as a result of any actions or behaviors taking place at or arising out of a student organization-sponsored event.

Bullying/Cyberbullying: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute bullying and/or cyberbullying, which are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Civil Rights-Based Harassment/Discrimination or Sexual Misconduct: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the West Virginia Wesleyan College Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment.

Damage/Destruction of Property: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that causes damage/destruction of property.

Disruptive Activity/Disorderly Conduct: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that is a disruptive activity/disorderly conduct.

Drugs or Other Controlled Substances: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College drug policy.

Endangerment: The student organization aids, abets, incites, organizes, approves or otherwise participates in any activity that would constitute physical abuse or would endanger the safety, health or well-being of other individuals or groups or would cause reasonable apprehension of such harm. For the purposes of this

policy, endangerment would include observation of activities that might endanger the safety, health, or well-being of individuals by student organization members in a position to intervene but who fail to intervene.

Failure to Comply: The student organization or its representatives fail to comply with the reasonable directives of College officials or designees or law enforcement officers during the performance of their duties. This would include failure to comply with any interim measures instituted during any investigation/adjudication process, or failure to comply with any outcomes assigned to a student organization at the completion of the conduct process.

Financial Obligations: Failure to promptly meet financial responsibilities to the College, including, but not limited to; knowingly passing a fraudulent check or money order in payment to the College or to an official of the College acting in an official capacity or misusing funds obtained through the College (i.e. student activity fees).

Harassment: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of any of the College harassment policies.

Retaliation: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute retaliation under this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation.

Violations of College Policies: Violating, attempting to violate, or assisting in the violation of any other College policy, contract, rule, bylaw and/or regulation of the College may constitute a violation of the Code of Student Organization Conduct.

Additional Definitions

Organization: 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. “Organization” also includes groups of students affiliated with any College activity or program, including Residence Halls, WWC Off-Campus Housing, class, or any other group.

Organizational Leadership: the leadership of an organization, including, but not limited to: coach, advisor, associated employee, organization president, captain, or other individuals in leadership roles based on the organizational structure.

Jurisdiction

The Hazing and Organization Misconduct Policy applies to the conduct of student organizations. Student organizations have the ability and are encouraged to address behavior within their organization according to their own existing and defined policies and procedures (i.e.: Panhellenic/IFC, Athletic Department/Team Policy, etc.). In addition to organizational-specific conduct processes, the College reserves the right to address student organization behavior according to this policy when deemed appropriate and necessary by

the Hazing and Organization Misconduct Committee. Any action taken through organization-specific processes will be considered by the Hazing and Organization Misconduct Committee in the decision to proceed under this policy as well as in any potential sanctioning by the Hazing and Organization Misconduct Committee.

Student organizations that have lost College recognition may still be subject to provisions in this code.

Individual students who are members of a student organization are still subject as individuals to the Student Code of Conduct and may be held individually accountable for behaviors also attributed to the student organization.

The Hazing and Organization Misconduct Policy applies to behaviors that take place on the campus of West Virginia Wesleyan College, at College or student organization-sponsored events, or off-campus.

The Code of Student Organization Conduct may be applied to behavior conducted online, via email or other electronic medium.

Reporting

Expectations of Reporting

Any faculty, staff, student, or volunteer of West Virginia Wesleyan College, with knowledge or suspicion of hazing or other organization misconduct is expected to report the activity to appropriate officials as indicated below or complete the [Hazing and Organization Misconduct Report Form](#).

How to Report

Complaints or reports of activities believed to be hazing or organization misconduct should be reported to the Dean of Students, Campus Security, or by completing the [Hazing and Organization Misconduct Report Form](#).

Rights of Those Who Report

Individuals who are victims of hazing or organization misconduct and who truthfully report the activities shall not be individually charged with a violation of this regulation.

Individuals who have knowledge of a hazing or organization misconduct incident, but who did not participate, and truthfully report the activities shall not be individually charged with a violation of this regulation in relation to that particular incident.

An organization that seeks assistance in preventing hazing or organization misconduct from occurring within the organization, even if past behaviors have included hazing or other organization misconduct, shall not be charged with a past violation of this regulation.

Any organization that self-reports a hazing or organization misconduct behavior to an appropriate College official shall be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this regulation. An organization that self-reports shall identify those individuals responsible for the hazing or organization misconduct behaviors. If evidence is presented in subsequent

semesters that hazing or organization misconduct behaviors have continued within the organization, that organization may be held responsible for past behaviors.

Policy and Disciplinary Oversight of Reported Incidents

The Hazing and Organization Misconduct Committee will oversee the investigation of reports concerning alleged hazing or organization misconduct activities. The Hazing and Organization Misconduct Committee will consist of the following: Dean of Students (Chair), Title IX Coordinator, Director of Greek Life, Director of Athletics, and one faculty member. The President of the College makes all appointments to this committee annually. In instances when the alleged incident occurs in an organization advised/administered by a member of the Hazing and Organization Misconduct Committee, that member will be recused from the process. Although, the Hazing and Organization Misconduct Committee may call on the advisor/administrator to provide additional information to be determined on a case-by-case basis. If a member of the Hazing and Organization Misconduct Committee is recused, the committee will proceed with the remaining members and no additional individuals will be added.

Upon receiving a report of alleged hazing or organization misconduct, the Dean of Students or designee will notify the Hazing and Organization Misconduct Committee. The Committee will review the report of the alleged incident and conduct a preliminary inquiry to determine if a formal investigation should commence. During the preliminary inquiry, the Committee will consider any organization processes that have occurred, as well as organization sanctioning that may have already been imposed. Additionally, the Hazing and Organization Misconduct Committee may, at their discretion, assign interim actions. The Committee may refer reported incidents of Hazing or Organization Misconduct for adjudication under other policies or procedures where applicable, for example under the West Virginia Wesleyan College Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment.

If the preliminary inquiry results in the Hazing and Organization Misconduct Committee launching a formal investigation, the Committee will then assign the case to an independent investigator. The investigator will be appointed by the Hazing and Organization Misconduct Committee and will not be a member of the committee. The use of an internal or external investigator will be determined at the discretion of the Hazing and Organization Misconduct Committee.

As part of the investigation, the College will:

1. Notify the organization leadership.
2. Make contact (if possible) with the individual(s) bringing forward the allegations;
3. Make contact with the individual(s) alleged to have perpetrated the incident.
4. Conduct interviews with all parties, including victims, the accused student(s) and any witnesses.

The investigator may, at their discretion, provide updates to the Hazing and Organization Misconduct Committee and/or recommend interim actions to the Committee at any point during the investigation. All members of the campus community shall cooperate in an investigation of hazing or organization misconduct.

5. The investigator may, at their discretion, require students, or a select group of students (i.e. all new members of an organization) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process.

6. The investigator will provide a written investigative report to the Hazing and Organization Misconduct Committee. Upon receipt of this report, the Hazing and Organization Misconduct Committee will determine if a violation of policy has occurred.
7. The Hazing and Organization Misconduct Committee will, on a case-by-case basis, determine whether any policy violations are individual or organizational in nature and whether, as a result, sanctions are warranted on an individual or organizational level. In determining whether a violation is organizational or individual in nature, the Committee will consider the following:
 - a. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation?
 - b. What knowledge did the appropriate organizational leadership have of the alleged violation?
 - c. What action did the appropriate organizational leadership take in addressing/preventing the alleged violation?
 - d. Were members acting in concert, or did the individual's membership in the organization serve as an impetus for the alleged violation?
 - e. Did the violation arise out of a organization sponsored, financed or endorsed event?
 - f. Is there a pattern of individual violations that have occurred without proper action by the organization?
8. If after completing the procedures outlined herein and finding that individual sanctions are warranted, the Hazing and Organization Misconduct Committee will refer the case to the Student Conduct Officer, who will determine and implement appropriate sanctions on the individual student(s). For more information about possible individual sanctions, review the Student Code of Conduct in the Student Handbook. If after completing the procedures outlined herein and finding that individual sanctions against an employee of the College are warranted, the Hazing and Organization Misconduct Committee will refer the case to Human Resources who will determine and implement appropriate sanctions on the individual employee. For more information about possible individual sanctions, please contact the Director of Human Resources.
9. Sanctions for violations of this regulation by a group or organization shall be administered by the Hazing and Organization Misconduct Committee. The Committee will request, if available, additional information for sanctioning purposes from individuals outside of the Committee structure, including, but not limited to, previous records of group misconduct, current organization standing, organization processes that have occurred, organizational-specific sanctioning that may have already been imposed. etc.

Sanctions

Organization sanctions may include, but are not limited to:

Warning: A Warning is given to notify a student organization that the behavior and conduct has been inconsistent with the expectations of the College. A warning has no immediate effect upon a student organization's status at the College and may be specified for a period of time. However, once given a warning, a student organization should expect different outcomes or sanctions to result from any subsequent violations, especially while on a current warning status when/if similar behaviors occur.

Restriction of Privileges: Restriction of Privileges precludes a student organization from participating in certain activities or may require an student organization to forfeit specific privileges. A student organization

under a status of Restriction of Privileges is not in good standing with the College. Restriction of Privileges may include, but is not limited to, loss or limitation of social events or limitation of ability to participate in College events or activities.

Disciplinary Probation: Disciplinary Probation serves to notify a student organization that it must avoid any further violations for a specified period of time in order to avoid additional disciplinary action. Student organizations on probation are not in good standing with the College. A student organization may be prohibited from participating in certain activities or forfeit specific privileges while on probation. If a student organization on probation is found responsible for any subsequent violations, the outcomes may escalate. Disciplinary Probation may include Restriction of Privileges.

Deferred Suspension: Deferred Suspension is a status for a specified period of time during which any subsequent finding of Responsibility for a violation of the Hazing and Organization Misconduct Policy or any other College policy shall result in the Outcome of Suspension for the student organization. Deferred Suspension may include Restriction of Privileges.

Suspension: Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the College's registration of the student organization for a stated or an indeterminate period of time, cessation of College funding, restriction of all operations at the College, and restriction of use of College resources. If the student organization also holds a charter from a inter/national organizational governing body, the College may also request that the inter/national organizational governing body, revoke the charter of the student organization.

A student organization placed on Suspension is prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus. A suspended student organization may not solicit or initiate any new members. Suspension may also include the forfeiture of other specifically listed privileges. Suspension should be for a specific and determined period of time, and will include a written return agreement outlining specific conditions for return. The Suspension may be delayed at the discretion of the Dean of Students or designee.

Educational Outcomes: Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other Outcomes determined to help develop the culture and community of the student organization.

Structural Outcomes: Structural Outcomes are related to the structure, membership or governance of the organization. Structural outcomes, developed in collaboration with the organizational governing body or department (if applicable), may include, but are not limited to, changes to student organization operating procedures, a review of student organization membership/leadership, an external student organization review, and changes to student organization advisor support.

Appeals

Any outcome of the Hazing or Organization Misconduct process may be appealed.

The following are acceptable grounds for appeal:

- Insufficient evidence to warrant the outcome;
- Evidence of prejudicial error;
- Discovery of new evidence which could affect the decision;
- Excessive penalty; and/or,
- Substantial violation of procedures.

Organizations requesting an appeal must submit a letter to the Dean of Students within three (3) business days from receipt of the written decision. 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.

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

The Appellate will be the Vice President of Student Affairs or designee.

The Appellate may:

- Deny the appeal;
- Affirm the finding and the sanction imposed by the Hazing and Organization Misconduct Committee; or
- Decide on a different sanction based on the information presented. It should be noted that the Appellate may impose any of the sanctions listed in the Hazing and Organization Conduct Policy, including a more severe sanction than was originally rendered.

Once an appeal has been submitted, the imposition of sanctions will be deferred pending the outcome of the appeal unless the Dean of Students determines that it is against the best interest or safety of the campus community.

TOBACCO FREE POLICY

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.

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.

Tobacco use includes 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.

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

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.

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

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.

Computer Use Policy

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 strong password and correct login/logout procedures. The Computer Center must be contacted immediately if it is believed that the account has been tampered with.

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.

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 (ECPA, 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.

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.

You may not forge the identity of a user or machine in an electronic communication. This includes using an anonymous sender service.

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.

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.

Public posting and/or distribution of private e-mail messages are prohibited unless expressly authorized by the original sender.

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 add any computer, equipment, peripheral or otherwise access the network without prior permission from Computing Services.

SOLICITATION POLICY

The term “solicitation” is used to describe the sale of products or the seeking of funds, signatures, merchandise, participation in selected activities, or supplies. Commercial (for profit) solicitation is not permitted on College property except by approval of the Office of Campus Life. In these situations, the sales are to be limited to the Campus Center. The Dean of Students 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 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 Dean of Students. Door-to-door solicitation is not permitted in residence halls (unless approved by the Dean of Students). 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).

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

Registration of Motor Vehicles on Campus

All students, faculty, staff, and other employees of WVWC 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, and the language contained herein takes precedence over all other references to motor vehicle use on the campus of WVWC.

Please go to the following link to register a motor vehicle: <http://parking.wvwc.edu/>

A WVWC hang tag must always be displayed on the inside rearview mirror when the vehicle is parked on campus. It should be clearly visible from the front and should not be obstructed by any other items hanging from the rear-view mirror. The hang tag should be displayed with the tag number facing the front of the vehicle and should not be placed on the console or seats.

In the event of a lost or stolen hang tag, it must be reported immediately to the Office of Campus Safety and Security. A new hang tag can be purchased for a fee of \$100.00. The individual registered for the vehicle and/or hang tag will be held responsible for all parking and traffic violations. Second Semester transfer students will only be charged \$50.00

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. The fee for registering a vehicle and obtaining a parking hang tag for students or commuters is \$100.00.

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 regulations.
- Handicapped parking spaces are identified by the official handicapped emblem, and the adjacent curbs and stripes are painted 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-issued handicapped hang tag. Faculty, staff, and students who require a WVWC handicap parking space must submit proper documentation to support their need. Faculty and staff will park in a designated faculty/staff parking lot, while students must park in a designated student lot. The Director of Campus Safety will review all requests for handicapped parking, including temporary handicap hang tags for temporary injuries. These hang tags will be valid for a specified time and authorized for use only in WVWC parking lots. The misuse of a handicap hang tag will be subject to WVWC's disciplinary process, in consultation with the Dean of Students as necessary.

- Fire lanes shall be designated by red curbs and/or red stripes and will be clearly marked to indicate a prohibited area.
- 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.
- 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.
- 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.
- Parking in a reserved parking spot, as noted on spot signage, is strictly prohibited. This regulation is in effect 24 hours a day.
- 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.
- 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.
- 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) Visitors to campus are permitted to park in the “Jenkins/Loar” lot. This is the designated lot for visitors until 12:00AM 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 the Lot after 12:00AM each night.

Violations, Fines and Fees

Following are the most common parking violation and the fine for each:

- Speeding/reckless driving*: Referral to College Student Conduct System
- Driving/parking on grass or sidewalk*: \$50.00 and referral to College Student Conduct System
- Parking in handicapped spaces*: \$200.00
- Parking in a reserved lot*: \$25.00
- Parking in a prohibited area*: \$25.00
- Double parking: \$25.00
- Parking in two spaces: \$25.00
- Having No Hang Tag Displayed: \$25.00
- Expired Hang Tag: \$25.00 (Issued after September 1)
- Improper display of Hangtag: \$25.00 (Place on dash or mirror - must be able to read writing on tag)
- Overtime parking in Loading Zone: \$25.00
- Installation/Removal of a Parking Boot: \$100.00 Plus past violations from other tickets

**A parking boot may be utilized to temporarily immobilize any vehicle found in the violation categories mentioned above. Additionally, a parking boot may be applied to temporarily immobilize any vehicle that has accumulated five (5) or more parking tickets during the academic year or has any outstanding parking tickets with unpaid fines. To have the boot removed, a fee of \$100.00, along with the original fine, must be paid. It is important to note that all the violations indicated above can also result in the vehicle in question being towed at the expense of the owner. The vehicle owner bears full responsibility for any damages resulting from towing or booting. Unauthorized removal or tampering with a*

College boot by the vehicle operator is strictly prohibited. Any vehicle operator found removing, dismantling, confiscating, or damaging a parking boot will be subject to a fine, referred to the College Student Conduct System, and reported to law enforcement at the discretion of WVWC.

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 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.

Parking Ticket Appeal Process

An appeal board for ticket review will consist of a three-person board. One of the three board members will be a student serving on the board. The Director of Campus Safety will be available to answer questions as needed to facilitate the appeal process.

Parking tickets can be appealed to the Appeal Board within ten working days from the date of the parking ticket. The parking appeal form is available online on the Wesleyan Intranet page. Once a parking ticket is properly appealed, the requirement to pay within ten working days is suspended until the appeal committee reaches a decision.

Upon receiving an appeal within the specified timeframe, the appeal board will convene to evaluate the merits of the appeal and issue a verdict. If the appeal is granted, the ticket will be dismissed, and the fine will be removed from the student account. However, if the appeal is denied, the student will be responsible for paying the fine within ten working days from the date of denial.

Traffic Regulations

- A 15 miles per hour speed limit has been set on all College drives and parking lots and must be observed.
- Right of way will be given to all pedestrians, WVWC security vehicles, police, fire, and emergency vehicles.
- 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.
- All traffic related accidents occurring on College property must be reported to the Office of Campus Safety and Security as soon as possible.
- All visitors and/or guests shall park in the campus parking lots assigned to them and be responsible for all violations committed by them.

- The driveway around the fountain in front of the Chapel is 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.

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:

- **Middleton** – Area behind Middleton Hall. Fleet Vehicle parking and Middleton Faculty/Staff spaces only.
- **Jenkins/Loar** – Area between Jenkins and Loar Halls. This lot is reserved for commuters and visitors only. No parking is allowed in this lot between 12:00AM and 7AM daily except visitors displaying a valid Visitor Pass issued by the office of Campus Safety and Security. Four spaces available for Loar Hall faculty/staff. (31 spots and 2 H)
- **Agnes Howard** – Rear of Jenkins and Agnes Howard Halls. This lot is reserved for Residential Students only. (64 spots and 2 H)
- **Ad Building Loop** – 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. This lot is reserved for faculty/staff only. No overnight parking in this lot except by visitor permit. (56 spots and 3 H)
- **Quad Parking** – Rear of McCuskey, Doney, Fleming and Haymond Halls up to the Health Center driveway on both sides. This lot is reserved for student parking. (152 spots and 3 H)
- **Health Center** – Area between the Health Center driveway and Christopher Hall of Science on both Sides. This lot is reserved for faculty/staff only. (31 spots and 3 H)
- **Library** – located between the Library and Haymond Halls. This lot is reserved for faculty/staff Only. (20 spots and 2 H)
- **Haymond** – Located between Haymond and Fleming Halls. This lot is reserved for faculty/staff only. (20 spots and 3 H)
- **CDC** – Located adjacent to the Child Development Center. The non-reserved spaces of this lot provide parking opportunities for faculty/staff. The reserved spaces contain bumpers or signs with designated reserved spaces painted on them. (51 spots, 7 visitor, 2 H)
- **Camden/Randolph** – Located in front of the Band practice lot off of Randolph St. 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, 2 H)
- **Tennis/Band** – The lot is located on the south side of Randolph St. and behind the Old Camden Complex. This lot is to be used only for special events parking and mainly used for the marching band practice.
- **Erickson** – Located adjacent to the Erickson Alumni Center. This lot is reserved for faculty/staff and alumni visitors only. (16 spots and 1 H)
- **Meade St. Student Housing** – Located behind 57 Meade St. and 59 Meade St. This lot is reserved for faculty/staff. (9 spots)
- **PAC/Welcome Center (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 hang tag must be displayed while parked in this lot during these times. The lot is reserved for Performing Arts Center guests from 5PM until 12:00AM. There will be no overnight parking allowed in this lot. (51 spots and 3 H)

- **BSU/Holloway** – 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 1 H)
- **Dunn** – Lot located directly behind Dunn Residence hall. This lot is reserved for student parking. (20 spots and 2 H)
- **Guest House** – Located behind the guest house. Adjacent to the PAC. Commuters and overnight guests (10 spots)
- **Baxter Street Student Housing** – Student Hang Tag only for 18 Baxter house residents.
- **College Ave. Commuter Lot** – Located next to KA Fraternity house. Student Hang Tag only for commuter students.
- **College Ave. Student Housing** – Located behind the two houses. Student Hang Tag only for 51 and 53 College Ave. house residents.
- **Braxton St. Student Housing** – Student Hang Tag only for 72 Braxton St. house residents.
- **Barbour Street Student Housing** – Student Hang Tag only for 84 Barbour St. house residents.

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.

Forging or Altering Hangtag

Any individual found altering, duplicating, or defacing any hangtag or parking pass with the intention of defrauding West Virginia Wesleyan College by obtaining unauthorized parking benefits shall be immediately referred for Student Conduct discipline. West Virginia Wesleyan College reserves the right to pursue criminal charges, including felony forgery, felony uttering, and obtaining services under false pretenses, against any person violating this policy. Violators will incur a minimum fine of \$100. This policy applies to both the individual who forges the hangtag and any accomplice involved in the forgery.

Overnight or Visitor Passes

West Virginia Wesleyan College recognizes that faculty, students, and staff may have guests, speakers, friends, etc., visiting the campus for a short duration. If a parking pass is required for such visits, please contact the Office of Campus Safety and Security at extension 8011.

Visitor parking areas are designated in section seven of this code. It is the responsibility of the person requesting the pass to inform their visitor about the designated parking location. Guest parking passes are valid for a maximum of two days, unless alternative arrangements have been made with the Director of Campus Safety and Security.

Temporary Handicap Passes

West Virginia Wesleyan College understands from time-to-time faculty, staff, or students 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 Office of Campus Safety and Security.

Improper Use and/or Forged Handicap Placards

West Virginia Wesleyan College acknowledges the importance of providing handicap accessibility on campus, but these accommodations are reserved for individuals who are legitimately issued handicap placards. Any faculty, staff, or student who misuses, forges, or fraudulently represents a handicap placard will receive a ticket and be subject to Student Conduct proceedings. WVWC also reserves the right to involve law enforcement for criminal prosecution related to this matter.

Refunds

If you purchased a hang tag 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 prorated refund of up to 50% of the original cost. West Virginia Wesleyan College hangtags are non-transferrable.

Change of Student Status

In the event that a student changes their status from Resident to Commuter or Commuter to Resident, the student can bring their hangtag to the Security Office to exchange it for the appropriate pass at no additional cost.

Registering Vehicle without Hangtags

West Virginia Wesleyan College encourages students who do not wish to buy a hang tag 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.

The West Virginia Wesleyan College Student Handbook applies to all students enrolled at the College. By purchasing a hangtag from West Virginia Wesleyan College, you agree to abide by all motor vehicle laws of West Virginia and all rules and regulations set forth by West Virginia Wesleyan College. Furthermore, you agree to pay any fines or penalties imposed by WVWC for policy violations in a timely manner.

THE STUDENT CONDUCT SYSTEM

The Dean of Students serves as the Chief Student Conduct Officer and delegates the daily management of the Student Conduct system to the Assistant Director of Campus life that is designated as the Student Conduct Officer. The Chief Student Conduct Officer has the authority to review and alter all findings of the Student Conduct Officer.

The Student Conduct Officer Duties:

- 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
- Determine the disciplinary charges to be filed;
- Interview and advise parties involved in disciplinary proceedings;
- Select, supervise, train, and advise all College Student Conduct Board members and student advocates; and,
- Maintain all student disciplinary records.

College Student Conduct Board

The College Student Conduct Board is composed of students selected by the Executive Committee of Student Senate and the Dean of Students, 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, one (1) administrative staff, and two (2) faculty members, one of which will serve as chair. A panel member should disqualify themselves or may be disqualified from hearing a case if they are personally

involved or biased, or has prior knowledge of the case to be heard. If academic calendar restrictions impact the ability to form a conduct panel as outlined above, the Vice President of Student Affairs or Dean of Students have the ability to populate the conduct panel as necessary to proceed. 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.

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. Disciplinary Conferences may be held in person or virtually.

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. Additionally, the Behavior Intervention Team may make referrals to the Student Conduct Officer.

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 may 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 conference conducted by 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.

Notification Process

Students will be notified through the College email system of disciplinary conferences, Student Conduct hearings, sanctions and other important information. Students are expected to check their email regularly in order to ensure that they receive information in a timely manner.

Procedural Standards

The focus of inquiry in disciplinary proceedings shall be to determine the responsibility of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding. 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 is it more likely than not that the accused student violated the College's policies.

Disciplinary Conference Procedures

Disciplinary Conferences will be conducted by the Student Conduct Officer. 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.

Documentary evidence and written statements are relied upon, and the student can respond to them at the conference.

The Disciplinary Conference is normally not used in cases that might result in any form of separation from the College.

As is indicated in the notification sent to students via email, 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.

College Student Conduct Board Hearing Procedures

- Pending action on charges of violation of College regulations, a student has the right to continue to live on campus, attend classes, and participate in their co-curricular activities unless the student is deemed a threat to others and self. The Behavior Intervention Team will be consulted to determine whether privileges are suspended pending a Student Conduct hearing.
- 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.
- 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 their rights, as well as the hearing procedures. The Student Advocate cannot serve as the student's Advisor during the Student Conduct Board Hearing.
- 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.
- 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.
- If the student chooses not to attend their 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.
- Hearings shall be closed to the public.
- 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.

- 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 self. The College Student Conduct Board may take note of the refrainment from testimony.
- 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.
- The College Student Conduct Board, at its discretion, may exclude 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 their absence.
- Witnesses shall provide true and correct information and may be subject to charges of violation of College regulations upon providing false information.
- Prospective witnesses shall be excluded from the hearing except during their own testimony.
- 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.
- An accused student shall have the right to question, through the Student Conduct Board, adverse witnesses, as determined by the Student Conduct Officer.
- The burden of proof shall be upon those bringing charges who must establish the responsibility of the accused student by a preponderance of evidence.
- All parties shall be excluded from the deliberations of the College Student Conduct Board.
- Decisions of the College Student Conduct Board will be by majority vote.
- 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.
- 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.
- 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.
- The decision of the College Student Conduct Board shall be accompanied by a brief written opinion.
- 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

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

Suspension: 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.

Interim Suspension: The Dean of Students or designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension is to become immediately effective

without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to self 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:

- The reliability of the information concerning the student's conduct, including the matter of the student's identity.
- 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.
- If a continued separation from the college is not warranted, what sanctions, if any, are most appropriate.

Disciplinary Probation: A student is provided written notice that they have 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.

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.

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.

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.

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.

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.

Termination of student employment, restrictions on participation in fraternity/sorority pledging/membership activities, restricted access to College facilities or equipment, and/or loss of College recognition or institutional means of support (for student organizations) are examples of sanctions which may be imposed.

Structured Mediation Procedure: The 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.

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:

- Remains with the person who reasonably appears to need emergency medical assistance due to an overdose until such assistance is provided;
- Identifies self, if requested by emergency medical assistance personnel, law-enforcement officers, or College officials;
- 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
- 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, they 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>

Appeals of College Student Conduct Board

Any proceeding of the College Student Conduct Board may be reviewed by the Dean of Students.

The following are acceptable grounds for appeal:

- Insufficient evidence to warrant the Student Conduct outcome;
- Evidence of prejudicial error;
- Discovery of new evidence which could affect the decision;
- Excessive penalty; and/or,
- Substantial violation of hearing procedures.

Students requesting an appeal must submit a letter to the Dean of Students within three (3) school days from receipt of the written decision. This letter must be submitted by the student in person or via email. 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.

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.

The Dean of Students or the Appeal Committee may:

- Deny the appeal;
- Affirm the finding and the sanction imposed by the original College Student Conduct Board or hearing officer; or
- 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.

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

A written brief in support of the appeal must be submitted to the Office of the President of the College within three (3) class days from the date of the letter notifying the student of the decision rendered by the Appeal Council. A copy of this written brief should be submitted to the Dean of Students.

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

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.

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.

This file may be viewed by the Dean of Students, 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.

This record will be confidential and will only be released to a valid subpoena from the court.

Annual Review/Annual Security Report

The Office of Student Development is charged with the responsibility of conducting an annual review of the Code of Conduct and Student Handbook. This review will include any suggested revisions approved by

Student Senate and other relevant offices/staff members. Ultimate approval of any revisions will be the responsibility of the Vice President for Student Affairs in consultation with the President of the College.

The Director of Campus Safety is charged with compiling the College's Annual Security Report, filed 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.

Standards for Administrative Withdrawal

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

- Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;
- 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;
- 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;
- 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;
- 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; and/or
- Fails to satisfy financial obligations to the institution.

The Process

The Behavioral Intervention Team initiates the Administrative Withdrawal Policy for the student when any member of the College community who reasonably believes that a student may meet one of the involuntary withdrawal standards contacts the Early Alert Response Team, and/or the student is referred for a possible Code of Conduct violation, and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

After this notification, the Behavior Intervention Team conducts a preliminary review of the information, including any documentation of relevant behavior or incidents. The Behavior Intervention team may conduct an informational meeting and interview with the student at their discretion.

After the review, a determination will be made considering the following options:

- 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.

- 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.
- The student meets the conditions for an involuntary administrative withdrawal but voluntarily withdraws from the institution. If future enrollment is an option, the Behavior Intervention Team outlines the conditions necessary for consideration of re-admission.
- The student meets the conditions for an involuntary administrative withdrawal and a referral to the Dean of the Faculty is made. The Dean of the Faculty will review the referral from the Behavior Intervention Team and render a final decision. If the severity of the student's 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 may be required. The Dean of the Faculty will notify the student in writing within two days of the decision. A formal letter, specifying the decision and any contingencies, will be sent to the student's campus mailbox, residence hall room, and email. A copy of this letter will also be sent to the student's parent(s)/legal guardian(s).

Appeal Process

The student has the right to appeal a decision involving separation from the College. The President or their designee will hear the appeal and render a decision. This decision will be final.

Conditions for Readmission

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:

- 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.
- Restriction from residing in or entering residential facilities.
- Successful completion of coursework at another institution or verification of successful employment.
- Review by the Behavior Intervention Team in consultation with the Director of Counseling Services.

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.

Center for Restorative Justice

Restorative Justice is a set of convictions and practices for addressing harm, asking questions like:

- What needs are created when harm occurs in a community?
- What kinds of obligations emerge?
- How can wrongdoers be held accountable and brokenness repaired?

It is also an ethos—an intentional way of being—in which trust, friendship, equity, vulnerability, joy, and the flourishing of all are its visible features. The Center for Restorative Justice at WVWC is active on campus and across the state in settings as diverse as K-12 education, addiction recovery, and juvenile justice.

RESIDENTIAL LIVING

The Residence Hall Accommodations and Policy Agreement is available in Appendix Five.

Residency Requirement

As part of our distinctive living-learning environment, West Virginia Wesleyan College 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.

Exceptions to the Residency Requirement

Exceptions to the residency requirement include:

- Non-traditional age - reaching 23 years of age prior to the beginning of the fall semester.
- Married - verified with a marriage license.
- Living at home (or with a grandparent or legal guardian) and graduated from, (or was home schooled in) Barbour, Lewis, Randolph or Upshur Counties - a notarized letter from parent(s) or legal guardian(s) verifying who the student is living with and verifying the address is required. The Campus Life Office reserves the right to require further verification, if warranted.
- 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). Fifth year status verification is required by the Registrar.

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 their 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.

Abandonment Policy

In the event a student abandons personal items in their assigned student housing, after a dismissal or withdrawal, the student or an immediate family member, identified by the student, will have seven days to remove all belongings. In the event a student abandons items after a formal check-out, the student, or designated family member, will have 24 hours to remove the personal items. Failure to remove items within the designated timeframe will constitute abandonment and items will be discarded.

CAMPUS SAFETY AND SECURITY

West Virginia Wesleyan College staffs 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 website. There you can find a list by county and photo of each person registered, with additional background information.

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.

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

Lithium-Ion Battery-Powered Personal Vehicles

In light of safety concerns and potential risks associated with lithium-ion battery-powered personal vehicles, such as e-bikes and e-scooters, West Virginia Wesleyan College has implemented the following policy:

1. Prohibition of Personal Vehicle Storage: All e-scooters, hoverboards, and similar devices are strictly banned from being stored inside any housing buildings owned or operated by West Virginia Wesleyan College. This policy aims to mitigate the risk of fire incidents and ensure the safety of residents.
2. Prohibition of Charging in College Buildings: Charging lithium-ion powered personal vehicles is strictly prohibited in any Wesleyan-owned or operated building. This policy is implemented to prevent potential fire hazards associated with battery charging and to safeguard the welfare of the college community.
3. NFPA Guidelines: We strongly encourage all students and staff to familiarize themselves with the National Fire Protection Association (NFPA) guidelines regarding lithium-ion battery safety. Additional consumer safety information can be found on the NFPA website (link is external and opens in a new window). These resources provide valuable information and best practices to ensure the safe use and handling of lithium-ion batteries.

By adhering to these policies, we prioritize the well-being and security of our college community. These measures are essential to minimize the risk of fire incidents and promote a safe living and learning environment at West Virginia Wesleyan College.

Lithium ion batteries are used in many types of products. Please visit the National Fire Protection Association (NFPA) website for additional consumer safety information on lithium ion battery safety.

SECURITY VIDEO MONITORING POLICY

Purpose

West Virginia Wesleyan College is committed to enhancing the quality of life of our campus community by integrating the best practices of safety and security through technology. A critical component of a comprehensive security plan is through installation of a security and safety camera system (CCTV/web camera surveillance). Our college supports the use of CCTV/web camera surveillance on campus to monitor and maintain a safe campus for students, faculty, staff, and guests. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of our community, documentation of incidents, and assisting Campus Safety Officers in criminal or misconduct investigations. Video monitoring cameras may be stationary or worn by Campus Safety Officers.

Safety at West Virginia Wesleyan College is the shared responsibility of all students, faculty, and staff. However, no campus or community is completely free from crime. The degree to which we are safe on campus depends on each of us taking seriously the responsibility to protect ourselves and others. West Virginia Wesleyan believes in a balanced approach using technology to enhance our safety and the protection of individual privacy rights in accordance with the college's core values and local, state, and federal laws. With that in mind, this policy is adopted to formalize procedures for the installation of surveillance equipment, as well as the handling, viewing, retention, dissemination, and destruction of surveillance records. Our College reserves in its sole discretion, the right to place CCTV/web cameras on campus locations where it deems reasonable and necessary.

General Principles

1. This policy does not imply or guarantee that CCTV/web cameras will be monitored in real time 24 hours a day, seven days a week. Video footage will be reviewed only upon reporting of a crime or violation. Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement personnel in their investigation of campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure. All appropriate measures must be taken to protect an individual's right to privacy and hold College information securely through its creation, storage, transmission, use, and deletion.
2. Video surveillance of public areas for security purposes will be conducted in a manner consistent with all existing college policies, including the Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment. The Code of Procedures for Video Surveillance prohibits surveillance based on the characteristics and classifications contained in the Nondiscrimination Policy (e.g., race, gender, religion, age, sexual orientation, national origin, disability, etc.).
3. Video surveillance for security purposes will be conducted in a professional, ethical, and legal manner. Personnel involved in video surveillance will be appropriately trained and supervised in the responsible use of this technology. Violations of the Code of Procedures for CCTV/web camera surveillance referenced in this policy may result in disciplinary action consistent with the the College's HR policies. Failure of any College employee to adhere to the procedures will result in the matter being referred to Human Resources.

4. The Director of Campus Safety and Security will review all external requests to release records obtained through security CCTV/web camera surveillance. The College will seek consultation and advice from the General Legal Counsel as necessary regarding such requests prior to the release of any records outside of the College.
5. Campus Safety and Security shall monitor developments in the law and in security industry practices and technology to ensure that CCTV/web camera surveillance is consistent with best practices and complies with all federal and state laws.
6. Security staff members are prohibited from using or disseminating information acquired from College security cameras, except for authorized purposes. All information gathered and/or observations made in the use of security cameras are considered confidential and can only be used for official College and law enforcement purposes upon the approval of the Director of Campus Safety and Security or designee.
7. In recognizing students may have an enhanced expectation of privacy in the hallways of residence facilities, due to access of a commonly shared bathroom, CCTV/web camera surveillance will not be placed in residential hallways. However, for safety and security purposes CCTV/web camera surveillance will be installed at exit or entry doors, lounges adjacent to main entrances, and stairwells of residential buildings, all of which will be considered public domain and may be monitored as deemed necessary to protect the ingress of private hallways in those facilities.
8. Campus Safety and Security will consider recommendations concerning camera locations from student senate, faculty, and staff, and review camera locations to ensure the scope of view of fixed location cameras conforms to this policy.
9. The Director of Campus Safety and Security will review any complaints regarding camera locations and determine whether this CCTV/web camera surveillance policy is being followed. Any appeal of a decision by the Director of Campus Safety and Security will be reviewed by the President or their designee who will render a final decision.

Security Video Monitoring Policy

1. Purchase, installation, and maintenance of any security video monitoring equipment will be coordinated through the Information Technology and Campus Safety departments. No other person or department may purchase and place private cameras for the purpose of video monitoring. Reasonable requests will be accommodated that do not violate this policy.
2. All public areas are subject to security video monitoring. Campus Safety Officers may record interactions with the public or members of the college community when responding to certain calls or investigating possible criminal or misconduct activities
3. **The use of body cameras:** All campus community members should be aware that each of our Campus Safety and Security staff members will be wearing a body camera to record interactions with faculty, staff, students, and guests. Our goal is to help increase trust, transparency, and accountability. It helps hold our officers, as well as those who interact with them, more accountable, all while fostering a safer campus community. The experience nationwide generally has been that the use of body cameras results in fewer incidents and fewer complaints against staff. We must note that this is just one of the several approaches that Campus Safety is implementing to improve engagement with our community. Similar to how a sports team uses video to help critique and improve their play, Campus Security members will be able to review footage and learn from it. We hold ourselves to a high level of professionalism, and this will help ensure that we are meeting those standards.
4. CCTV/web camera surveillance will not occur in private areas such as restrooms, residence hall rooms, or locker rooms where individuals may have a reasonable expectation of privacy. One exception will be the recording of room searches in a residence hall room by a Safety Officer wearing a body camera while staff

investigates possible acts of misconduct. All room searches will be conducted in tandem with the on-duty Campus Security Officer and Residential Life professional staff member. Each of our Safety and Security staff will be wearing a body camera to record the search and will be expected to conduct a respectful search of the room's contents, while the Residential Life pro-staff member will be controlling the hallway to maximize privacy during the search. High level of professionalism will be expected and courtesy will be required by all WVWC staff members conducting the search.

5. Access to the footage will be limited to the Director of Campus Safety and Security. Footage may be shared with local police authorities. The College will balance any public right to information with privacy rights on a case-by-case basis when considering any request for disclosure, subject as well to any restrictions under the Family Educational Rights and Privacy Act, or College HR policies.
6. Caution will be accorded in viewing all video, recognizing that a recording cannot tell the entire story of any interaction; the camera won't capture everything that takes place, nor can it measure emotions or perceptions or the experiences that individuals bring to a situation. Such human elements will always be present and will be considered accordingly when reviewing footage.
7. Security video monitoring will not occur in an individual office or a classroom unless the office holder or professor of the class expressly consents to such surveillance in advance.
8. Covert security video monitoring may be used in public areas when Campus Security determines that there has been a credible report of potential or actual misconduct or criminal behavior or in any areas deemed by Campus Security to be high risk for such behavior.
9. Only Campus Security Officers and authorized Information Technology staff will have routine access to security video monitoring images and the usernames / passwords for access to the IP camera server. Selected supervisors may have approval and access to video monitoring of selected areas they have control, however these recordings remain records of the Campus Safety and Security office.
10. As with all College policies, the College reserves the right to modify this policy if deemed reasonable or necessary or in the best interests of the College.
11. The use of dummy or placebo cameras is prohibited. The College does not want to promote a false sense of securing any area of campus.
12. When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data. The Director of Campus Safety and Security will determine who may review footage on a case by case basis.
13. Only the Director of Campus Safety and Security may authorize copies of surveillance images who will consult with College General Legal Counsel before any release of images.
14. Video surveillance cameras shall not be specifically directed or zoomed into windows of any residential building, including residence hallways. The department of Information Technology will work with the Safety and Security office to properly place each camera to protect individual privacy concerns.
15. Proposed changes or exceptions to the Campus CCTV/web camera surveillance policy will be reviewed annually by the Director of Campus Safety and Security and Information Technology staff.

Placement of Cameras

1. Cameras will be located so that personal privacy is protected. No audio shall be recorded. Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy. Hallways will be considered private residential areas due to the location of bathrooms in many dormitories. However, stairwells are considered public areas.
2. Unless being used for criminal investigations, all video camera installations should be placed in the public view and visible.

3. The exact location, quantity, and function of all cameras will generally be considered confidential for security purposes and will not be released to the general-public, guests, or employees.
4. The College may place cameras in areas that are not open to the campus or general-public (e.g., closed buildings or secured areas).
5. Anyone tampering with video equipment will be subject to disciplinary action through the student conduct or HR office.

Access and Monitoring

1. All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on any subject's personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or any other protected classification.
2. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.
3. College security cameras are not normally monitored continuously but may be monitored for legitimate safety and security purposes, including but are not limited to the following: high risk areas, restricted access areas/locations, response to an alarm, special events, maintenance purposes, functionality purposes, and specific investigations authorized by the Director of Campus Safety and Security or designee.
4. When an incident is reported, the personnel responsible for the area (VPs and/or Directors) in question may request to review the images realized from surveillance. As circumstances require, the Director of Campus Safety and Security may authorize others to review images. A log will be kept of all instances of access to, and use of, recorded material.

Installation

1. Individual college departments, programs, or campus organizations seeking installation of video surveillance equipment shall first submit a written request to their appropriate supervisor describing the proposed location of surveillance devices, justifying the proposed installation, providing a cost estimate, and identifying the funding source or sources for purchase and ongoing maintenance.
2. The Directors of Campus Safety and IT will review all requests and collectively will be responsible for reviewing and approving or denying all proposals for security camera equipment installation. The president of the college or designee shall render a final decision if necessary.
3. IT shall oversee the installation of all approved security camera systems with the assistance of Physical Plant personnel.

Storage and Retention of Recordings

1. No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.
2. All surveillance records shall be stored in a secure location for the academic year and will then be erased or written over unless retained as part of a criminal investigation, court proceeding (criminal or civil), student conduct file, or other bona fide use as approved by the Director of Campus Safety and Security. Individual departments shall not store video surveillance recordings.
3. A log shall be maintained of all instances of access to or use of surveillance records. The log shall include the date and identification of the person or persons to whom access was granted.

Applicability

This policy applies to all college administrators, faculty, staff, students, and guests.

Camera Acceptable Use Policy

1. This policy does not address the use of student/employee personal cameras, and/or webcams, videotaping events or live streaming for general use by the college.
2. This policy also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Examples of such excluded activities would include videotaping of athletic events for post-game review; videotaping of concerts, plays, and lectures; live stream activity; or videotaped interviews of persons.
3. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.
4. This policy does not apply to cameras used for academic purposes. Cameras that are used for research, communications, class assignments or projects conducted by college sponsored educational organizations shall be governed by other policies involving instructional activities and are therefore excluded from this policy.

In closing, our College believes in providing quality services in a professional manner. We are service-driven, partnership-oriented, and we strive for excellence. We endeavor to provide services in a fair, friendly, and respectful manner, genuinely caring for the welfare of people. We recognize that change is constant and we must actively seek new and better ways to fulfill our mission. We encourage innovation and the contribution of ideas to improve the department and the quality of services.

HEALTH AND WELLNESS

In Case of An Emergency

In case of an emergency when the Health 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 304-473-0070.

St. Joseph's Hospital at 304-473-2000.

Acquired Immune Deficiency Syndrome

Acquired Immune Deficiency Syndrome (AIDS) is a serious medical and social concern that has reached epidemic proportions. 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.

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.

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.

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.

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.

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

Counseling Services

The objective of the Counseling Center is to assist students in resolving personal and educational concerns, developing self-management and interpersonal skills, and learning to improve individual well-being, in a short-term, brief, solution-focused model. A variety of services are offered, including individual counseling, education programs, and resource materials on a variety of important issues. These services are confidential.

Policy and Protocol for Suicidal Behavior

The College recognizes that a student's physical, behavioral, and emotional health is an integral component of a student's academic success at WVWC. Nearly everyone at some time in his or her life thinks about suicide. Most everyone decides to live because they come to realize that the crisis is temporary but death is not. On the other hand, people in the midst of a crisis often perceive their dilemma as inescapable and feel an utter loss of control.

There is no "typical" suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the warning signs and learning what to do next may help save a life.

Warning Signs (numerous or severe):

- Talking about suicide, death, and/or no reason to live
- Preoccupations with death and dying
- Withdrawal from friends and/or social activities
- Experience of a recent severe loss (especially a relationship) or threat of a significant loss
- Experience or fear of a situation of humiliation or failure
- Drastic changes in behavior
- Loss of interest in hobbies, work, school, etc.
- Preparations for death by making out a will (unexpectedly) and final arrangements
- Giving away prized possessions
- Previous history of suicide attempts as well as violence and/or hostility
- Unnecessary risks; reckless and/or impulsive behavior
- Loss of interest in personal appearance

- Increased used of alcohol and/or other drugs
- General hopelessness
- Unwillingness to connect with potential helpers

Purpose

The purpose of this protocol is to provide education and guidance to faculty, staff, students, and other members of the college community to help prevent student suicide. All suicidal behavior or threats should be taken seriously and immediately referred in accordance with this protocol. In the case of an emergency, please dial 911 then contact Campus Security at (304) 473-8011.

This Protocol shall be followed in the event a College employee has actual knowledge that a student:

- Is actively engaged in suicidal behavior psychological crisis or
- Has engaged in suicidal behavior previously while enrolled at the College or recently before matriculation or
- Has stated plans or intentions to commit suicide, including active suicidal ideation with specific plan and intent to act or active suicidal ideation with some intent to act, without a specific plan or
- Where the college has actual knowledge that a student has engaged in suicidal behavior and is currently hospitalized, these protocols shall be activated in the event the student seeks to return to the College.

Emergency Protocol

Any member of the College community who has actual knowledge that a student is suicidal or in psychological crisis to any degree will:

1. Immediately contact 911.
2. Call Campus Security at (304) 473-8011 or x8011 (all hours).
3. The Dean of Students or the Director of Counseling Services will attempt to contact the student's emergency contact of record or another emergency contact identified by the student.
4. Upon return to campus, the Director of Counseling Services will reach out to the student for supportive follow-up.
5. In accordance with the West Virginia Wesleyan College Student Handbook, the BIT can recommend an administrative withdrawal for students that engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others.

Non-Emergent or Previous Suicidal Behavior Procedure

Any member of the College community who has actual knowledge that a student has engaged in suicidal behavior while enrolled at the College or recently before matriculating is encouraged to submit an early alert.

Based on the information received, the BIT will determine whether the protocol should be activated. In doing so, a designee of the BIT may attempt to meet with the student. The BIT may also consult with other offices/resources to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.

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. Community Care of West Virginia maintains medical records in accordance with their internal policies as an independent medical provider.

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 contacted by a member of the EARS team or designated individual to discuss the referral and appropriate support systems available.

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 and 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 the well-being of our students; 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.

Refusal to be Transported

In any event when it has been determined by a present and attending medical provider, including EMS, that a student should be transported to the hospital as a result of some medical incident and that student then refuses to be transported to the hospital, a form will be completed and require signature of the student. College personnel will work diligently to maximize the protection of student privacy rights.

ORGANIZATIONS AND INVOLVEMENT

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 regularly 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:

- studentsenate@wvwc.edu
- Alisa Lively, Advisor, lively_a@wvwc.edu

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 Director of Religious and Spiritual Life, 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 Direction of Religious and Spiritual Life 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
- Timeout
- Fellowship of Christian Athletes
- InterVarsity Christian Fellowship
- Delight Ministries
- Seen and Called – LGBTQ+
- Muslim Prayer Group

Contact the Religious and Spiritual Life Office for more information on these organizations at acord.j@wwvc.edu or (304) 473-8372.

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 them your ideas! New members are welcomed 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.

Contact advisor Kenna Whitecomb in the Campus Life Office or for more information email be@wwvc.edu.

Greek Life

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.

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.

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.

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@wwvc.edu or 304-473-8073.

Intramurals

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.

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!

Office of Diversity, Equity and Inclusion

The Office of Diversity, Equity and Inclusion endeavors to provide campus-wide leadership, education, support and accountability on issues related to diversity, equity and inclusion at West Virginia Wesleyan College. The office works towards fostering a campus culture where everyone can thrive and diversity is valued. Establishing an institutional culture that values and fully embraces members of the Wesleyan Community from diverse backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. The office provides support to student organizations campus-wide, serving in an advisory capacity to the Black Student Union, the International Student Organization, and PRISM. Making West Virginia Wesleyan College a leading institution in the creation of a welcoming, nurturing and inclusive community for all who study, learn, teach, and serve here is the primary goal of the office.

Community Engagement & Leadership Development

The Center for Community Engagement & Leadership Development seeks to provide opportunities for transformative learning and community engagement with the intent to promote positive social change. Students can serve the Wesleyan, Buckhannon, and broader communities through donation drives, fundraisers, and direct service projects. Campus organizations as well as courses, athletic teams, and residence life may at times encourage engagement and the Center for Community Engagement is able to connect the Wesleyan community with over 20 various community partner organizations. In addition, there are opportunities through the WE LEAD and community engagement work-study programs for education and advocacy where students can further develop their leadership capacity for current and future success.

Assumption of Risk

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 property will agree to the following:

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 event sponsors or organizers of the activity, which may include student leaders. Any issues of concern should be reported to the Student Senate advisor.

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.

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.

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.

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.

West Virginia Wesleyan Rock Rules

"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 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.

- Any fraternity, sorority, club, or organization of West Virginia Wesleyan College may paint “the rock”.
- If new members are painting “the rock” as a group, no more than two active members of the sorority or fraternity shall be present during the painting.
- If there are two or more groups that have a desire to paint “the rock” on a particular 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.
- 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.
- 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.
- No throwing of any substance or material is allowed at “the rock.”
- No battles between organizations around “the rock.”
- Physical contact with others is prohibited.
- Painting of individuals is prohibited.
- No derogatory remarks about any other fraternity, sorority, club, school, or organization may be painted on the rock.
- Paint should be used for the rock and no other purpose to protect the surrounding environment.
- 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.
- Only paint and glitter will be permitted on “the rock.” No corrosive materials may be used.
- Use of “the rock” shall follow all IFC, Panhellenic, and West Virginia Wesleyan College code of conduct.

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.

Any questions regarding the above policy and rules should be directed to John Bohman, Director of Greek Life.

BREAK TRANSPORTATION POLICY

West Virginia Wesleyan College will offer limited shuttles to nearby transportation hubs during college breaks. Shuttles will be scheduled only on the days that residence halls open and close. Transportation will not be offered during the hours of 10pm and 6am, so please be sure to plan accordingly. Transportation must be requested a minimum of two business days in advance. The cost of shuttles is \$30 each way.

We will provide transportation to and from:

- Weston Bus Station (Greyhound)
- Clarksburg Bus Station (Greyhound)
- CKB Airport in Clarksburg

These will take place only before and after the following breaks:

- Prior to fall term
- Thanksgiving

- End of fall term
- Prior to spring term
- Spring Break
- End of spring term

Transportation for international students will be arranged by the Director of Diversity, Equity and Inclusion.

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. 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 ONE: Campus Map



APPENDIX TWO: 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.

- The open container law prohibits alcoholic beverages on the streets.
- Pedestrians have the right of way in marked crosswalks. Drivers must stop for pedestrians in these areas. Jaywalkers are subject to ticketing.
- 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.
- Parking of motor vehicles on lawns or areas not designated as driveways is prohibited.
- There are regulations against loud noises, P.A. systems, and amplifying systems.
- No open fires, except barbecue grills, are permitted within City limits. Violators will be arrested.
- The courts take a stern view of cases involving stolen street signs and traffic control devices, and vandalism of any nature.
- 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.
- Skateboards are not permitted on city sidewalks or streets.
- 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.
- The speed limit on city streets, unless otherwise posted, is 25 mph. Violators will be ticketed. The Police Department uses radar within City limits.
- Stop signs and all traffic control devices are to be obeyed. Violators will be ticketed.
- 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.
- 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.
- 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.
- City Ordinance No. 100 also addresses public intoxication, alcohol consumption in a public place and public urination.

APPENDIX THREE: Academic Calendar

West Virginia Wesleyan College 2023-2024 ACADEMIC CALENDAR

| | | | |
|--|-------|-----------|---|
| 2023 Fall Semester | | | |
| August | 14-15 | Mon-Tues | New Faculty Orientation |
| | 17 | Thursday | Community Day |
| | 19 | Saturday | Orientation for new students |
| | 19 | Saturday | Residence halls open for returning students (2 p.m.) |
| | 20 | Sunday | Registration |
| September | 21 | Monday | Classes begin (8 a.m.) |
| | 25 | Friday | Deadline: Schedule change and late registration; Deadline: Pass/Fail application |
| | 4 | Monday | Labor Day Recess (classes dismissed) |
| | 14 | Thursday | Deadline: Withdrawing from first quarter classes |
| | 29 | Friday | Founders Day / Presidential Inauguration (11 a.m.) 11 a.m. and 12 p.m. classes canceled; all other classes meet |
| October | 29-30 | Fri-Sat | Homecoming |
| | 29-30 | Fri-Sat | Family Weekend |
| | 2 | Monday | Incomplete grades from summer & spring semester due in Registrar's Office by 3 p.m. |
| | 4 | Wednesday | Progress reports due in Registrar's Office by 3 p.m. |
| | 5 | Friday | First quarter classes end |
| November | 9 | Monday | Second quarter classes begin |
| | 12-13 | Thu-Fri | Fall Recess (classes dismissed) |
| | 17 | Tuesday | Deadline: Adding/dropping Second quarter classes |
| | 3 | Friday | Deadline: Withdrawing from second quarter classes |
| | 10 | Monday | Deadline: Withdrawing from full-semester classes |
| December | 17 | Friday | Thanksgiving break begins (5 p.m.) |
| | 26 | Sunday | Residence halls open (12 p.m.) |
| | 27 | Monday | Classes resume (8 a.m.) |
| | 6 | Wednesday | Last day of classes |
| | 7 | Thursday | Reading Day |
| | 8-9 | Fri-Sat | Final examinations |
| | 11-12 | Mon-Tues | Final examinations |
| | 12 | Tuesday | Residence halls close (7 p.m.) |
| | 14 | Thursday | Final grades due in Registrar's Office by 3 p.m. |
| | 15 | Friday | College tentatively scheduled to close for holidays (4:30 p.m.) |
| 2024 Spring Semester | | | |
| January | 2 | Tuesday | College reopens at 8 a.m. |
| | 15 | Monday | Dr. Martin Luther King, Jr. Day (No classes) |
| | 15 | Monday | Residence halls open (12 p.m.) |
| | 16 | Tuesday | Registration / Classes begin (8 a.m.) |
| | 22 | Monday | Deadline: Schedule change and late registration; Deadline: Pass/Fail application |
| February | 8 | Thursday | Deadline: Withdrawing from first quarter classes |
| | 20 | Tuesday | Incomplete grades from fall semester due in Registrar's Office by 3 p.m. |
| | 22 | Thursday | Progress reports due in Registrar's Office by 3 p.m. |
| | 1 | Friday | Spring break begins (5 p.m.) |
| | 10 | Sunday | Residence Halls open (12 p.m.) |
| March | 11 | Monday | Classes resume (8 a.m.) |
| | 12 | Tuesday | First quarter classes end |
| | 13 | Wednesday | Second quarter classes begin |
| | 19 | Tuesday | Deadline: Adding/dropping Second quarter classes |
| | 28-29 | Thu-Fri | Easter Recess (classes dismissed) |
| April | 9 | Tuesday | Deadline: Withdrawing from second quarter classes |
| | TBD | Sat-Sun | Spring Weekend |
| | 17 | Wednesday | Deadline: Withdrawing from full-semester classes |
| | 19 | Friday | New Student Course Registration |
| | 21 | Sunday | Academic Leadership Awards Convocation, 2 p.m. |
| May | 1 | Wednesday | Last day of classes |
| | 2 | Thursday | Reading Day |
| | 3-4 | Fri-Sat | Final examinations |
| | 6-7 | Mon-Tues | Final examinations |
| | 7 | Tuesday | Residence halls close for non-graduating students (12 p.m.) |
| | 10 | Friday | Baccalaureate |
| | 11 | Saturday | Commencement (Residence halls close for graduating seniors by 5 p.m.) |
| | 13 | Monday | Final grades due in Registrar's Office for 2 nd semester by 3 p.m. |
| 2024 Summer Session I (4 weeks for on-campus courses; 3 weeks for international travel courses) | | | |
| May | 15 | Wednesday | Registration; residence halls open (2 p.m.) |
| | 15 | Wednesday | Graduate and undergraduate classes begin |
| | 27 | Monday | Memorial Day Recess (classes dismissed) |
| June | 13 | Thursday | Final examinations |
| 2024 Summer Session II (4 weeks) | | | |
| June | 17 | Monday | Registration; classes begin |
| | 19 | Wednesday | June/Seventh Recess (classes dismissed) |
| July | 4 | Thursday | July 4 th Recess (classes dismissed) |
| | 17 | Wednesday | Final examinations |

Calendar subject to modification in the interest of the total College program

APPENDIX FOUR: Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment

PURPOSE & SCOPE

West Virginia Wesleyan College is committed to fostering a diverse and inclusive culture by creating and maintaining living, learning, and working environments that are free from discrimination and harassment which is consistent with the stated mission of challenging its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence.

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, disability or blindness, or any other characteristic protected by local, state or federal law in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.

This Policy sets forth how discrimination, harassment, sexual harassment, sexual misconduct, domestic misconduct, stalking, and retaliation will be addressed by West Virginia Wesleyan College. The Policy is intended to meet West Virginia Wesleyan College obligations under Title IX of the Education Amendments of 1972 (“Title IX”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”), with respect to its application to sex-based misconduct; and other applicable law and regulations.

This policy applies to all West Virginia Wesleyan College students, faculty, staff, volunteers, visitors, contractors, consultants, vendors providing services to West Virginia Wesleyan College, and individuals who are participating in a West Virginia Wesleyan College Education Program or Activity. The procedures may vary, depending on the status of the individual.

JURISDICTION, COORDINATION, & ENFORCEMENT

Jurisdiction

There are two types of jurisdiction covered by this policy: Title IX Jurisdiction and General Jurisdiction.

Title IX Jurisdiction

Formal Complaints of “Sexual Harassment (Quid Pro Quo)”, “Sexual Harassment (Hostile Environment)”, “Sexual Assault”, “Domestic Misconduct”, and “Stalking” that occur in a West Virginia Wesleyan College Education Program or Activity on the basis of sex and within the United States brought by a “Complainant” against a “Respondent” will be covered by Title IX jurisdiction and subject to the grievance procedures discussed below in Section XVI. Those instances are referred to as “Title IX Sexual Harassment.”

General Jurisdiction

For conduct that does not meet the Title IX jurisdiction, West Virginia Wesleyan College retains the discretion to determine that Prohibited Conduct, as defined in this policy, that occurs outside of the United States or outside of a College Education Program or Activity, including online conduct that is not part of a College Education Program or Activity, may fall within the scope of this Policy. In making the determination of whether to exercise jurisdiction, the Title IX Coordinator will consider the severity of the alleged conduct, the risk of ongoing harm, whether both parties are members of the West Virginia Wesleyan College community, the impact on West

Virginia Wesleyan College programs or activities, and whether off-campus conduct is part of a series of actions that occurred both on and off campus. This includes Prohibited Conduct like discrimination and harassment that do not meet the criteria for Title IX Sexual Harassment as defined in this Policy.

Alleged incidents of misconduct not covered by this Policy may be governed by other College policies, including but not limited to:

- Student Code of Conduct/Handbook
- Academic Handbooks
- Faculty Handbooks
- Employee Handbooks
- Institution specific policies

Even if after a Formal Resolution process, alleged misconduct may not be found to violate this Policy, the alleged misconduct may still be prohibited by the West Virginia Wesleyan College under a different Rule, policy, or standard of behavior. Accordingly, West Virginia Wesleyan College reserves the right to take additional action.

Coordination

The College's Title IX Coordinator is responsible for administering the policy and related procedures. Any inquiries regarding this policy and related procedures should be referred to West Virginia Wesleyan College's Title IX Coordinator, Ms. Amy Kittle, who may be contacted as follows.

West Virginia Wesleyan College Title IX Coordinator
Amy Kittle
Student Development Suite-Benedum Campus Center
304-621-1316
titleix@wwvc.edu

The Title IX Coordinator is also responsible for developing appropriate training, education, and communication regarding this Policy and Procedure, including what constitutes Prohibited Conduct, the training required by the Title IX regulations, the complaint and investigation process, and other forms of preventative education. These efforts may be coordinated with other units and groups on-campus.

Enforcement

In addition to the authority of the Title IX Coordinator, those in supervisory positions at West Virginia Wesleyan College have a special responsibility to discourage Prohibited Conduct, implement and enforce this Policy, and, as required by Section V, are Responsible Employees mandated to also report such behavior.

PROHIBITED CONDUCT

West Virginia Wesleyan College prohibits Discrimination; Harassment; Title IX Sexual Harassment, which includes Sexual Assault and Sexual Exploitation; Domestic Misconduct, which includes Dating and Domestic Violence; Stalking; and, Retaliation as defined below (collectively referred to as "Prohibited Conduct") by or against any student, employees, alum, independent contractors, volunteers, trustees, etc. of the occurring within the West Virginia Wesleyan College Community and occurring or attempted in the Title IX or General Jurisdiction as defined in this Policy.

Discrimination: Discrimination is conduct that is based on an individual's race, color, national origin ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression and excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a West Virginia Wesleyan College program or activities. This includes failure and refusal to provide reasonable accommodations, consistent with state and federal law, to persons with disabilities or who are pregnant.

Harassment: Harassment is conduct that creates a Hostile Environment, as defined by this Policy, and is based upon an individual's race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression. Harassment may take various forms, including, but not limited to, name-calling, graphic or written statements (including the use of social media, text messages, email, or other similar forms), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not necessarily have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sex and gender-based harassment can include Sexual Harassment as specifically defined by this Policy and non-sexual harassment based on stereotypical notions of what is female/feminine versus male/masculine or failure to conform to those gender stereotypes. Sexual Harassment may occur between people of the same sex or people of different sexes. Examples of Sexual Harassment may include, but are not limited to, unsolicited, deliberate, or repeated touching, sexual flirtation, advances or propositions which are not welcomed and/or desired; unwelcome jokes, stories, comments, innuendos, or other sexually oriented statements which are specifically designed to embarrass or humiliate through their sexual subject matter content; unwelcome sexual communication such as graphic or degrading comments about one's gender related to personal appearance; unwelcome display of sexually explicit materials, objects, or pictures in an individual's place of work or study, such as viewing material on computers or other electronic devices where others can see. All conduct must meet the applicable definitions and create a Hostile Environment before rising to the level of prohibited conduct under this Policy.

Title IX Sexual Harassment: Title IX Sexual Harassment means Sexual Harassment (Quid Pro Quo), Sexual Harassment (Hostile Environment), Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation as defined by this Policy that occurs in the Title IX Jurisdiction.

Sexual Harassment: Harassment that creates a Hostile Environment (as defined in this Policy) based on sex, which includes, but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Quid Pro Quo Sexual Harassment: occurs when a West Virginia Wesleyan College employee conditioning the provision of an aid, benefit, or service of the College/College on an individual's participation in unwelcome sexual conduct.

Hostile Environment: A hostile environment is created when a person is subjected to Harassment, Sexual Harassment, and Title IX Sexual Harassment and that conduct determined by a reasonable person, is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a West Virginia Wesleyan College program or activity.

A Hostile Environment can be created by anyone involved in a College program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a Hostile Environment.

In determining whether a Hostile Environment exists, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as severe, pervasive, and objectively offensive. Also, the following factors will be considered: the degree to which the conduct affected one or more students' education or individual's employment; the nature, scope, frequency, duration, and location of incident or incidents; and the identity, number, and relationships of persons involved.

Sexual Assault: any sexual act directed against another person, without the consent of the victim, including instances where the victim lacks the ability to Consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

Non-Consensual Penetration: Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against the person's will in instances where the victim is incapable of giving affirmative consent because of their youth or because of their temporary or permanent mental or physical incapacity.

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity;

Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity;

Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

Statutory Rape: sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation: is an act or a failure to act that involved a member of the West Virginia Wesleyan College community taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for the individual's own advantage or to benefit anyone other than the person being exploited. Sexual advantage may include, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; disclosing, causing to be disclosed or threatening to disclose, with the intent to harass, intimidate, threaten, humiliate, embarrass, or coerce, an image of another which shows the intimate parts of the depicted person or shows the depicted person engaged in sexually explicit conduct which was captured under circumstances where the person depicted had a reasonable expectation that the image would not be publicly disclosed; engaging in voyeurism, and intentionally exposing another to a sexually transmitted infection.

Domestic Violence: any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the State of West Virginia and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or
- commits acts against a minor or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Dating violence: an act of violence or threat of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship is determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

Stalking: Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: fear for their safety or the safety of others; or suffer Substantial Emotional Distress.

- Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Substantial Emotional Distress for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Retaliation: an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith reporting of or opposition to Title IX Sexual Harassment or other forms of Prohibited Conduct; an individual's or group's participation, including testifying or assisting in the West Virginia Wesleyan College Title IX Procedures; an individual's or group's refusal to participate in the West Virginia Wesleyan College Title IX Procedures; or other form of good faith opposition to what an individual reasonably believes to be Title IX Sexual Harassment or Prohibited Conduct under this Policy.

Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion, pregnancy, or disability.

To be a Policy violation, the challenged actions or treatment must be sufficiently serious to discourage a reasonable person from reporting, participation, or opposing.

Individuals who feel they are experiencing retaliation should report to the Title IX Coordinator immediately. This may be done online, in person, or by email to the Title IX Coordinator.

Charging an individual with a Policy violation for making a materially false statement in bad faith in the course of the resolution of a Title IX Sexual Harassment or other Prohibited Conduct complaint does not constitute Retaliation. The exercise of rights protected under the First Amendment also does not constitute Retaliation.

False Statements: Making a materially false statement in bad faith in the course of a resolution proceeding under this Policy is prohibited and does not constitute Retaliation as defined in this Policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Materially false statements or intentional misrepresentation will be resolved through the Student Code of Conduct process or through Human Resources.

ADDITIONAL DEFINITIONS

Assigned Title IX Coordinator: The Title IX Coordinator may, at their discretion or in the case of a bias or a conflict of interest, designate one of the Deputy Title IX Coordinators as the Assigned Title IX Coordinator for resolution of a given complaint. This person will be referred to as the Assigned Title IX Coordinator. This may include an internal employee or an external professional retained for this purpose.

Title IX Administrator: A title that collectively refers to the roles that are needed to implement these policy and procedures. It includes Title IX Coordinator, Deputy Coordinators, Investigators, Hearing Officers, Appeal Officers, and advisors appointed by West Virginia Wesleyan College. This may include an internal employee or an external professional retained for this purpose.

Advisor: An individual that a Complainant or Respondent chooses to accompany them to meetings and/hearings that occur as part of the Resolution Process for Reports of Prohibited Conduct. Advisors can be a friend, parent, family member, or attorney, or any other person. In the Formal Resolution of Title IX Sexual Harassment Reports, advisors will be required to conduct cross examination during a hearing.

Preponderance of the Evidence: A standard of proof used to determine whether or not the evidence provided indicates that a policy violation was more likely to have occurred than to not have occurred in order to find a respondent responsible for violating a policy.

Hearing: A term to describe a meeting or a proceeding that is held to consider evidence that will be used to determine whether or not this Policy was violated. This policy references two types of hearings: live hearings and administrative hearings as described in sections XVI and XVII.

Complainant: An individual who was reported to have experienced conduct that could constitute Title IX Sexual Harassment or other forms of Prohibited Conduct as defined in this Policy.

Respondent: An individual enrolled or employed, group, office program, or department who has been reported to have engaged in conduct could constitute Title IX Sexual Harassment or other forms of Prohibited Conduct as defined in this Policy and is a member of West Virginia Wesleyan College. In some cases, at the Title IX Coordinator's discretion, Respondents may also be individuals providing services as a Volunteer, Vendor, Official Guest or Contractor for West Virginia Wesleyan College.

Third Party Reporter: An individual who is not a Complainant or a Respondent who reported instances of conduct that could constitute Title IX Sexual Harassment or other forms of Prohibited Conduct as defined in this Policy.

West Virginia Wesleyan College Program or Activity: All operations of West Virginia Wesleyan College, including those locations, events, and circumstances where West Virginia Wesleyan College exercises substantial control and any building owned or controlled by a student organization recognized by West Virginia Wesleyan College.

Report: Information received by Title IX Coordinator provided by a Responsible Employee, Official with Authority, Third Party Reporter, or a Complainant that alleges Title IX Sexual Harassment or other forms

of Prohibited Conduct has occurred within the Title IX Jurisdiction or General Jurisdiction as defined in this Policy.

Responsible Employees are those employees in a leadership or supervisory position or who have significant responsibility for the welfare of students or employees. Responsible Employees include faculty, staff, coaches, directors, resident assistances, and advisors.

Officials with Authority is an official of West Virginia Wesleyan College with the authority to institute corrective action on behalf of the West Virginia Wesleyan College and notice to whom causes West Virginia Wesleyan College to respond to Title IX Sexual Harassment. Officials with Authority include the following: Title IX Coordinator, Title IX Deputy Coordinators, President, Vice Presidents, Cabinet Members, and Dean of Students. A list of Officials with Authority at West Virginia Wesleyan College is located in Appendix C of this Policy.

Formal Complaint: A document, including an electronic submission, filed by a Complainant or the Title IX Coordinator that alleges Title IX Sexual Harassment or other Prohibited Conduct and requests an investigation or initiation of the resolution of the complaint as described in this Policy.

Consent: An agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Silence, by itself, cannot constitute Consent. Consent to one sexual act does not constitute or imply consent to a different act. Previous consent cannot imply consent to future acts, and Consent is required regardless of any current or previous relationship status or sexual history together. Consent can be withdrawn at any time.

A person is not competent and lacks the ability to consent when coerced into sexual activity, such as, for example, through the use of physical force, threat of physical or emotion harm, undue pressure, isolation, or confinement. Individuals who are incapacitated cannot give consent.

Incapacitation: A state beyond drunkenness or intoxication in which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress or undress without assistance, extreme clumsiness, slurred speech, vomiting, emotional volatility, difficulty in walking without assistance, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. States of incapacitation may also include sleep, unconsciousness, or any other state where the individual is unaware that sexual activity may be occurring.

Restorative Practice: practice relating to a specific harm that:

- is community-based and unaffiliated with any civil or criminal legal process;
- is initiated by a victim of the harm;
- involves, on a voluntary basis and without any evidence of coercion or intimidation of any victim, by any individual who committed the harm or anyone associated with any such individual:
 - One or more individuals who committed the harm;
 - One or more victims of the harm; and
 - the community affected by the harm through one or more representatives of the community;
- shall include and has the goal of:
 - collectively seeking accountability from one or more individuals who committed the harm;
 - developing a written process whereby one or more individuals who committed the harm will take responsibility for the actions that caused harm to one or more victims of the harm; and
 - developing a written course of action plan

- shall include and has the goal of:
 - that is responsive to the needs of one or more victims of the harm; and
 - upon which one or more victims, one or more individuals who committed the harm, and the community can agree; and
- is conducted in a victim services framework that protects the safety and supports the autonomy of one or more victims of the harm and the community.

Student: Any individual who is not an employee of the West Virginia Wesleyan College and who is either: (1) admitted as a student to the College and has been moved to deposited status (2) an enrolled student (includes students auditing courses); (3) a West Virginia Wesleyan College student between academic terms or on a Leave of Absence; or, (4) a graduate awaiting a degree (note: students are classified as such until they receive their degree; students who petition the College to complete their degree via distance or some other arrangement forfeit their student status if they do not complete their degree during the period of time specified in their agreement with the College).

A student ceases to be a student when they graduate; in the event that they are expelled for academic or conduct reasons; or in the event that the student formally withdraws from West Virginia Wesleyan College. For purposes of this definition, the term “employee of the College” does not include students who are employed by the College through a work-study or similar program.

Reasonable Person: means a reasonable person under similar circumstances and with similar identities.

REPORTING

Anyone West Virginia Wesleyan College who has witnessed or is aware of any of the Prohibited Conduct in West Virginia Wesleyan College’s programs or activities is strongly encouraged to report any concern or Prohibited Conduct to the Coordinator.

All Responsible Employees and Officials with Authority must report incidents of Prohibited Conduct to the Coordinator.

West Virginia Wesleyan College Title IX Coordinator

Amy Kittle

Student Development Office Benedum Center for Campus Life

304-621-1316

titleix@wwwc.edu

<https://www.wwwc.edu/title-ix/>

Alisa Lively

Deputy Title IX Coordinator

Dean of Students

Student Development Office: Benedum Center for Campus Life

304-473-8443

Lively_a@wwwc.edu

Lynn Linder

Deputy Title IX Coordinator

Vice President for Academic Affairs

Academic Affairs Office: 1st Floor, Administration Building

304-472-8042
linder_l@wwvc.edu

Vickie Crowder
Deputy Title IX Coordinator
Director of Human Resources
Human Resources Office: 1st Floor, Administration Building
304-473-8032
Crowder_v@wwvc.edu

Jackie Hinton
Deputy Title IX Coordinator
Director of Compliance and Academic Advising
Room 115: Rockefeller Center
304-473-8507
Hinton.j@wwvc.edu

Only a report to the Title IX Coordinator or an Official with Authority will trigger the College's obligation to respond to an allegation of Title IX Sexual Harassment.

Any report involving a minor will be shared with law enforcement agencies and child protective services in accordance with West Virginia state law.

In addition to West Virginia Wesleyan College's the internal remedies, members of the campus community should also be aware that the Office of Civil Rights investigates and prosecutes complaints of prohibited discrimination. This agency may be contacted as follows:

Office for Civil Rights (OCR), Headquarters
400 Maryland Avenue, SW Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481 TDD: 877-521-2172 Facsimile: (202) 453-6012
Email: OCR@ed.gov Web: www.ed.gov/ocr

Office for Civil Rights, Philadelphia Office U.S. Department of Education
The Wanamaker Building 100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541 Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

Complaints with the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the reported victim believes was discriminatory. There is no time limit for making a report to the West Virginia Wesleyan College.

Confidential reporting

Confidential Resources are employees or offices who are available to provide individuals with assistance, support, and additional information. Confidential Resources are prohibited from disclosing confidential information unless (1) given permission by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

Confidential Resources may be required to report non-identifying information to the Director of Campus Security for Clery Act crime reporting purposes. The following West Virginia Wesleyan College resources can provide counseling, information, and support in a confidential setting:

College Counselor: Shaunna Jones
Barnhart Health Center: (304) 473-8803
Email: counseling@wwvc.edu

College Chaplain: Jonathon Acord
Martin Religious Center, Room 201: (304) 473-8372
Email: accord.j@wwvc.edu

Director of Diversity, Equity, and Inclusion: Laurie Goux
Benedum Campus Center, 2nd Floor: (304) 473-8163
Email: goux.l@wwvc.edu

Associate Professor of Religious Students: Debra Dean Murphy
Martin Religious Center, Room 305: (304) 473-8362
Email: murphy_d@wwvc.edu

Community Care of West Virginia: School Based Health Center
Wesleyan's Barnhart Health Center
304-517-3774

The Providers at Community Care of West Virginia can provide treatment for injuries and for potential exposure to sexually transmitted diseases. They also provide emergency contraception and other health services. They can assist in preserving evidence or documenting any injuries, including by helping find a Sexual Assault Nurse Examiner, who is specifically trained to collect evidence. Taking these steps promptly after an incident can be very helpful in later criminal proceedings and/or in seeking a protective order. While the Providers at Community Care of West Virginia are obligated to maintain confidentiality and not report an individual's identity to the College, under West Virginia law, a medical provider may be required to notify law enforcement of a reported sexual assault involving minors and/or weapons. The individual, however, may decline to speak with a law enforcement officer or participate in a criminal prosecution.

Anonymous Reporting

Reports can also be made anonymously by telephone, in writing, or electronically via the Title IX Incident Report Form (<https://www.wwvc.edu/title-ix/>). Depending on the level of information available about the incident or the individuals involved, West Virginia Wesleyan College's ability to respond to an anonymous report may be limited. West Virginia Wesleyan College will, however, take whatever steps it deems appropriate and in the best interests of the overall West Virginia Wesleyan College community, consistent with the information available.

Off-campus Reporting

Off campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless requested and signs a consent or waiver form. Confidential off campus resources include:

Centers Against Violence
(www.centersagainstvviolence.org)
P.O. Box 2062 Elkins, WV 26241
Phone: (304) 636-8433 Fax: (304) 636-5564

RAINN: Rape, Abuse & Incest National Network

(<https://www.rainn.org/resources>)
Hotline: (800) 656-4673

National Domestic Violence Hotline
(<https://www.thehotline.org/>)
Hotline: (800) 799-SAFE (7233)

Employee Assistance Program (For Full-time Employees)
(www.healthadvocate.com/standard3)
Toll-Free: 1-888-293-6948 For TTY Users: Dial 711

St. Joseph's Hospital
1 Amalia Dr. Buckhannon, WV 26201
(304) 473-2000

West Virginia Wesleyan College encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident that may require medical attention. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence, and begin a timely investigative and remedial response. Call 911, visit the Emergency Department, or contact your regular provider for off campus medical care.

While these off-campus providers and advocates may agree not to share confidential information with West Virginia Wesleyan College, they may have reporting or other obligations under state law.

Reporting to Law Enforcement

Emergency medical assistance and law enforcement assistance are available 24 hours a day seven day a week. Members of the College community who believe their safety or the safety of others is threatened should call the Office of Campus Safety & Security at 304-473-8011 or call 911 to reach local law enforcement. Any member of the West Virginia Wesleyan College's community who has experienced Title IX Sexual Harassment or behaviors that are potentially criminal in nature has the option to report the conduct to law enforcement agency that has jurisdiction over the location where the incident occurred. If requested, West Virginia Wesleyan College will provide assistance in reporting to the law enforcement agency with appropriate jurisdiction.

Buckhannon City Police Department: (304) 472-5723

Upshur County Sherriff's Department: (304) 472-1180

Upshur County Detachment of the West Virginia State Police: (304) 473-4200

West Virginia Wesleyan College and the police/legal system work independently from one another. Individuals can file reports with the College, with law enforcement, with both systems, or with neither. Because the standards for finding a violation of criminal law are different from the standards in this Policy, neither the results of a criminal investigation nor the decision of law enforcement to investigate, or decline to investigate a matter, is determinative of whether a violation of this Policy has occurred.

Supportive Measures are available even if a student, employee or third party elects not to pursue criminal charges or file a report or formal complaint with West Virginia Wesleyan College. Because Prohibited Conduct, in some instances, constitute both a violation of College policy and a criminal activity, and because the College resolution process is not a substitute for instituting legal action, West Virginia Wesleyan College will provide guidance and, if requested, assistance regarding how to report an incident to law enforcement authorities who have jurisdiction over the location where the incident occurred. See Section X of this Policy for more information.

TIMEFRAME FOR REPORTING

West Virginia Wesleyan College does not limit the timeframe for filing a report of conduct prohibited by this policy. Reports can be submitted at any time following an incident. In order to maintain and support a community that is respectful and free from Prohibited Conduct and to maximize the College's ability to respond promptly and effectively, the College urges individuals to come forward with reports of Prohibited Conduct as soon as possible. The longer the period of time from the incident until the time when it is reported may make it more difficult for West Virginia Wesleyan College to take action as memory fades, people graduate, leave the campus community, or physical evidence, such as text messages or video camera footage, may no longer be available.

PARTICIPANT PRIVACY AND CONFIDENTIALITY

West Virginia Wesleyan College recognizes that privacy is important. West Virginia Wesleyan College will attempt to protect parties' privacy to the extent reasonably possible. The Title IX Coordinator, investigators, advisors, facilitators of informal resolution, hearing officers, and any others participating in the process on behalf of West Virginia Wesleyan College shall keep the information obtained through the process private and, to the extent possible, confidential. All other participants in the process (including the Complainant, Respondent, non-College advisors, and witnesses) are encouraged to respect the privacy of the parties and the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While West Virginia Wesleyan College is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which absolute confidentiality cannot be maintained include, but are not limited to, the following:

- When West Virginia Wesleyan College is required by law to disclose information (such as in response to a subpoena or court order).
- When disclosure of information is determined by the Title IX Coordinator to be necessary for conducting an effective resolution or investigation of the allegations.
- When confidentiality concerns are outweighed by West Virginia Wesleyan College interest in protecting the safety or rights of others.
- When a Formal Complaint is filed.

Advisors, whether West Virginia Wesleyan College appointed or not, are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Recipient. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). West Virginia Wesleyan College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by privacy expectations.

Recordings

No unauthorized audio or video recording of any kind is permitted during any meeting or hearing that occurs in respect to this Policy and Procedures. Participants will be notified if a meeting or hearing is to be recorded by West Virginia Wesleyan College which is at the sole discretion of West Virginia Wesleyan College.

AMNESTY

Sometimes students are reluctant to seek help after experiencing Prohibited Conduct and may be reluctant to help others who may have experienced Prohibited Conduct because they fear being held responsible by the West Virginia Wesleyan College or law enforcement for drug use or underage alcohol consumption.

While West Virginia Wesleyan College does not control the decisions of law enforcement, the College generally will not pursue disciplinary action against a student who makes a good faith report to the West Virginia Wesleyan College or who participates truthfully as a party or witness in the resolution process related to Prohibited Conduct, for personal consumption of alcohol or other drugs (underage or illegal) or other minor misconduct which would otherwise be a violation of the Student Code of Conduct, provided the misconduct did not endanger the health or safety of others. West Virginia Wesleyan College may, however, engage in an assessment or educational discussion or pursue other non-disciplinary options regarding the ancillary misconduct, including alcohol or other drug use.

INTAKE OF REPORTS OF PROHIBITED CONDUCT

Once a report of Prohibited Conduct, including Title IX Sexual Harassment, is received by the Title IX Coordinator, the Title IX Coordinator shall review the report to determine the appropriate next steps. After receiving a report of conduct that, if true, would constitute a violation of this policy, the Title IX Coordinator will contact the Complainant, request to meet with Complainant to discuss the resources, rights, and options available and provide a copy of this policy which:

- Explains the availability of Supportive Measures;
- Explains that Supportive Measures are available with or without filing a Formal Complaint with West Virginia Wesleyan College or law enforcement;
- Informs the Complainant that even if they decide not to file a Formal Complaint, the Title IX Coordinator may do so by signing a Formal Complaint;
- Explains that they have the option to seek Supportive Measures regardless of whether they choose to participate in a West Virginia Wesleyan College related proceeding or investigation;
- Explains the option to seek medical treatment and information on preserving potentially key forensic and other evidence;
- Explains the process for filing a Formal Complaint of Prohibited Conduct, including Title IX Sexual Harassment;
- Includes West Virginia Wesleyan College's procedural options for Formal and Informal Resolutions;
- Explains the Complainant's right to and advisor of their choosing; and,
- Includes West Virginia Wesleyan College's prohibition of Retaliation against the Complainant, Respondent, the witnesses, reporting parties, and that West Virginia Wesleyan College will take prompt action when Retaliation is reported.

If the allegations reported, if true, would **not** constitute Prohibited Conduct as defined in this Policy, the Title IX Coordinator will not proceed under this Policy and its Procedures. Instead, if the allegations reported, if true, would **not** constitute Prohibited Conduct as defined in this Policy, the Title IX Coordinator may take one of the following actions: implement a remedy or an agreed resolution, refer the matter to the appropriate office for discussion, education or resolution under a different policy or process, or if the reported conduct would not constitute a violation of any West Virginia Wesleyan College Policy, take no further action. The Title IX Coordinator will notify the Complainant of any referral.

SUPPORTIVE MEASURES

Supportive Measures are non-disciplinary, nonpunitive individualized services, accommodations, and other assistance that West Virginia Wesleyan College offers and may put in place, without fee or charge, after receiving notice of Prohibited Conduct via a report to the Title IX Coordinator or an Official with Authority. Supportive Measures are designed to restore or preserve access to West Virginia Wesleyan College's Education Program and Activity, environment, or to protect the safety of all parties and West Virginia Wesleyan

College's environment, or deter Prohibited Conduct, while not being punitive in nature or unreasonably burdening any party.

Supportive Measures are available regardless of whether the matter was reported to West Virginia Wesleyan College for the purpose of initiating any formal resolution process and before, after, and regardless of whether a Formal Complaint is filed. A Complainant who requests Supportive Measures retains the right to file a Formal Complaint, either at the time the Supportive Measure is requested or at a later date. Any Complainant that requests Supportive Measures will be informed in writing of their right to simultaneously or subsequently file a Formal Complaint pursuant to this Policy.

The Title IX Coordinator will contact a Complainant after receiving a report of possible Prohibited Conduct (1) to discuss the availability of Supportive Measures and (2) to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures. Supportive Measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the West Virginia Wesleyan College community.

The Title IX Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures. To determine the appropriate Supportive Measure(s) to be implemented, West Virginia Wesleyan College will conduct an individualized assessment based on the unique facts and circumstances of a situation. The Title IX Coordinator may work with other administrators and offices when necessary to determine reasonable measures and accommodations. Whether a possible Supportive Measure would unreasonably burden the other party is a fact determination made by the West Virginia Wesleyan College in its discretion that takes into account the specific nature of the education programs, activities, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures include, but are not limited to, the following:

- Academic support services and accommodations, including the ability to reschedule classes, exams and assignments, transfer course sections, or withdraw from courses without penalty;
- Academic schedule modifications (typically to separate Complainant and Respondent);
- Work schedule or job assignment modifications (for West Virginia Wesleyan College employment);
- Changes in work or housing location;
- An escort to ensure safe movement on campus;
- On-campus counseling services and/or assistance in connecting to community-based counseling services;
- Assistance in connecting to community-based medical services;
- No contact directives (to instruct individuals to stop all attempts at communication or other interactions with one another);
- Placing limitations on an individual's access to certain West Virginia Wesleyan College facilities or activities;
- Work schedule or job assignment modifications, including suspending employment with or without pay consistent with any applicable written procedures (for West Virginia Wesleyan College positions);
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absence;
- Increased monitoring and security of certain areas of the campus; or
- A combination of any of these measures.

West Virginia Wesleyan College will maintain Supportive Measures provided to the Complainant or Respondent as confidential to the extent that maintaining such confidentiality would not impair the College's ability to provide the Supportive Measures.

ADVISORS

Throughout the resolution process for Title IX Sexual Harassment or other forms of Prohibited Conduct as defined in this policy, the Complainant and a Respondent may each have an advisor of their choice to provide support and guidance. An advisor may accompany the Complainant/Respondent to any meeting with the Title IX Coordinator, the investigator, or to a hearing.

Prior to the hearing as described in section XVI., a party's advisor has an exclusively non-speaking role, and may not otherwise present evidence, argue, or assert any right on behalf of the party.

During the hearing as described in section XVI, an advisor's role is limited to quietly conferring with the Complainant/Respondent through written correspondence or whisper. An advisor may not speak for the party they are supporting or address any other participant or the Hearing Officer except as necessary to conduct cross-examination as explained in the Resolution of Title IX Sexual Harassment Reports, Section XVI. Advisors must conduct the cross-examination of all witnesses directly, orally, and in real time at the hearing. Neither party may conduct cross-examinations personally.

West Virginia Wesleyan College (including any official acting on behalf of West Virginia Wesleyan College such as the Hearing Officer) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. For example, West Virginia Wesleyan College will not tolerate an advisor questioning a witness in an abusive, intimidating, or disrespectful manner. Advisors who are disruptive, disrespectful, or refuse to follow this Policy will be removed. The West Virginia Wesleyan College has the right to take appropriate steps to ensure compliance with the Policy and Procedures, including by placing limitations on the advisor's ability to participate in future meetings and proceedings.

BIAS AND CONFLICT OF INTEREST

All Title IX Administrators participating in a resolution process must be impartial and free from bias or conflict of interest, including bias for or against a specific Complainant or Respondent or for or against complainants and respondents generally. If an acting Title IX Administrator has concerns that they cannot conduct a fair or unbiased process, they must report those concerns to the Title IX Coordinator.

A Complainant and/or Respondent may challenge the participation of a specific Title IX Administrator because of perceived conflict of interest, bias, or prejudice. Such challenge, including the rationale must be made in writing to the Title IX Coordinator as soon as possible or within 48 hours of notice of the name of the Title IX Administrator.

At their discretion, the Title IX Coordinator will determine whether such a conflict of interest exists and whether that Title IX Administrator should be replaced. Postponement of an investigation or hearing may occur if it determined that Title IX Administrator has bias or a conflict of interest and a replacement cannot be immediately identified.

TIMELINES

Throughout these Procedures, West Virginia Wesleyan College designates timelines for different steps of the process. The Title IX Coordinator has authority to extend such timelines for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disability. In the case of such an extension, the Title IX Coordinator will notify the affected parties of the extension, including the reason(s) for the extension.

The phrase “business days” shall refer to those days ordinarily recognized by the College administrative calendar as workdays. All days referenced in this Policy are business days.

EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

Where there is an immediate threat to the physical health or safety of any students or other individuals arising from reported Prohibited Conduct, West Virginia Wesleyan College can remove a Student Respondent from the West Virginia Wesleyan College’s education Program or Activity and issue any necessary related no-trespass and no-contact orders. West Virginia Wesleyan College will make the decision to remove a Student-Respondent from the West Virginia Wesleyan College Education Program or Activity based on an individualized assessment and risk analysis completed by the Behavior Intervention Team. If the West Virginia Wesleyan College makes such a decision, the Student Respondent will be provided with written notice and an opportunity to appeal the decision immediately following the removal as specified in Section XX, Appeals, below.

West Virginia Wesleyan College may place an Employee/Faculty-Respondent on administrative leave during the pendency of a Formal Complaint. The College, in its discretion and based on the circumstances, will determine whether any administrative leave imposed is to be imposed with or without pay or benefits.

WITHDRAWAL OR RESIGNATION PRIOR TO RESOLUTION

Should a Respondent withdraw or resign from West Virginia Wesleyan College, the resolution process typically ends with a Dismissal, as West Virginia Wesleyan College has lost primary disciplinary jurisdiction over the Respondent. However, West Virginia Wesleyan College may continue the resolution process when, at the discretion of the Title IX Coordinator, doing so may be necessary to address safety and/or remedy any ongoing effects of the Prohibited Conduct or to determine whether a degree should be issued or revoked.

The Student Respondent who withdraws or leaves while the process is pending may not return to West Virginia Wesleyan College in any capacity. Admissions and Human Resources will be notified accordingly.

The Employee Respondent who resigns with unresolved allegations pending is not eligible for academic admission or rehire at West Virginia Wesleyan College. Admissions and Human Resources will be notified accordingly.

All records retained by the Title IX Coordinator will reflect the withdrawal and resignation status of the Respondent.

All responses to future inquiries regarding employment references or information requests related to the NCAA attestation process will include that the Respondent left West Virginia Wesleyan College pending a disciplinary matter and may include disclosure of the status of the matter, including any disciplinary sanctions as part of the NCAA attestation process.

FORMAL RESOLUTION OF REPORTS OF TITLE IX SEXUAL HARASSMENT

Formal Complaints of Title IX Sexual Harassment

After a report has been received by the Title IX Coordinator, a Complainant has the option to file a Formal Complaint against a Respondent alleging Title IX Sexual Harassment and requesting that West Virginia Wesleyan College investigate those allegations. In order to file a Formal Complaint, the Complainant should contact the Title IX Coordinator and sign West Virginia Wesleyan College’s Complaint form. This may be done online, in person, or by email to the Title IX Coordinator.

When a Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint form.

When deciding to File a Formal Complaint, the Title IX Coordinator will consider the risk that the Respondent might commit additional acts of Prohibited Conduct; whether or not there have been additional reports against the same Respondent for the same or similar conduct; whether or not the Prohibited Conduct was committed by multiple Respondents; the seriousness of the alleged misconduct; and, whether or not the Complainant is a minor.

When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a complainant or otherwise a party to the resolution process. While the Complainant may choose not to participate in the resolution process initiated by the Title IX Coordinator signing a Formal Complaint, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome.

For reports of Title IX Sexual Harassment, a Formal Complaint **must** be filed before West Virginia Wesleyan College can commence the investigation or the Informal Resolution process.

Mandatory Dismissal of Formal Complaints of Title IX Sexual Harassment

When the Title IX Coordinator receives a Formal Complaint alleging conduct, which if true, would meet the definition of Title IX Sexual Harassment, the Title IX Coordinator will evaluate the allegations in the Formal Complaint to determine whether the allegations satisfy the following conditions:

- The Title IX Sexual Harassment conduct is alleged to have been perpetrated against a person in the United States;
- The Title IX Sexual Harassment conduct is alleged to have taken place within the College's programs and activities; and,
- At the time of the filing or signing of the Formal Complaint, the Complainant is participating in or attempting to participate in the West Virginia Wesleyan College's programs or activities.

If the Title IX Coordinator determines that **all** of the above conditions are satisfied, West Virginia Wesleyan College will address under these procedures for Formal Resolution of Reports of Title IX Sexual Harassment. If the Title IX Coordinator determines that the allegations in the Formal Complaint do not meet the definitions of Title IX Sexual Harassment or that not all of the conditions above are satisfied, the Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes. However, if the Title IX Coordinator dismisses the Formal Complaint for Title IX purposes, it may resolve the Formal Complaint under this policy as Prohibited Conduct that is not Title IX Sexual Harassment or other West Virginia Wesleyan College policy and procedures as appropriate.

Additionally, if the Title IX Coordinator initiates the investigative process as a Title IX Sexual Harassment matter based on the allegations in the Formal Complaint, but, during the course of the investigation, the Title IX Coordinator determines that all of the above conditions are no longer satisfied, The Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes and instead pursue the matter under this policy as Prohibited Conduct that is not Sexual Harassment, other West Virginia Wesleyan College policy and procedures as appropriate, or as appropriate and applicable, dismiss the Formal Complaint in its entirety.

If the Title IX Coordinator determines that Formal Complaint of Title IX Sexual Harassment will not be adjudicated under the Formal Resolution of Reports of Title IX Sexual Harassment for one or more of the reasons outlined above, either at the outset after reviewing the Formal Complaint or during the course of the investigation, the parties will receive written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Section XX.

Discretionary Dismissals of Formal Complaints of Title IX Sexual Harassment

In addition, the reasons discussed above under Mandatory Dismissals, West Virginia Wesleyan College may, in its discretion, choose to dismiss a Formal Complaint or any allegations therein, if at any time during the Formal Resolution of Title IX Sexual Harassment Report, if:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by West Virginia Wesleyan College; or,
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The Title IX Coordinator retains discretion on a case by case basis to determine if it will dismiss a Formal Complaint for Title IX purposes based on any of the above reasons. Just because one or all of the conditions above are satisfied, does not mean that the Title IX Coordinator will automatically dismiss the Formal Complaint; instead the Title IX Coordinator will determine is appropriate under the circumstances.

The parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Sections XX.

Consolidation of Formal Complaints of Title IX Sexual Harassment

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Title IX Sexual Harassment or where the above conditions are not met with respect to some of the alleged conduct). The decision to consolidate Formal Complaints is not subject to appeal.

Counterclaims

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Notice of Allegations

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Title IX Sexual Harassment within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice that the Informal and Formal Resolution processes comply with the requirements of Title IX;
- Notice of the allegations potentially constituting Title IX Sexual Harassment, providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Title IX Sexual Harassment; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;
- Information regarding the availability of support and assistance through College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options;
- Notice of the College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that the College will take prompt action when Retaliation is reported; and how to report acts of Retaliation; and
- Notice that the Student Handbook prohibits knowingly making false statements and knowingly submitting false information during the grievance process.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

Investigation of Title IX Sexual Harassment Allegations

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Title IX Sexual Harassment.

A Notice of a Title IX Sexual Harassment Investigation

If there is no Informal Resolution, a Notice of Investigation will be issued simultaneously to Complainants and Respondents. That correspondence will include the following:

- An overview of the Investigation/Formal Resolution process;
- A reminder that Informal Resolution process is available until which time a finding of responsibility is rendered;
- Information about Complainants and Respondents Rights, which includes a right to an Advisor;
- A reminder that the burden of proof and burden of evidence gathering sufficient to reach a determination regarding responsibility rests on West Virginia Wesleyan College and not on the parties;
- That West Virginia Wesleyan College cannot access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained under legal privilege without voluntary written consent from the person who is protected by that privilege;

- That Complainants and Respondents will have equal opportunity to present witnesses, including fact and expert witnesses, and other evidence;
- Notice that while parties are expected to respect the private and serious nature of the Resolution Process and to refrain from engaging in behavior that could be seen as Retaliation, neither Complainants or Respondents are restricted from discussing the allegations or gathering or presenting evidence; and,
- The Investigator (s) name and contact information.

Notice of Allegations and Notice of Investigation may be combined as appropriate at the discretion of the Title IX Coordinator.

Investigation Timeframe for Formal Complaints of Title IX Sexual Harassment

The investigation of a Formal Complaint will be usually concluded within 90 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the investigation, as needed, and will be alerted if the process will go beyond the 90-day timeframe.

Interviews and Gathering Evidence in a Title IX Sexual Harassment Investigation

Interviews. The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

Evidence. During the interview, and while gathering evidence, Complainants and Respondents will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described more fully below.

All evidence must be provided to the investigator during the scope of the investigation.

Draft Investigation Report and Opportunity to Inspect and Review Evidence of Title IX Sexual Harassment

After all the evidence is gathered, and the Investigator has completed witness interviews, the Investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Parties and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation. If, after the final investigation report is issued, a party provides or identifies evidence that they did not previously provide or identify despite that evidence being reasonably available to them during the investigation process, the Hearing Officer may, at their discretion, draw a negative inference from the party's delay in providing or identifying the evidence. At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

The Investigator(s) will review the feedback to the report, interview additional relevant witnesses (as deemed appropriate).

Final Investigation Report

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s) will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Complainant and Respondent.

The Investigator(s) and/or Title IX Coordinator, as appropriate, may exclude and/or redact information or evidence from the final investigative report as follows:

- Information that is not relevant to the allegations raised in the Formal Complaint;
- Information about a Complainant's prior or subsequent sexual activity, unless such information about the Complainant's prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent; and
- Medical or mental health information, treatment and/or diagnosis, unless the party voluntarily consents.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be shared with the Complainant, Respondent, and their advisors. The parties will have ten (10) business days to respond in writing to the final investigative report. The Complainant and Respondent must also submit in writing by that time the names of any witnesses the Complainant/Respondent wishes to testify and a summary of information each witness would provide through their testimony. Names of witnesses provided by the Complainant/Respondent will be shared with the other party.

After the ten-business-day deadline, the Complainant and Respondent may not provide any additional written information for the hearing, unless that information was not reasonably available prior to the closing of the ten-business-day window. The Hearing Officer determines whether to grant exceptions to this ten-business-day deadline.

The Title IX Coordinator will determine what, if any, final changes or additions are made to the final investigative report based upon its review of the report and feedback as described above from the Complainant and Respondent. The matter will then be referred to a Hearing Officer

Hearings on Title IX Sexual Harassment Allegations

Hearings that occur for the purpose of formally resolving Formal Complaints of Title IX Sexual Harassment will be live and occur in real time. Complainants, Respondents, and Witnesses will answer questions posed by the Hearing Officer and Advisors in front of the Hearing Panel. Questions regarding Prohibited Conduct that does not constitute Title IX Sexual Harassment but is also being heard by the Hearing Panel during the same hearing will be handled at the discretion of the Hearing Officer.

Hearing Panel

The Hearing Officer Panel will be formed by the Title IX Deputy Coordinators minus the Deputy Coordinator who is designated as the Appeal Officer. See Section XX on Appeals for more information.

The Title IX Deputy Coordinators at West Virginia Wesleyan College are:

Alisa Lively
Deputy Title IX Coordinator
Dean of Students
Student Development Office: Benedum Center for Campus Life
304-473-8443
Lively_a@wwvc.edu

Lynn Linder
Deputy Title IX Coordinator
Vice President for Academic Affairs
Academic Affairs Office: 1st Floor, Administration Building
304-472-8042
linder_l@wwvc.edu

Vickie Crowder
Deputy Title IX Coordinator
Director of Human Resources
Human Resources Office: 1st Floor, Administration Building
304-473-8032

Crowder_v@wwvc.edu

Jackie Hinton

Deputy Title IX Coordinator
Director of Compliance and Academic Advising
Room 115: Rockefeller Center
304-473-8507
Hinton.j@wwvc.edu

The Chair will be determined by the following:

- If the Respondent is a student: The Chair will be the Dean of Students.
- If the Respondent is an employee: The Chair will be the Director of Human Resources.
- If the Respondent is a member of Faculty: The Chair will be the Vice President for Academic Affairs.

The Deputy Coordinator that will serve the designated appellate decision-maker will not participate in the hearing.

Notice of Title IX Sexual Harassment Hearing

Both the Complainant and the Respondent will be notified in writing of the date and time of the hearing and the name of the Hearing Officer at least five business days in advance of the hearing, with the hearing to occur no fewer than ten days after the parties are provided with the final investigative report.

Pre-hearing Procedures and Ground Rules for Title IX Sexual Harassment Hearing

The Hearing Officer and/or the Title IX Coordinator may establish pre-hearing procedures relating to issues such as scheduling, hearing structure and process, witness and advisor participation and identification, and advance determination of the relevance of certain topics. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.

The Hearing Officer also has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe rules of decorum

Participation of Advisors in a Title IX Sexual Harassment Hearing

Both parties must be accompanied by an advisor to the hearing. If a party does not have an advisor for the hearing, the West Virginia Wesleyan College will provide an advisor of West Virginia Wesleyan College's choice for that party. Each party's advisor must conduct any cross-examination of the other party and any witnesses. Apart from conducting cross-examination, the parties' advisors do not have a speaking role at the hearing; an advisors' participation is limited to conferring with the party at intervals set by the Hearing Officer.

Participation of Parties and Witnesses in a Title IX Sexual Harassment Hearing

A party or witness who elects to participate in the process is expected, although not compelled, to participate in all aspects of the process (e.g., a witness who chooses to participate in the investigation is expected to make themselves available for a hearing if requested to do so).

If a party does not appear for the hearing, their advisor may still appear for the purpose of asking questions of the other party and witnesses. If a non-participating party's advisor also does not appear for the hearing, West Virginia Wesleyan College will appoint an advisor to participate in the hearing for the purpose of asking questions of the other party on behalf of the nonparticipating party.

Parties are reminded that, consistent with the prohibition on Retaliation, intimidation, threats of violence, and other conduct intended to cause a party or witness to not appear for a hearing are expressly prohibited.

The Hearing Officer may, at their discretion, exclude witnesses or witness testimony the Hearing Officer considers irrelevant or duplicative. The Hearing Officer will explain any decision to exclude a witness or testimony as not relevant.

Recording the Title IX Sexual Harassment Hearing

A Respondent, Complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Hearing Officer.

The Title IX Coordinator will arrange for there to be an audio recording, or audiovisual recording, or transcript (or combination) of the hearing, which will be made available to the parties for review and kept on file by West Virginia Wesleyan College for seven years.

Reasonable care will be taken to create a quality recording or transcript and if making recording minimize technical problems, however, technical problems that result in no recording or an inaudible recording are not a valid basis for appeal.

Hearing Location and Use of Technology in a Title IX Sexual Harassment Hearing

The hearing will be live, with all questioning conducted in real time. Upon request, the parties may be located in separate rooms (or at separate locations) with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party or witness answering questions. A hearing may be conducted entirely virtually through the use of remote technology so long as the parties and Hearing Officer are able to hear and see one another in real time.

Title IX Sexual Harassment Hearing Structure

The Hearing Officer has general authority and wide discretion over the conduct of the hearing. Although the Hearing Officer has discretion to modify the hearing structure, the general course of procedure for a hearing is as follows:

- Introductions;
- Respondent's statement accepting or denying responsibility;
- Opening Statement from the Complainant (optional);
- Opening Statement from the Respondent (optional);
- Questioning of the Complainant by the Hearing Officer;
- Cross-examination of the Complainant by the Respondent's advisor;
- Questioning of the Respondent by the Hearing Officer;
- Cross-examination of the Respondent by the Complainant's advisor;
- Hearing Officer questioning of other witnesses (if applicable);
- Cross-examination of other witnesses by the parties' advisors;
- Additional question of the Complainant and Respondent by the Hearing Officer at their discretion;
- Closing comments from the Complainant (optional); and,
- Closing comments from the Respondent (optional).

A Complainant or Respondent may not question each other or other witnesses directly; they must conduct the cross-examination through their advisors. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant. The Hearing Officer

may exclude irrelevant information and/or questions. The Hearing Officer will explain any decision to exclude a question or information as not relevant.

The evidence collected as part of the investigative process will be made available at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege are not admissible, unless the person holding the privilege has waived the privilege.

Determination Following a Title IX Sexual Harassment Hearing

Following the Hearing, the Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by Preponderance of Evidence standard, whether the Respondent has violated the Policy. While the Title IX Coordinator will be present, they are not a decision-maker.

Written Notice Regarding an Outcome of a Title IX Sexual Harassment Hearing

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Title IX Sexual Harassment, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination using a preponderance of the evidence standard;
- Conclusions regarding the application of West Virginia Wesleyan College policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions West Virginia Wesleyan College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided by West Virginia Wesleyan College to the Complainant; and
- West Virginia Wesleyan College's permissible basis for the Complainants and Respondents to appeal, and instructions on how to do so. The written notification of outcome becomes final seven days after it is sent to the Parties, unless an appeal is filed on or before that day.

FORMAL RESOLUTION OF REPORTS OF PROHIBITED CONDUCT THAT IS NOT TITLE IX SEXUAL HARASSMENT

Formal Complaints of Prohibited Conduct

Once a report of Prohibited Conduct has been received by the Title IX Coordinator, a Complainant has the option to file a Formal Complaint against a Respondent alleging Prohibited Conduct and requesting

that West Virginia Wesleyan College resolve those allegations through an investigation. To file a Formal Complaint, the Complainant should contact the Title IX Coordinator and sign West Virginia Wesleyan College's complaint form. This may be done online, in person, or by email to the Title IX Coordinator.

If the Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint Form.

When deciding to File a Formal Complaint, the Title IX Coordinator will consider the risk that the Respondent might commit additional acts of Prohibited Conduct; whether or not there have been additional reports against the same Respondent for the same or similar conduct; whether or not the Prohibited Conduct was committed by multiple Respondents; the seriousness of the alleged misconduct; and, whether or not the Complainant is a minor.

When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the resolution process. When the Complainant may choose not to participate in the resolution initiated by the Title IX Coordinator, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome. At no time, will West Virginia Wesleyan College retaliate against a Complainant to participate in the grievance process.

Dismissal

If a complainant files a Formal Complaint, West Virginia Wesleyan College may, in its discretion, choose to dismiss a Formal Complaint of Prohibited Conduct or any allegations therein, if at anytime during the Resolution Process:

- A Complainant notifies the Title IX Coordinator in writing that they Complainant would like to withdraw the Formal Complaint;
- The Respondent is no longer enrolled or employed by West Virginia Wesleyan College; or,
- Specific circumstances prevent the recipient from gathering the evidence sufficient to reach a determination as the Formal Complainant.

Consolidation of Formal Complaints

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Prohibited Conduct). The decision to consolidate Formal Complaints is not subject to appeal.

Counterclaims

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Notice of Allegations

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Prohibited Conduct within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice of the allegations potentially constituting Prohibited Conduct providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Prohibited Conduct; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Prohibited Conduct and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may review and inspect evidence;
- Information regarding the availability of support and assistance through West Virginia Wesleyan College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options; and,
- Notice of West Virginia Wesleyan College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that West Virginia Wesleyan College will take prompt action when Retaliation is reported; and how to report acts of Retaliation.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

Investigation

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an Investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Prohibited Conduct.

Investigation Timeframe

The investigation of a Formal Complaint will be usually concluded within 90 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the investigation, as needed, and will be alerted if the process will go beyond the 90-day timeframe.

Interviews and Gathering Evidence

Interviews. The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties'

feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

Evidence. During the interview, and while gathering evidence, parties will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described below.

All evidence must be provided to the investigator during the scope of the investigation.

Draft Investigation Report and Opportunity to Inspect and Review Evidence

After all the evidence is gathered, and the investigator has completed witness interviews, the investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies or descriptions of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Complainants, Respondents, and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the formal resolution process as described in this policy. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

After the ten (10) day window has closed and all feedback is received, the investigator will prepare a final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation.

At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

Administrative Hearing

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s) will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Administrative Hearing Panel.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be provided to the Administrative Hearing Panel which is comprised of the Deputy Coordinators (minus the Deputy Coordinator who will serve as the Appeal Officer). The lead investigator will present the report to the Title IX Coordinator and Hearing Panel. While Complainants and Respondents will be notified in advance of the Administrative Hearing, they will not be present.

The Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by preponderance of evidence standard, whether the Respondent has violated the Policy. The Title IX Coordinator is not a decision-maker in the Administrative Hearing.

If it is determined that the preponderance of evidence standard cannot be met-, the matter will be closed subject to a final appeal.

Written Notice Regarding an Outcome

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Prohibited Conduct;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Prohibited Conduct, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination using a preponderance of the evidence;
- Conclusions regarding the application of this Policy to the evidence;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions West Virginia Wesleyan College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to West Virginia Wesleyan College's Education Program or Activity will be provided by West Virginia Wesleyan College to the Complainant; and
- West Virginia Wesleyan College's procedures and permissible bases for the Complainants and Respondents to appeal. The written notification of outcome becomes final five days after it is sent to the Complainants and Respondents, unless an appeal is filed on or before that day.

INFORMAL RESOLUTIONS OF TITLE IX SEXUAL HARASSMENT AND PROHIBITED CONDUCT

Informal Resolution is an alternative resolution process that does not include an investigation or Hearing. Informal Resolution is typically a spectrum of facilitated, or structured, and adaptable processes between the Complainant, the Respondent, and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent to acknowledge harm and seek to repair the harm (to the extent possible) experienced by the Complainant and/or the West Virginia Wesleyan College community. Informal Resolutions can include, but are not limited to, Education, Mediation (including shuttled mediation or dialogue), and Restorative Practice.

Informal Resolution may be administered by the Title IX Coordinator or their designee.

Admission of responsibility for a policy violation is not required for participation in Informal Resolution processes, but parties must agree to end the behavior, prevent its recurrence, and address its effects through Informal Resolution.

When the reported allegations are of Title IX Sexual Harassment, Informal Resolution process may not begin unless and until a Formal Complaint of Title IX Sexual Harassment is filed and Informal Resolution is not available in cases involving a Student-Complainant and Employee-Respondent.

Informal Resolution may be available, under appropriate circumstances, at any time prior to reaching a determination regarding responsibility through a Formal Resolution process.

The Title IX Coordinator reserves the right to determine whether Informal Resolution is appropriate in a specific case. Before the Title IX Coordinator begins the Informal Resolution process, both parties must provide informed consent in writing. In addition, where both parties and the College determine that Informal Resolution is worth exploring, the College will provide the parties with a written notice disclosing:

- the allegations,
- the requirements of the Informal Resolution process, and
- any consequences resulting from participating or withdrawing from the process, including the records that may be maintained by the College.

At any time prior to reaching a resolution, either party may withdraw from the Informal Resolution process and proceed with the appropriate Formal Resolution process. The Complainant may also request that a Formal Complaint be dismissed.

Once an Informal Resolution is agreed to by all parties, the resolution is binding, and the parties generally are precluded from resuming or starting the applicable formal grievance process related to specific misconduct that was alleged. Any breach of the terms of an Informal Resolution agreement may result in disciplinary action.

REMEDIES AND SANCTIONS FOR POLICY VIOLATIONS

In the event the Hearing Panel finds the Respondent responsible for a violation of West Virginia Wesleyan College's policies, appropriate remedies and sanctions will be determined by the Deputy Title IX Coordinator as listed below in conjunction with the Title IX Coordinator. Remedies are designed to restore or preserve equal access to the College's Education Program or Activity and may be disciplinary or punitive.

Should a respondent accept responsibility for a Policy violation, or if it is determined that the preponderance of evidence establishes that it is more likely than not that the respondent violated the Policy, the Title IX Coordinator will determine an appropriate sanction in conjunction with the Deputy Title IX Coordinator as indicated below.

- If the Respondent is a student: The sanction will be administered by the Dean of Students.
- If the Respondent is an employee: The sanction will be administered by the Director of Human Resources.
- If the Respondent is a member of Faculty: The sanction will be administered by the Vice President for Academic Affairs.

Upon a finding of responsibility, the Complainant will be provided with remedies designed to restore access to the College's educational and employment programs and activities.

Sanctions for a finding of responsibility for Student Respondents include, but are not limited to, any of the sanctions outlined in the Student Handbook, education, growth plans, referral to counseling, warnings, probation, suspension, suspension from participation in activities or privileges, suspension from the College or the residence halls, or expulsion. In determining (a) sanction(s), the designated Deputy Coordinator will consider whether the nature of the conduct at issue warrants removal from the College, either permanent (expulsion) or temporary (suspension).

Sanctions for findings of responsibility for Employee and Faculty Respondents include, but are not limited to, education, referral to counseling, warnings, probation, reprimands, suspensions, withholding of a promotion or pay increase, reassignment, restriction in activities or privileges, temporary suspension without pay, compensation adjustments, or termination.

Other factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent, previous West Virginia Wesleyan College response to similar conduct, and West Virginia Wesleyan College interests (e.g., in providing a safe environment for all).

Third parties, such as visitors, contractors, consultants, vendors providing services to West Virginia Wesleyan College, who are found responsible for violating this Policy may be subject to appropriate corrective action, including, but not limited to, issuance of a no trespass order or cancellation of relationship with the Wesleyan College.

APPEALS

Appeals

A Complainant and Respondent both have the right to appeal (1) The Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment; and (2) decisions regarding responsibility for policy violation or outcome.

Appeals may only be made by Complainants and Respondents and not advisors or other third-parties.

A party wishing to appeal the Title IX Coordinator's decision to dismiss a Formal Complaint of Title IX Sexual Harassment must file a written appeal statement within five business days of the date the decision to dismiss is communicated to the parties.

A party wishing to appeal a decision regarding responsibility or outcome must file a written appeal statement within five business days of the date the written decision is sent to the parties.

The written appeal statement must identify the ground(s) upon which the appeal is being made. The only grounds for appeal are:

- New information not reasonably available at the time of the decision that could affect the outcome of the matter;
- The Title IX Coordinator or other Title IX Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent specifically that affected the outcome of the matter; and/or
- Procedural error(s) that affected the outcome of the matter. An appeal is not a re-hearing of the case.

West Virginia Wesleyan College may summarily deny an appeal if it is not based on one of the enumerated grounds for appeal.

Appellate Officer

- If the Respondent is a student: The written appeal shall be submitted to the Vice President for Academic Affairs.
- If the Respondent is an employee: The written appeal shall be submitted to the Dean of Students.
- If the Respondent is a faculty member: The written appeal shall be submitted to the Director of Human Resources.

The Appeal Officer's role is limited to reviewing the underlying record of the investigation and hearing, the appealing party's ("Appellant") written appeal statement, any response to that statement by the other party ("Appellee")

Response to Appeal

The Appeal Officer will provide written notice to the Appellee that an appeal has been submitted and will give the Appellee an opportunity to review the appeal statement. The Appellee may submit a written response to the appeal ("response"). The response is due two business days from the date West Virginia Wesleyan College provides written notice of the appeal to the Appellee. West Virginia Wesleyan College will provide the Appellant an opportunity to review the non-Appealing Party's response but no further submissions are permitted.

Written Decision

The Appeal Officer will provide written notification of the final decision to the Appellant and Appellee simultaneously. The Appeal Officer will typically notify the parties of its decision regarding an appeal in writing within five business days from receipt of the appeal statement. If the decision will take longer, the parties will be informed. The decision of the Appeal Officer will be final, and no subsequent appeals are permitted.

RECORD RETENTION

West Virginia Wesleyan College shall retain for a period of seven years after the date of case closure: the official file relating to a formal resolution or informal resolution, including any investigation hearing, sanctioning, and/or appeals processes involving allegations of Prohibited Conduct as defined in this Policy. In cases in which a Respondent was found to have violated the Policy and was expelled or terminated, West Virginia Wesleyan College may retain such official case files indefinitely.

TRAINING OF TITLE IX ADMINISTRATORS

All Title IX Administrators will be trained on definitions of Title IX Sexual Harassment and other forms of Prohibited Conduct, scope of West Virginia Wesleyan College's Education Program and Activities and Title IX Jurisdiction, the investigation process; Hearing process and procedures, Appeals, Informal Resolution; and how to serve impartially to avoid Bias and Conflicts of Interest.

All Hearing Officers receive annual training on the following: how to conduct a hearing; issues of relevance, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and other relevant issues.

Hearing Officers will also be trained on any technology that might be used during a hearing.

Investigator(s) will be trained annually on (1) issues of relevance; (2) the definitions in the Policy; (3) the scope of the College's Education Program or Activity; (4) how to conduct an investigation; and (4) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Appendix A

Complainant's Rights

- To be treated with respect, dignity, and sensitivity throughout the process;
- To seek and receive appropriate support services at West Virginia Wesleyan College;
- To have the presence of an advisor throughout the process;
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA);
- To be informed of West Virginia Wesleyan College's Policy on Prohibiting Discrimination, Harassment, and Title IX Sexual Harassment;
- To participate or decline to participate in West Virginia Wesleyan College's Resolution Processes; however, West Virginia Wesleyan College may move forward resolving the report with or without your participation in accordance with this policy.
- To have Formal Complaints investigated and resolved within the time frames establish in West Virginia Wesleyan College's Policy on Discrimination, Harassment, and Title IX Sexual Harassment;
- To challenge any Title IX Administrator taking part in the Resolution of Reports Title IX Sexual Harassment and other Prohibited Conduct due to a conflict of interest or bias;
- To refrain from making self-incriminating statements;
- To choose to report incidents of criminal misconduct to law enforcement;
- To discuss this matter with your advisor and others so long as these discussions do not result in retaliation; and,
- To understand that information collected under this Policy may be subpoenaed in criminal or civil proceedings.

Appendix B
Respondent's Bill of Rights

- To be treated with respect, dignity, and sensitivity throughout the process;
- To seek and receive appropriate support services at West Virginia Wesleyan College;
- To have the presence of an advisor throughout the process;
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA);
- To be informed of West Virginia Wesleyan College's Policy on Discrimination, Harassment, and Title IX Sexual Harassment;
- To have Formal Complaints investigated and resolved within the time frames establish in West Virginia Wesleyan College's Policy on Discrimination, Harassment, and IX Sexual Harassment;
- To challenge any Title IX Administrator taking part in the Resolution of Reports of Title IX Sexual Harassment and Resolution of Reports of Prohibited Conduct that is not Title IX Sexual Harassment due to a conflict of interest or bias;
- To participate or decline to participate in West Virginia Wesleyan College's Resolution Processes; however, West Virginia Wesleyan College may move forward resolving the report with or without your participation in accordance with this policy which could still result in a finding of responsibility;
- To refrain from making self-incriminating statements;
- To report incidents of criminal misconduct to law enforcement if they wish to do so;
- To discuss this matter with your advisor and others so long as these discussions do not result in retaliation; and,
- To understand that information collected under this Policy may be subpoenaed in criminal or civil proceedings.

Appendix C

President, James Moore

Vice President for Student Affairs, Alison Whitehair

Vice President for Academic Affairs and Deputy Coordinator, Lynn Linder

Vice Present for Enrollment Management, John Waltz

Vice President for Institutional Advancement and Development, Dedriell Taylor

Vice President for Finance and Chief Financial Officer, Denny McMaster

Director of Human Resources and Deputy Coordinator, Vickie Crowder

Dean of Students and Deputy Coordinator, Alisa Lively

Director of Greek Life and Director of Campus Safety and Security, John Bohman

Director of Athletics, Rae Emrick

Director of Compliance and Advisor and Deputy Coordinator, Jackie Hinton

Appendix D

In compliance with Violence Against Women Reauthorization Act of 2013, the local definitions of the crimes of sexual assault, domestic violence and stalking, as well as the definition of consent, are set forth below. The decision to investigate and sanction an incident under the University's Policy does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault" or "domestic violence" is determined by local law enforcement authorities.

Sexual Assault

In the State of West Virginia, Sexual Assault is legally referred to as a Sexual Offense and law enforcement will utilize the legal definitions set forth below to determine whether criminal charges will be pursued. See W.V.S. §61-8B (Sexual Offenses). Below is a listing of Sexual Offenses crimes in the State of West Virginia.

§61-8B-3. Sexual assault in the first degree.

(a) A person is guilty of sexual assault in the first degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:

(i) Inflicts serious bodily injury upon anyone; or

(ii) Employs a deadly weapon in the commission of the act; or

(2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years, or fined not less than one thousand dollars nor more than ten thousand dollars and imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment in a state correctional facility for not less than twenty-five nor more than one hundred years and a fine of not less than five thousand dollars nor more than twenty-five thousand dollars.

§61-8B-4. Sexual assault in the second degree.

(a) A person is guilty of sexual assault in the second degree when:

(1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or

(2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in the penitentiary not less than ten nor more than twenty-five years, or fined

not less than one thousand dollars nor more than ten thousand dollars and imprisoned in the penitentiary not less than ten nor more than twenty-five years.

§61-8B-5. Sexual assault in the third degree.

(a) A person is guilty of sexual assault in the third degree when:

- (1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or
- (2) The person, being sixteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than sixteen years old and who is at least four years younger than the defendant and is not married to the defendant.

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

§61-8B-7. Sexual abuse in the first degree.

(a) A person is guilty of sexual abuse in the first degree when:

- (1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or
- (2) Such person subjects another person to sexual contact who is physically helpless; or
- (3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment for not less than five nor more than twenty-five years and fined not less than one thousand dollars nor more than five thousand dollars.

§61-8B-8. Sexual abuse in the second degree.

(a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

(b) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than twelve months, or fined not more than five hundred dollars and confined in the county jail not more than twelve months.

§61-8B-9. Sexual abuse in the third degree.

(a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

(b) In any prosecution under this section it is a defense that:

- (1) The defendant was less than sixteen years old; or
- (2) The defendant was less than four years older than the victim.

(c) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than ninety days, or fined not more than five hundred dollars and confined in the county jail not more than ninety days.

Domestic Violence

Please note that the state of West Virginia does not legally define Dating Violence.

W.V.S. §48-27-202 defines Domestic Violence as: §48-27-202. "Domestic violence" or "abuse" means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;
 - (2) Placing another in reasonable apprehension of physical harm;
 - (3) Creating fear of physical harm by harassment, stalking, psychological abuse or threatening acts;
 - (4) Committing either sexual assault or sexual abuse as those terms are defined in articles eight-b and eight-d, chapter sixty-one of this code; and
 - (5) Holding, confining, detaining or abducting another person against that person's will.
- West Virginia law enforcement agencies will utilize the above in determining whether to pursue criminal Domestic Violence charges.

APPENDIX FIVE: Residence Hall Accommodations and Policy Agreement

I. INTRODUCTION

All the materials contained herein are an integral and binding part of this Housing Agreement, which provides general and specific residence hall policies. Policies that are applicable to all students, residential or not, are contained in the West Virginia Wesleyan College *Student Handbook*, which can be accessed online. To the extent that any provision in this agreement is subject to more than one meaning, the interpretation of the Director of Campus Life or his/her designee, shall prevail. The College shall have the sole right to interpret the meaning of any ambiguous word, phrase, or section of this agreement.

II. GENERAL TERMS AND CONDITIONS

Housing Policy & Eligibility

Full-time students are required to live and board in one of our campus residence halls or Wesleyan owned Off-Campus Houses. Eligibility to occupy the premises is limited to full-time students who are registered for coursework. Eligibility for occupancy automatically ends upon withdrawal or termination of enrollment as a full-time student. "Full-time" student is defined as **maintaining** 12 credit hours throughout each academic semester.

Full-time students who wish to live off campus must submit an exemption request to the Director of Campus Life. Once a request has been submitted, the Director of Campus Life will notify the student in writing whether or not the Committee has granted an exemption. **The exemption does not take effect until the request has been reviewed and approved by the Committee.**

Purpose

The premises will be used by the student solely for residential and educational purposes at West Virginia Wesleyan College.

Payment

Payment of semester room and board fees must be made to Student Accounts according to the College deadline dates indicated on the billing statement for each semester.

Agreement Termination

Termination of enrollment or withdrawal from West Virginia Wesleyan College automatically terminates this agreement. All refunds will be processed as outlined in College procedures.

Room Accountability

Students are responsible for both their own and any visitor's behavior that occurs on College premises. This especially includes the violation of any College and/or residence hall policies. This accountability also extends to any items that a Student may possess or that a visitor may bring onto campus.

COVID Housing

In the event of isolation/quarantine due to the COVID-19 virus, students will be asked to move into an isolation house or special quarantine housing. Meals will be delivered and a member of our contact tracing team will check on the student daily. Strict protocol must be followed or a student will be subject to referral to the Student Conduct Office.

III. ASSIGNMENTS & ROOM RESPONSIBILITIES

General Terms

- The College reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall/apartment to another.
- Rooms in the residential facilities are to be occupied only by the students assigned to them. A student's right to occupy a room in the residential facilities is pursuant to this Agreement and may not be assigned or transferred by the student.
- Room assignments may be changed only upon written authorization from the College and after the students involved have made a serious attempt to resolve the situation, including working with staff members (see section on Changing Rooms during the Academic Year). Students who make unauthorized room assignment changes will receive a \$200 fine and will be referred to the College student conduct system.
- It is the policy of the College to assign roommates without regard to race, creed, or sexual orientation. Students of the opposite gender identity will not be assigned to, nor may they reside in, the same room.
- The College may alter the specific room or house assignment, if necessary, during the assignment process. If a student is assigned a space after the start of classes, the room and board charges may be prorated for the balance of the semester.

Room Condition

Upon termination of this Agreement, the student must leave the assigned room/house, its furnishings, and its equipment in as good an order and condition as the same were upon commencement of the student's occupancy, ordinary wear and tear excepted. In addition to the inspection by the student staff, maintenance staff will inspect the room/apartment for cleaning/damages, which will be assessed to the responsible individuals.

Room Care

Residents are responsible for cleaning their own rooms. Students who reside in Agnes Howard Hall (suite side), Fleming Hall, and Dunn Hall are required to clean their personal bathrooms. Residents whose uncleanliness is affecting the living environment of others around them will be required to clean their living spaces and be subject to inspections, fines, student conduct referral, and other sanctions.

Check-In and Check-Out Requirements

Upon moving into or out of a room, each resident must review, sign, and submit a Room Condition Report (RCR), which is an accurate and complete record of the contents and condition of the assigned room. This inventory will serve as the basis for check-out and damage charges, if assessed.

Cleaning Room

Residents are expected to clean their rooms before they check out. Residence life staff members will check for cleanliness of a room/shared space each time a resident checks out. If a resident checks out before his or her roommate(s), suitemate(s), or apartment mate(s), residence life staff members will only inspect for cleanliness of the resident's personal space and the shared spaces, such as a kitchen or a bathroom. Residents who leave personal or shared spaces unclean will be assessed a \$25 fine for each unclean room (bedroom, bathroom, kitchen, living area, etc.).

Checking Out

It is the student's responsibility to schedule a time to check out with a member of the residence life staff in order to sign the RCR and return all keys. Failure to do so is considered an improper check out, and the resident will be subject to a \$50 fine.

Returning Key

Students must return all keys immediately upon checking out. This includes room keys, laundry keys, kitchen keys, bicycle storage room keys, etc. Failure to return any key will result in a \$100 lock replacement fee for each unreturned key. Students who fail to return a key will only be permitted to mail a key if it is sent certified in a padded envelope within 72 hours of the date the student vacated the room.

Alterations

No alterations or repairs may be made to the assigned room, its furnishings, or equipment without the written consent of the College. Students may not paint their rooms, install ceiling fans, or mount electronic devices to walls. No items may be hung in a window if these items could be seen outside of a Student's assigned living space, unless written consent has been given by the College, this includes neon signs and banners/flags.

Lounge Furniture

Removal of furnishings from lounge areas will constitute theft, and the students responsible will be referred to the College student conduct system. In addition to potential student conduct action, all residents of the room will automatically receive a \$50 fine for each piece of lounge furniture present in a student room. Residents will have 24 hours to return the lounge furniture to its original location. Failure to return lounge furniture within this timeframe will result in further student conduct action, which may result in additional fines and/or other sanctions.

Room Furniture

Under no circumstances should room furniture be removed and stored elsewhere (this policy is also applicable to the off-campus houses). The College does not have the space to store unwanted room furniture. If room furniture is found in a shared space, room inspections will be authorized in order to determine where the furniture originated. Residents who place room furniture in shared spaces of a residence hall will automatically be fined \$50 per piece of room furniture and referred to the student conduct system. Residents will have 24 hours to return the room furniture to its original location. Failure to return room furniture within this timeframe will result in further student conduct action, which may result in additional fines and/or other sanctions.

Residents are responsible for making sure all furniture that was present in the room during check in is present in the room at check out. Residents will be charged the full cost of replacing missing furniture.

Lofts

Personal lofts are not permitted in the residence halls. This includes the use of cinderblocks to raise beds. Students wishing to loft their beds can rent lofts from the Office of Campus Life within the first two weeks of the semester. Lofts will be removed by the Physical Plant staff after students vacate their rooms. If a student changes rooms, it is the responsibility of the student to notify the Office of Campus Life to have their loft moved to their newly assigned room.

Damages

The College will assess damage charges for unauthorized use of, and alterations to, rooms, furnishings, equipment, and buildings, and for special cleaning necessitated by improper care of rooms and equipment. Students will be referred to the student conduct system for damages that constitute vandalism.

Shared Spaces

In cases of damage and/or excessive uncleanliness in a shared space (hallway, community bathroom, common room, etc.), all residents of a floor/building/pod/etc. are ultimately responsible. For this reason, it is essential that residents immediately report any damages/excessive uncleanliness. Residence life staff members will attempt to discover the person responsible. If the person responsible does not come forward and/or information is not provided to help residence life members determine the person who is responsible, all residents of the floor/building/pod/etc. will be fined for equal portions of the total charge to repair the damages/clean the shared space.

Overflow

Assignments will typically be made on the basis of two students per room in the residence halls and three to eight in the off-campus houses. However, demand for housing may require that the College assign three students per room or bedroom, and thus the College reserves the right to assign students in this manner. Students so assigned will be reassigned to double occupancy spaces as they become available.

Double as a Single

If space is available, and upon approval, students may request retention of a double room as a single accommodation at the prevailing double as a single rate. The College has the right to revoke approval if space is needed.

Room Furniture

All furniture must remain in a room, in accordance with the Alterations policy, even if a student elects to have the room double as a single.

Non-Double as a Single Rooms

A student may, on occasion and due to circumstances beyond their control (i.e. a roommate moving out), become the only occupant in a room. In these cases, the Office of Campus Life will offer the student three options:

- **Option 1:** The student may elect to keep the room as a single and pay the double as a single rate;
- **Option 2:** The student may elect to live with a new roommate, who will either move into the room or allow the student to move into his or her room;
- **Option 3:** If space allows and it is determined that immediate consolidation is not necessary, the student may continue to occupy the room at a double rate and agree to accept the immediate placement of a roommate when one becomes available.

If a student selects Option 3, under no circumstances may that student utilize the other half of the room's furniture, space, closets, etc. This includes storing items inside of or on top of furniture. Students who select Option 3 are agreeing to the **immediate** placement of a roommate, and therefore, the other half of the room should be move-in ready as soon as a roommate becomes available (advance notice may not be provided). Students who violate this policy will receive an automatic \$100 fine for the first offense and 24-hour notice to remove all belongings before the room will be re-inspected. If a student fails this re-inspection or if the student violates this policy a second time, their room rate will be converted to double as a single, effective the date of the first violation. **There will be no exceptions to this policy.**

Suite-Style Housing

The College's two premium housing options, Fleming and Dunn Residence Halls, offer suite-style housing with two rooms adjoining a single bathroom. Residents of one room in a suite may not enter the other room in the suite without the explicit permission of that room's residents. Students who violate this policy will be referred to student conduct system.

Occasionally, a room in a suite may be unoccupied by other residents. In these cases, the residence life staff will block access to the other room with a door prop. If the thermostat is located in the vacant room, the residents in the occupied room will have two options:

- **Option 1:** All residents of the occupied room can move to the room with the thermostat.
- **Option 2:** The residents must request access, provided by residence life staff members, to enter the room with the thermostat to make adjustments to the thermostat.

Students who enter an unoccupied room in their suite unauthorized (even if the door prop is missing or non-functional) and/or utilize that room for storage of their belongings will receive an automatic \$100 fine for the first offense and 24-hour notice to remove all belongings before the room will be re-inspected. If a student fails this re-inspection or if the student violates this policy a second time, the student will be required to move to non-premium, non-suite-style housing for the remainder of the academic year.

Changing Rooms during the Academic Year

Students are encouraged to change rooms only as a last resort during the academic year. Students who are experiencing conflict with others in their living space must have two documented mediation sessions with a Resident Assistant and/or Resident Director before submitting a request to move to the Office of Campus Life. Students who elect to move without completing mediation will be charged a \$100 moving fee. In cases where the student requesting to move has attempted mediation on at least two occasions and the other living mate(s) has not cooperated, the \$100 moving fee will be assessed to the non-cooperating student(s). Students will only be allowed to move to a vacant double room if they agree to pay the double as a single rate.

Students who are living alone (whether paying a single rate or waiting for a roommate) will be allowed to move into a room with a roommate free of charge. Students who are living alone and who wish to move to another room without obtaining a roommate will be charged the \$100 moving fee and must agree to pay the applicable single rate for the new room.

Friendly Move Period

Friendly Move Period will be held early in the fall and spring semesters (see “Important Dates to Know” for the Friendly Move Period dates). During Friendly Move Period, students can request to move to an open space on campus without providing a reason and without paying the \$100 moving fee. Students will only be allowed to move to a vacant double room if they agree to pay the double as a single rate. All moves must be completed within 72 hours from the end of Friendly Move Period. If a move has not been completed within the 72-hour timeframe, approval for the move will be revoked, and the student must request new approval to move and will be subject to the mediation requirement and moving fees outlined above.

Consolidation

The College reserves the right to consolidate rooms to full capacity when vacancies occur and move a student to another room when such consolidations become necessary. Students who have not contracted for a double as a single occupancy must pay the double as a single room rate, obtain a roommate, or change rooms if they do not have a roommate and have been requested to consolidate. Any room change must be approved by the Office of Campus Life and be completed within 72 hours after notification to consolidate. If the consolidation has not occurred within this period, the student will automatically be charged the double as a single room rate.

Cancellation Policy after Occupancy

- Students who have signed the agreement and who have commenced occupancy in College residence halls will be held responsible for fulfilling their obligation under the agreement. A residence hall student who is permitted to withdraw from College housing while remaining a student will be responsible for payment of room and board charges to the date of withdrawal and the balance of the room charges for the agreement period.
- Residence hall students who withdraw from the College will be charged room rent for the entire semester and the agreement will be terminated. If a student completes requirements for graduation, or for other reasons is no longer enrolled at the College during the agreement period, the agreement may be terminated.
- Any resident who, for any reason, discontinues as a regularly enrolled student and later returns for regular classes during the agreement period will be obligated to comply with the terms and conditions found herein the Residence Hall Accommodations Agreement.
- Students who withdraw from the College will have 48 hours from the written date of withdrawal to vacate their room and remove all of their belongings. Students are also expected to vacate their room and remove all of their belongings before the posted deadline for the end-of-year closing. Students who fail to vacate their rooms and/or remove their belongings by these deadlines will be subject the Extended Stay policy (see Opening and Closing of the Residence Halls). Any personal property left in the residence halls will be deemed to have been abandoned in favor of the College. Students will be

charged for the removal/disposal of abandoned property. The College will not be responsible for storing or returning abandoned property.

Refund Policy

All students withdrawing from West Virginia Wesleyan College should cancel their Housing agreement by officially withdrawing from the College. Room charges are not refunded. Board refunds, where applicable, are based upon the date that the last of the following occurs: a student's belongings are removed, the student's key is surrendered, and/or upon submission of a completed West Virginia Wesleyan College Withdrawal Form to the Office of Campus Life. Board refunds are calculated on a daily prorate of charges.

Termination by the College

The College may terminate the Residence Hall Accommodations and Policy Agreement (a) for non-payment; (b) upon disciplinary dismissal or summary dismissal of a student from College Housing; (c) when a student voluntarily withdraws from enrollment at West Virginia Wesleyan College; (d) upon violation of a term or condition of occupancy by the student or his/her guest(s); or (e) for failure to register for classes. The College may terminate the Agreement of any student who fails to check in by noon the first day of classes.

Late Arrival

Unless a student requests an extension of the arrival period in writing through the Office of Campus Life, West Virginia Wesleyan College is not obligated to hold a space reservation past noon on the first day of classes. If a student fails to check in prior to noon on the first day of classes, and appears subsequently, the student will be assigned elsewhere if space is available. If no space is available, the student is subject to withdrawal fees for breaking the Agreement.

Opening and Closing of the Residence Halls

During official College vacation periods, all residence halls are closed, meals are not served, and students must vacate the premises. For the end-of-year closing, residents must also remove all of their personal belongings from the residence hall. All residents must vacate no later than the stated building closing date and time.

Approved Extended Stay

If a resident wishes to move in prior to opening, stay during break closings, or move out after the end-of-year closing deadline, he or she must submit an Extended Stay Request form. If approved, the student will be charged the prevailing daily room rate established by the College, which is currently \$25.

Unapproved Extended Stay

Students who fail to vacate their rooms and/or remove their belongings before a closing deadline will be charged a \$50 fine for each day the student and/or their belongings remain in the residence hall without approval. In addition to this fine, the student will also be charged the prevailing daily room rate established by the College, which is currently \$25. After 72 hours of unapproved stay, students who remain in the residence halls will be considered to be trespassing and removed by Security; any remaining property at that point will be considered to have been abandoned. See Cancellation Policy after Occupancy for more information about property that is abandoned following withdrawals and the end-of-year closing.

College's Right to Entry

The College reserves the right to enter a room/apartment/College-owned house without notice or permission of the residents thereof (a) to perform routine maintenance, inspection, and repair services; (b) to search for drugs, weapons, explosives, or any other items or substances, the possession of which is a breach of this Agreement, of the standards and regulations of the College, or the laws of the State of West Virginia (Such entry will be made only when the College has reasonable cause to believe such items are present); (c) when there is reason to believe that the occupants are in serious physical or psychological distress; (d) for health and safety inspections; (e) to address a noise complaint when resident(s) are not present in the room to do so (i.e. shutting off an alarm); and (f) to ensure that any other College regulation is being maintained, as deemed necessary.

Fire Drills

The College will conduct fire drills every semester to ensure compliance with health and safety protocols. At this time, Campus Life Staff and local authorities have the right to inspect residence hall rooms and remove prohibited items or items believed to pose a risk to health and safety in the community. Possession of prohibited items will be reported to the Office of Campus Life (see Prohibited Items for more information).

Inspections vs. Searches

During most of these entries, a room will only be *inspected*, meaning that furniture will not be moved or opened, and only

prohibited items that are visible will be confiscated and reported to the Office of Campus Life. Exceptions to this policy include but are not limited to the moving and opening of furniture as necessary by College personnel to complete maintenance or address a health and safety concern, as well as lawful searches of rooms for illegal items.

Room Searches will be conducted by Security with approval from the Assistant Director of Campus Life or the Director of Campus Life. All room searches are recorded via body cams to ensure accountability. All aspects of a room are searched during a room search. This means that any safes, locked briefcases, unmarked pills, etc will be confiscated until such time they can be inspected by college officials.

College Liability

The College does not assume any obligation or liability for loss or damage to items of personal property that may occur in its buildings or on its grounds, prior to, during, or subsequent to the terms of this Agreement. This includes, but is not limited to damage, loss, fire, water damage, theft, flooding, etc. Students are urged to purchase renter's insurance for protection against loss or property damage. No interruption of utility services shall be deemed as an eviction or disturbance of students use of the facilities or render the College liable for damages, unless the College willfully refuses to supply said services without cause or excuse. Personal property of students is not covered by College insurance. **Students should carry their own insurance protection against theft, loss, or damage to personal property.**

Students are permitted to use personal security cameras within their own Residential Hall Room. They may not place these cameras in any public area. If a camera is found in a public area, it will be confiscated and not returned. Any Student with a personal security camera must notify both the Office of Campus Life and Security. Failure to notify these offices may result in your camera being confiscated during room health & safety checks.

College Regulations and Governmental Statutes

All students housed in the residential facilities are required to abide by this agreement, the standards of conduct contained in the West Virginia Wesleyan College *Student Handbook*, and any amendments to the *Student Handbook* as printed in official College publications. The *Student Handbook* can be accessed in hard copy in the Office of Campus Life, and it can also be found online.

IV. RESIDENCE LIFE POLICIES & COMMUNITY STANDARDS

Community Expectations

By enrolling at West Virginia Wesleyan College, students voluntarily make a decision to become part of a living and learning community, which expects mutual respect, honesty, and trust. The Office of Campus Life is committed to providing residents with a safe and inclusive learning environment where students are able to engage with students from different backgrounds to expand their awareness.

The Office of Campus Life and the Wesleyan Community are also proud to be committed to providing inclusion and support to transgender students. WVWC is committed to providing a safe and inclusive campus to transgender students by:

- Providing safe, accessible, and convenient bathroom/restroom/locker room facilities. Students, faculty, staff, and campus guests shall use the bathroom/restroom/locker room facility that corresponds with their gender identity or utilize bathroom/restroom/locker room facilities that are designated gender inclusive.
- Providing a variety of options for on-campus housing, based on deposit date, and allowing students to access housing consistent with their gender identity.
- Permitting 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 the gender assignment or the gender on their birth certificates. The responsibility for determining an individual's gender identity rests solely with the individual.

Prohibited Items

The following items are not permitted to be used or stored in the residence halls. This is not an exhaustive list, and the Office of Campus Life reserves the right to confiscate items it deems to be unsafe for community living. The Office of Campus Life also reserves the right to determine if a student should or should not be fined for an item confiscated that is not specifically stated on this list.

- **Illegal substances** including, but not limited to: alcohol (if under 21), drugs and other controlled substances, and alcohol and drug paraphernalia. See the Alcohol and Drug policies for specific policies on prohibited items.
- **Weapons** including, but not limited to: firearms, BB guns, paintball guns, knives larger than a pocket knife, pellet and air

guns, pepper spray, mace, tasers, stun guns, or any type of weapon or ammunition. Any student found to be in possession of a weapon will also be referred to the College student conduct system.

- **Heat-producing appliances** including, but not limited to: hot plates, heating/immersion coils, electric fry pans or grills, air fryers, toaster ovens, toasters, electric heaters, halogen lamps, and fog machines. Additionally, the following items are only permitted if they have an automatic shut-off feature: coffeemakers, irons, and hot water pots/rice cookers.
- **Other fire/safety hazards**, including but not limited to: decorative lights that are not LED classified, non-surge protected extension cords and non-UL approved electrical products, fireworks or explosives of any kind, propane, gasoline, kerosene, gas grills, acid, other hazardous chemicals, motorcycles, mopeds, and other gas-powered vehicles. Additionally, candles, wax warming burners, and incense, even if unlit and used decoratively, are prohibited.
- **Large appliances**, including but not limited to: smokers, chest freezers, and refrigerators larger than 3.2 cubic feet; additionally, air conditioners, including portable air conditioning units and humidifiers acting as a cooling unit, are prohibited unless approved by the Office of Campus Life as a special accommodation.
- **Other miscellaneous items** including, but not limited to: bullhorns, hover boards, megaphones, hookahs, waterbeds, hot tubs, dart boards/darts, traffic signs, ceiling fans, and wireless routers.

All prohibited items will be confiscated and held by members of the residence life staff. Confiscated items will be returned to the student when they leave for the next break or closing, except in cases where it is illegal for the student to have the item. Confiscated items that are not collected by the student before end-of-year closing will be treated as abandoned property (see Cancellation Policy after Occupancy).

In addition to confiscation, students who possess prohibited items may also receive fines and others sanctions for violating the Prohibited Item policy. See the Housing and Residence Life Fees, Fines, and Other Sanctions list for information.

Alcohol

Residents and visitors must abide by state laws referring to alcohol use and possession. It is unlawful for anyone under the age of 21 years to purchase, consume, or possess alcoholic beverages.

- Loud or disruptive behavior or drinking habits that otherwise interfere with the rights of others or lead to other violations of college policies are reasons for disciplinary action, regardless of a student's age.
- Alcoholic beverages may not be consumed or carried in open containers in hallways, lounges, courtyards, kitchens or other public areas, regardless of a student's age. Individual residence halls rooms with their doors open are also to be considered public area. When residents of legal drinking age are transporting alcohol on campus, it must be in a closed container and an opaque bag. Open and/or unconcealed alcohol will be considered evidence of public consumption.
- Kegs, beer pong balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence halls.
- A student of legal age who possesses more than a total of 192 ounces of alcohol beverages or exceeds any one of the following, even in the privacy of their own residence hall room, will be in violation of the mass quantity regulation.
 - 12 sixteen-ounce containers of beer or equivalent
 - 2 liters of wine (2 half gallon)
 - 12 twelve-ounce wine coolers
 - One liter of distilled spirits (1 and ½ fifths)

The maximum amount of alcohol allowed in a single room/apartment/off-campus house is determined by the number of residents and does not include the number of guests.

- Students are prohibited from storing or possessing empty alcohol containers in rooms, suites, or bathrooms. "Empties" should not be used as a form of decoration in a residence hall room. If empty alcohol containers are found in the residence halls, staff will assume that the residents of the room or suite and any students present in that space are or were in possession of alcohol and have a shared responsibility for the containers.
- 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.
- Because possession of alcoholic paraphernalia may be viewed as evidence of consumption, alcoholic paraphernalia cannot be present in a room where any occupant is under the age of 21. This includes shot glasses, wine glasses, empty containers, corkscrews, etc. A resident who is of legal drinking age may possess alcoholic paraphernalia if all occupants of the room are 21 and older. Even still, these items should not be used decoratively or displayed openly, since alcoholic paraphernalia in the presence of underage guests will suggest that illegal alcohol consumption may have occurred.

Residents and visitors who violate these policies will be asked to dispose of all alcohol on their person and in the room the violation occurred. Additionally, any prohibited alcoholic paraphernalia will be confiscated and only returned at break closings

as appropriate (see Prohibited Items policy). All students who are alleged to have violated the alcohol policy will be put through the College's student conduct system and face student conduct action and sanctions.

Bicycles

Bicycles may not be kept anywhere inside academic or administrative buildings, residence hall rooms, or in public areas of the residence halls. A bicycle storage room is located in the basement of Benedum Hall. Students are able to use this storage facility upon requesting a key from the Office of Campus Life Office Manager. Keys are checked out for the duration of the academic year and returned to the Office of Campus Life at a designated time during Spring Semester. If a bicycle room key is lost, stolen, or misplaced, the student is responsible for the \$75 lock replacement fee.

Other bicycle storage locations may be found in the Holloway Hall basement and outside the Meditation Chapel.

Bicycles may not be ridden in residential facilities, and the College will confiscate bicycles improperly placed in any student housing. Wall mountings to store bicycles are not permitted, and any damages caused by the storage or transportation of the bicycle are the responsibility of the bicycle's owner. Bicycles left on campus over the summer will be considered abandoned property and will be removed by Campus Security.

Motorcycles, mopeds, and other motorized vehicles must be parked in designated parking lots only. Scooters with ion batteries cannot be stored in residence hall rooms.

Students who violate this policy may forfeit their privilege to have a bicycle on campus.

Building Fines

If damage to shared spaces in a building occurs, and if the violator doesn't come forward or isn't identified, the residents of the floor/building (depending on where the damage occurred) will share the fine/charge.

Climbing/Repelling

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

Commercial Enterprise

Personal business enterprises shall not be conducted in or from the College residential facilities.

Door Propping

A student who enters or leaves the residence hall is responsible for securing the door. Propping or otherwise preventing any door from being completely secure is a serious safety violation and is subject to a fine. If door propping because a consistent issue for a building or floor, building fines may be issued.

Drug Use & Possession

Students may not possess, use or distribute any illegal controlled substances on College premises. The manufacture, delivery, or possession with the intent to manufacture or deliver a controlled substance is prohibited by the West Virginia Code (vol. 17, Chapter 60A) and 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 a physician.

Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to: rolling papers, roach clips, water bongs, pipes, hookahs, any form of homemade smoking devices or anything fashioned for such use.

Furniture Misappropriation

Students may not remove college equipment or furniture from its assigned room, suite, lounge, or other areas within a residence hall. Unauthorized removal of furniture within a building or from one building to another will be considered misappropriation.

Gambling

Gambling is defined in the law as the making, placing, or receiving of any bet or wager or money or anything of value made in exchange for a chance to win a prize, stake or other consideration of thing of value, dependent on the result of any game, contest, or event in which the outcome is uncertain or a matter of chance.

Games of chance on which wagers are being made may not be played in any public area of a residence hall including individual

residence hall rooms when the doors are open. Football pools or any other form of wagering on the outcome of an event may only occur between students within the confines of their bedroom or suite. These may not be posted or advertised in public places.

When students or visitors are playing poker or other games of chance in their room, no one may benefit from the game in any other way than as a result of the outcome of the game (i.e. students may not charge an entrance fee or take a cut from the amount wagered). Poker or other games of chance may be organized by the staff and may occur in public areas of the building only if there is no entrance fee, no wagering on the outcome, and no prize of value awarded to the winner. Door prizes are allowed under the law, but these must be awarded on a purely random drawing. These games may not be used as fundraisers for individuals or groups.

Guests & Visitation

A room adequately accommodates students to whom it is assigned and a few of their guests. Overcrowding a room is a safety concern and is an issue of community welfare. There should never be more than 10 people in a room at any given time. Rooms with 10 or more people will be asked to disperse regardless of whether any other policies are being violated.

- Roommates must have full use of their own room at all times and must give consent to overnight guests.
- Even with the roommate's permission, guests are only permitted to stay overnight in a resident's room two consecutive nights and a total of three nights a week. Overnight stays in excess of this number will be considered cohabitation, and the resident will be subject to student conduct action. This also includes non-student guests' inability to move to different residence halls to live on campus illegally. This particular action would be subject to removal from campus by the local authorities.
- Guests may stay overnight in student bedrooms only. They may not sleep in common or public areas.
- Hosts are responsible at all times for the activities and actions of their guests while they are visiting. Should guests violate any residence hall or College policy, they may be required to leave. Damages attributed to the guest may be charged to the host.
- Hosts must escort their guest at all times. Guests are not permitted to be in a resident's room unless their host is with them.
- If any roommate(s) feel(s) uncomfortable about a guest's presence in the shared living accommodation, the host must immediately ask the guest to leave.
- Unescorted guests will be removed from the building by residence life staff members. Residential students are considered guests in all residence halls other than their own and are expected to comply with this policy.
- Guests under the age of 18 may not spend the night in a Residence Hall unless that guest is a direct relation to the Host.
- **Students are not permitted to rent their residence hall rooms to others. If found in violation, you will be processed through student conduct and sanctioned.**

Hallways & Stairways

Hallways and stairways must be kept clear for emergency exit and cleaning. Blocked hallways/stairways and other conduct that threatens or endangers the health, safety, or wellbeing of any person is prohibited in and around College residence halls and is subject to disciplinary action and sanctions. Students are responsible for understanding the Fire Safety Equipment and Procedures and all other safety and security procedures as described in the West Virginia Wesleyan College *Student Handbook*.

Keys & ID Cards

Residents are required to comply with safety and security procedures in College residence halls and are prohibited from tampering with locked doors, admitting unauthorized people into buildings, and propping doors open. Each student will be issued a room key and swipe access through their student ID. Residence hall room keys may not be duplicated or transferred. If a resident loses a room key, he or she will be charged a \$100 lock replacement fee. Residents may not give their room keys or student identification card to anyone else for the purpose of obtaining access to their building or to their room; students who violate this policy will be referred to the student conduct system.

If a student loses their ID Card a replacement can be purchased for \$30 in the Campus Life Office during normal business hours. Your student account will be billed.

Laundry

It is recommended that students should never leave laundry unattended, and machines should never be overfilled as that can burn up the motor of the machine. Damage/theft of laundry is the sole responsibility of the student operating the laundry equipment.

Students must download this app to use the machines:



Lockouts

Students are not to admit unauthorized or uninvited persons into the residence hall at any time.

Lock-Out Procedure for Lost or Misplaced Keys & ID Cards

- 8:00 a.m.-4:30 p.m.—Contact the Campus Life Office
- 4:30 p.m.-8:00 a.m.—Contact the On-Duty RA
- Security should be contacted only as a last resort.

After 3 lockouts, the student will be charged a \$10 fine per lockout.

Noise & Quiet Hours

Excessive noise is not permitted, including but not limited to:

- Noise that can be clearly heard outside of one's immediate residence hall room
- Excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.) during established quiet hours

Quiet Hours are:

- Sunday-Thursday: 10 p.m.-8 a.m.
- Friday and Saturday: 12 a.m.-10 a.m.
- During final exam periods, including Reading Days, 24-hour Quiet Hours are in effect.

Courtesy Hours are always in effect when Quiet Hours are not. During Courtesy Hours, music, voices, or noise should not be disruptive to the community. Noise that infringes on the rights of others to reasonable peace and quiet at any time will be considered a violation of Courtesy Hours. During Courtesy Hours, residents must comply with the requests of others to lessen or eliminate noise. Residents who are serious and/or habitual offenders of the noise policy will be referred to the student conduct system.

Pets

Due to health standards and possible inconvenience to other residents, no animals (except for approved service or support animals) are permitted in the residential facilities. The only exception is fish in fish tanks up to 10 gallons in size. However, fish tanks must be unplugged, along with other appliances, during Winter Break. Students found to have a pet in the residence halls will automatically receive a \$100 fine and will have 24 hours to remove the pet from the residence hall before a room inspection. Failure of this inspection and/or repeated violations of this policy will result in referral to the student conduct system. For more information, see the Service and Support Animals Policy.

If an unapproved animal is creating a disruption to the community, every reasonable attempt will be made to contact the owner. If no contact can be made, the unapproved animal may be turned over to Animal Control officials.

Projectiles

Students may not throw or cause to be projected any object or substance which has the potential for damaging or defacing College or private property or causing personal injury or disruptions. This would include, but is not limited to, throwing Frisbees or other athletic equipment inside the residence halls and throwing snowballs or water balloons or using water guns in the halls. Objects may not be dropped or thrown from windows, in stairwells or through other exits.

Roofs, Windows, & Screens

Students may not be present on any residence hall roof or porch located above the first floor. Presence on these areas will

result in disciplinary action. Screens may not be removed from windows.

Roommate Contracts

During the first two weeks of the semester, first-year students are required to complete a roommate contract with a member of the residence life staff. We highly recommend that returning students complete these contracts, but it is not required.

Service and Support Animals

Students with disabilities may request a reasonable accommodation to possess a service or support animal. Students are required to submit official documentation of a disability and the disability-related need for the assistance animal. Each request is evaluated by a committee of designated College officials. Students who are requesting this accommodation should contact the Office of ADA Services to obtain the proper paperwork and approval for animals on campus. **Approval must be received before an animal is permitted in the residence halls.** For additional information, students can also access the College's service and support animal policy in the *Student Handbook*.

If an approved animal is violating quiet or courtesy hours, or exhibiting another form of disruptive behavior, every reasonable attempt will be made to find the owner. If no contact can be made with the owner, the animal may be temporarily moved to a holding area. Students will be held accountable for the violation of the ESA Contract and may be required to take the animal home.

Smoke Detectors

Tampering with and/or disabling any fire safety equipment (including smoke detectors) will result in a \$50 fine from the College, referral for student conduct action, and possible sanctions imposed by the State Fire Marshal's office.

Solicitation

Solicitation in and around the residence halls is regulated by the College Solicitation Policy.

Special Housing Requests

Students requiring any special accommodations in the residence halls must complete a Special Needs Housing Form and submit it to the Office of ADA Services. The deadline for that form for returning students is April 1 annually and for first-year students, it is June 1 annually. Forms must be completed by a medical or psychological provider. ADA Services is located in Haymond Hall.

Sports

Residents may not play any type of sport within the residence hall or in the immediate areas surrounding the building. This includes, but is not limited to, bouncing, throwing, hitting, or kicking of balls or other objects which would be considered potentially disruptive or destructive to persons or facilities. Free weights in excess of 10 pounds are also prohibited. This includes play or real fighting or bouncing basketballs in stairwells, hallways, or rooms.

Tobacco Free Campus Policy

As of January 23, 2017, West Virginia Wesleyan College campus and property are a tobacco and smoke free. This affects all residence halls, grounds, exterior open spaces, parking lots, sidewalks, streets, driveways, athletic facilities, academic buildings, and all WVWC-owned or leased vehicles. This includes cigarettes, chewing tobacco, e-cigarettes, vape pens, etc. Under no circumstances should these items be used inside of a residential building, as they pose a serious threat to the health and safety of others. Students who are caught using tobacco products inside of a residence hall will be referred for student conduct action and face sanctions. Students who habitually violate this policy outdoors will be documented and put through the College's student conduct process.

Annual Evaluation of Policy

This policy agreement is reviewed annually by the Office of Campus Life and will be revised as deemed appropriate. Students who have questions or concerns about residential policy are encouraged to contact housing@wvwc.edu to schedule an appointment to discuss their concerns.

VI. Housing and Residence Life Fees, Fines, and Other Sanctions

The following is a non-exhaustive list of fees, fines, and other sanctions associated with common housing and residence life actions/violations:

| Housing and Residence Life Fees, Fines, and Other Sanctions | | |
|---|--|---|
| Action/Violation | Fee/Fine/Other Sanction | Responsible Party |
| Room Changes | | |
| Room change outside of Friendly Move Period | \$100 Moving Fee | Resident or roommate(s) who will not participate in mediation |
| Unauthorized room change | \$100 Moving Fee + \$100 Fine; student conduct referral | Resident |
| Break Closings | | |
| Extended stay (with approval) | \$25 Fee/Day | Resident |
| Extended stay (without approval) | \$25 Fee/Day + \$50 Fine; removal by Security after 72 hours of unapproved stay | Resident |
| End of Year Closing | | |
| Improper check out | \$50 Fine | Resident |
| Late check out | \$25 Fee/Day + \$50 Fine; removal by Security after 72 hours of unapproved stay | Resident |
| Unclean room | \$25 Cleaning Fee per room | Resident |
| Unreturned key | \$100 Lock Replacement Fee | Resident |
| Missing furniture/room fixtures | Restitution | Divided equally among all occupants (unless responsibility can be determined) |
| Abandoned property | Restitution for labor and disposal | Divided equally among all occupants (unless responsibility can be determined) |
| Furniture Misappropriation | | |
| Lounge furniture in student room | \$50 Fine per piece of furniture and student conduct referral; further student conduct action for failure to return furniture in 24 hours and/or repeated offenses | Divided equally among all occupants (unless responsibility can be determined) |
| Room furniture in shared space | \$50 Fine per piece of furniture and student conduct referral; further student conduct action for failure to return furniture in 24 hours and/or repeated offenses | Divided equally among all occupants (unless responsibility can be determined) |
| Using both sets of furniture for non-DAS | First Offense: \$100 Fine and 24-hour notice before re-inspection; Second Offense: Room rate conversion to DAS effective date of first offense | Resident |
| Miscellaneous | | |
| Missed mandatory meeting | \$5 Fine | Resident |
| Missing/incomplete housing paperwork | \$5 Fine | Resident |



| Housing and Residence Life Fees, Fines, and Other Sanctions | | |
|--|---|---|
| Action/Violation | Fee/Fine/Other Sanction | Responsible Party |
| Health and Safety Violations | | |
| Prohibited item | Temporary confiscation; \$25 Fine per item | Divided equally among all occupants (unless responsibility can be determined) |
| Large appliances and unapproved AC units | First Offense: temporary confiscation; \$25 Fine per item; Second Offense: student conduct referral | Divided equally among all occupants (unless responsibility can be determined) |
| Tampering with a smoke detector | First Offense: \$50 Fine; Second Offense: student conduct referral. Students may also receive sanctions from the State Fire Marshal. | Divided equally among all occupants (unless responsibility can be determined) |
| Unapproved animal | First Offense: \$100 Fine and 24-hour notice before re-inspection; Second Offense: student conduct referral | Divided equally among all occupants (unless responsibility can be determined) |
| Unclean room affecting the living environment | First Offense: Written warning and 72-hour notice before health inspection; Second Offense: \$50 Fine and 24-hour notice before re-inspection; Third Offense (and beyond): student conduct referral | Divided equally among all occupants (unless responsibility can be determined) |
| Room and Building Access | | |
| ID Replacement | \$30 Fee | Resident/Student |
| Lost Key | \$100 Lock Replacement Fee | Resident |
| Lockouts | \$10 Fine/lockout after 3 documented lockouts | Resident |
| Shared spaces | | |
| Cleaning/damage beyond normal wear and tear | Restitution | Divided equally among all residents with access (unless responsibility can be determined) |
| Propped doors (persistent issue) | \$25 Fine | Applied to all residents with access (unless responsibility can be determined) |
| Policy violations | | |
| Alcohol and drugs | Permanent confiscation; student conduct referral | All residents and guests present for the incident |
| Alcoholic paraphernalia | First Offense: temporary confiscation; \$50 Fine per item; Second Offense: student conduct referral | Divided equally among all occupants (unless responsibility can be determined) |
| Weapons | Confiscation; student conduct referral | All occupants (unless responsibility can be determined) |



VI. Important Housing and Residence Life Dates and Contact Information

| | | |
|------------------|-------|--|
| August | 19 | Residence halls open for new students (8 a.m.) and returning students (2 p.m.) |
| | 25 | Friendly Move Period |
| September | 4 | Labor Day (classes cancelled; residence halls open) |
| | 29 | Founders Day |
| | 29-30 | Family Weekend |
| | 29-30 | Homecoming |
| October | 12-13 | Fall Recess (classes cancelled; residence halls open) |
| November | 17 | Residence halls close for Thanksgiving Break at 5 p.m. |
| | 26 | Residences halls re-open at 12 p.m. |
| December | 12 | Residence halls close for Winter Break at 7 p.m. |
| January | 15 | Residence halls re-open at 12 p.m. |
| | 15 | Martin Luther King Jr. Day (classes cancelled; residence halls open) |
| | 19 | Friendly Move Period |
| February | N/A | |
| March | 1 | Residence halls close for Spring Break at 5 p.m. |
| | 10 | Residence halls re-open at 12 p.m. |
| | 11 | Off Campus House applications are available |
| | 15 | Off Campus House applications due by 4:00 p.m. |
| | 18-22 | Same-room signups |
| | 25-29 | Displaced-student signups |
| | 28-29 | Easter Recess (residence halls open) |
| April | 1 | Lottery Letters emailed |
| | 8-9 | Housing Lottery |
| | TBD | Spring Weekend |
| May | 1 | Residence halls close for non-graduating students at 12 p.m. |
| | 3 | Baccalaureate |
| | 6 | Commencement (residence halls close for graduating seniors by 5 p.m.) |
| | 13 | Residence halls open for May Term students at 2 p.m. |
| | 27 | Memorial Day (classes cancelled; residence halls open) |
| June | 7 | Residence halls close for May Term students at 5 p.m. |



APPENDIX SIX: Center for Counseling and Well-Being: Policies and Procedures Manual



Policies and Procedures Manual

West Virginia Wesleyan College
Center for Counseling & Well-Being

Mission Statement, Vision, and Goals

Mission Statement:

The mission of the West Virginia Wesleyan College Center for Counseling & Well-Being is to provide a professional and confidential setting of non-judgement for the psychological, emotional, and developmental support of students as they pursue academic goals and explore personal growth. It is our goal to act as a resource for faculty and staff to assist in their interactions with students. When this mission is fulfilled, the quality of students' experience at WVWC is enhanced, and they are more likely to achieve academic and personal success.

Vision:

WVWC Counseling Services aspires to support the mission of the college through the lens of "UMATTER" which guides our therapeutic process:

- Understanding - open, non-judgmental therapeutic styles
- Mental well-being - self-awareness, mindfulness, and supportive networks
- Approachability - accessible, welcoming, friendly Counseling Center staff and setting
- Timeliness - providing services in the earliest possible timeframe
- Trust - confidentiality is explained and upheld while insuring the client understands exceptions to confidentiality
- Excellence - high quality services through evidence-based resources and certified counselors (and practicing interns)
- Resiliency - provision of tools and insight for navigating life's challenges

Goals derived from Counseling Services mission statement:



1. Promote the psychological and emotional well-being of students.
2. Enhance the academic and personal functioning of students.
3. Serve as a resource for and collaborator with faculty and staff in interactions with students.

Scope of Practice

WVWC Counseling Services provides short-term/brief supportive individual counseling for currently enrolled undergraduate and graduate students of the college.

- These services are provided by mental health professionals. Services are designed to assist students with a number of concerns and to enhance their ability to be more effective and successful in their academic and personal lives. Due to limited resources, a model of brief, goals-oriented counseling is used by Counseling Services. Students who need long-term or more intensive services will be referred to appropriate community mental health providers. Students are responsible for the cost of these off-campus services.
- All students are eligible for WVWC's crisis intervention services.
- Student also have the option of receiving therapy through Community Care, located in the Health Services side of the building. These services are billed to the student's insurance.

Counseling Services provides the following:

- Crisis intervention
- Short-term individual counseling for such matters as: anxiety, depression, loneliness, identity, coping with trauma, stress management, disordered eating concerns, alcohol/drug use/abuse, relationship concerns, grief and loss, family stress, sexual orientation, homesickness, college-related transition, developmental issues, and personal growth and development.
- Mindfulness tools
- Although families and partners of WVWC students may attend occasional consultation sessions, no ongoing counseling services are available to non-WVWC students.
- Assistance for students who have been diagnosed with one or more long-term psychiatric conditions for referrals to appropriate community mental health providers.
- Support and brief counseling for students recovering from sexual violence and/or interpersonal violence.
- Assessments and referrals to other campus resources, such as Student Success and the Learning Center, and referral to community resources, particularly for students whose presenting concerns are beyond Counseling Services' scope of practice.
- Mental health consultation, education, and outreach programs for students, faculty, and staff.



- WVWC faculty and staff seeking personal, individual counseling will be provided with off-campus resources and/or referrals in the interest of maintaining professionalism in the college workplace.

Limited Service

- Counseling Services does not provide long-term intensive counseling and psychotherapy. It is beyond Counseling Service's staffing to provide ongoing counseling and psychotherapy for students who may be diagnosed with a variety of serious, long-term psychiatric conditions, and individuals who appear to be a recurring high risk to themselves or to the WVWC community.
- Counseling Services does not provide treatment services for substance use/abuse. Counselors will meet with students seeking such treatment for a brief time to provide support, assess the students' needs, and assist them with referrals to the appropriate level of care.
- WVWC Counseling Services does not prescribe or monitor psychotropic or any other medications. Students are encouraged to make an appointment with Community Care (in the Health Center).

In the event a student is unable to manage the cost of third-party providers, scholarships are available to assist in certain circumstances. If there are questions regarding the scholarship, contact Director of Counseling Services, Shauna Jones, at jones_s@wvwc.edu or Vice-President for Student Affairs, Alison Whitehair, at whitehair.a@wvwc.edu.

Uwill Teletherapy Services

WVWC is partnered with Uwill, the leading mental health and wellness solution for colleges and students, to provide our students immediate access to licensed counselors by video, phone, chat, or message. Uwill may be accessed through QR codes posted around campus or by visiting <https://app.uwill.com/>. Students can receive eight (8) free sessions during the academic year. Wellness activities on Uwill count as sessions.

Counseling Center Hours of Operation

Generally, the Counseling Center is open for in-person services Monday - Friday from 8:00 a.m. - 4:30 p.m. from the arrival of students for the Fall semester until the end of May term. Hours are limited during breaks such as winter break and spring break. Students can set up a virtual/online appointment during the summer break Monday - Thursday from 9:00 a.m. - 5:00 p.m. by emailing counseling@wvwc.edu.

The Counseling Center tries to accommodate walk-ins; however, appointments are recommended for all counseling sessions to be sure a counselor is available.



After-Hours Services

Even though the Counseling Center is not actively available beyond Monday-Friday 8:00 a.m.-4:30 p.m., a student can still send an email to counseling@wwvc.edu to set up an appointment for business hours.

If you are experiencing an emergency or crisis after-hours, contact Campus Security at 304.473.8011 and/or local emergency services (911).

If you feel you are a danger to yourself or others, call 911 or report to St. Joseph's Emergency Department (located at 1 Amalia Drive, approximately 1.4 miles from campus; (304) 473-2000)

Should a student secure a counselor's personal contact information and communicate an emergency during after-hours, the counselor is not responsible for responding immediately.

Other after-hours resources:

- **National Suicide and Crisis Lifeline: 988**
- Uwill Teletherapy: <https://app.uwill.com/>
- Appalachian Community Health Center 24-hr. Hotline: (304) 472-2022
- 844.HELP4WV
- BIPOC/Young People of Color Lifeline: text STEVE to 741741
- Trevor Project (LGBTQIA+ support): (866) 488-7386
- Trans Lifeline: (877) 565-8860
- Veterans Crisis Hotline: (800) 273-8255 (press 1)

Regular Office Hours Services

Generally, students are scheduled for individual bi-weekly counseling appointments lasting 30-50 minutes. The Counseling Center also offers group counseling, couples counseling, tabling at events, and psychoeducational sessions for professors or organizations.

Sometimes an emergency or crisis occurs; guidelines for such follows:

Guidelines for Determining the Level of Response Required for During-Hours Emergencies

During-hour emergencies differ in terms of levels of urgency and steps needed to address them. These guidelines are not exhaustive—they are meant to provide general direction on how to address different kinds of emergencies. Involved parties should utilize these guidelines. Counselors should use these guidelines in conjunction with their clinical judgment. Counselors should also document their rationale for how they respond to any given emergency.



I. Emergency Response/Crisis Intervention

Emergency Response services are designed to assist students who are confronting life-threatening circumstances, current or recent traumatic experiences, serious mental illness, and concerns about the safety of self or others (e.g. suicidal thoughts, thoughts of harming others, recent or anticipated assault or abuse toward self or someone else, hallucinations, recent death of a loved one, etc.).

A. Goals of Emergency Response are:

1. Containment
2. Stabilization
3. Immediate safety
4. Plan for further treatment or follow-up as necessary

B. What Emergency Response is NOT:

1. Therapy
2. Substitute for therapy contact with regular counselor
3. Emotional support or an avenue for venting frustration, in the absence of lethality or real emergency
4. A means for client to get access to a counselor other than their assigned counselor
5. A bridge between therapy sessions with their regular counselor - if a client truly needs more frequent contact, this should be arranged within the therapy relationship/process

II. Emergency Response vs. Crisis Intervention

A. What is an Emergency?

A mental health emergency is a life-threatening situation in which an individual is imminently threatening harm to self or others, severely disoriented or out of touch with reality, has a severe inability to function, or is otherwise distraught and out of control.

Examples of student situations that require immediate emergency response and a call to emergency medical personnel or police intervention (reach both at 911) include:

- Suicidal thoughts (e.g. referring to suicide as a current option or indirect reference to suicide or death)
- Strong desire to hurt others
- Bizarre/inappropriate behavior and/or garbled disjointed thoughts
- Students who are experiencing auditory or visual hallucinations
- Students who have recently (within 4 days) experienced a sexual or physical assault



Counselors may play a role in evaluating or consulting about such situations, but are not poised to intervene directly.

B. What is a Crisis?

A mental health crisis is a non-life-threatening situation in which an individual is exhibiting emotional disturbance or behavioral distress.

Examples of a mental health crisis include:

- Self-injury, but not needing immediate medical attention
- Eating disorders
- Emotionally distraught, very depressed, angry or anxious without the threat of imminent danger
- Increased nervousness, agitation, or irritability
- Withdrawal from others (isolation)
- Sudden changes in personal or classroom relationships
- Undue aggressive or abrasive behavior
- Infrequent class attendance
- Marked change in personal hygiene
- Signs of depression (frequent crying, insomnia, oversleeping, sudden weight loss/gain, loss of pleasure)
- Substance misuse (without current imminent danger)
- Significant changes in eating, sleeping, grooming, spending, or other daily activities
- Significant changes in performance or involvement in academics, sports, extracurriculars, or social activities
- Acting significantly withdrawn, tearful, or odd
- Difficulty concentrating, difficulty carrying on normal conversation
- Excessive dependence on others for company or support
- Feeling out of control of one's emotions, thoughts, or behaviors

Each situation will be assessed by the professional staff member during business hours. If the professional determines that the situation is an emergency they will provide guidance and/or arrive at the scene, if available. The counselor will assess the needs of the situation and determine the best course of action, whether that involves going to the site, deciding for other emergency services, etc.

Procedure If the Event Is Determined to Require Emergency Response

If the situation merits immediate attention and/or a counselor is not available, the person in crisis or campus security is to contact 911.

Contact the Director of Counseling Services at (304) 473-8803 or jones_s@wvwc.edu. If available, the counselor will go to the site to provide assessment, stabilization and arrangements for continued emergency care.

Procedure If the Event Is Determined to Require Crisis Intervention



If the involved faculty or staff member determines that the situation is not an emergency but warrants crisis intervention, the following procedures should be followed:

The faculty or staff member is encouraged to walk with the student in crisis to the Counseling Center. The student will be scheduled for the first available crisis assessment appointment available the same/next day. If a time is not available during regular office hours, the student will be scheduled for a time either before or after the Counseling Center opens the same/next day.

In the event the student is unable to walk to the Counseling Center, the involved party will contact the Director of Counseling Services at (304) 473-8803 or jones_s@wvwc.edu. If available, the counselor will go to the site to provide assessment, stabilization and arrangements for continued care.

If the crisis occurs on a weekend or holiday and does not merit the contacting of local emergency services or St. Joseph's Hospital, the involved party will contact the Director of Counseling Services at (304) 473-8803 or jones_s@wvwc.edu who will meet with the student during the next day the center is open.

Expressing Concern for a Student that is Not in an Emergency or Crisis

If a student is not exhibiting disturbance or behavioral distress and are not in need of immediate attention but are causing concern, individuals are encouraged to utilize WVWC's Early Alert Response System (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.

1. Complete the early alert form found on the WVWC Intranet website.
2. Provide the following basic information:
 - a. Who is involved?
 - b. What have you observed and/or what are your concerns?
 - c. Where and when did the incident occur? If your concern is not about a specific incident then indicate the history of your concern.
 - d. If possible, include as much information as is available regarding the student's academic progress, attendance, mental health, physical health, and motivation.
3. The EARS team will receive and review all alerts. Assessment of each alert will be conducted utilizing the Student Support Assessment Rubric. Outreach and intervention will be determined using the Student Support Outreach Rubric.

Providing Feedback to Faculty or Staff

When college staff or faculty are involved in requesting emergency services, they will be contacted and given general feedback on how the crisis was addressed, within the limits of confidentiality.



Students can also express concern for another student by e-mailing counseling@wvwc.edu. The Director will review these concerns and proceed with their best clinical judgment.

Services to Imminently Dangerous Students

In managing cases where imminent danger to a student or someone else is at issue, Counseling Center staff will act to minimize the danger in consultation with their professional colleagues.

In keeping with professional ethics codes and legal requirements, maintaining the safety of students and others take precedence over maintaining the confidentiality of clients. Even so, in the event of a necessary disclosure of confidential information, only information vital to contributing to safety will be disclosed, and then only to persons in a position to make appropriate use of the information. The rationale for all necessary disclosure will be appropriately documented in the students file.

Careful and prompt documentation will be made of consultations secured and steps taken to minimize danger.

Psychiatric Referrals in the Community and Psychiatric Hospitalizations

Students who need more intensive services than can be provided by Counseling Services will be referred to appropriate community mental health providers. Counselors will provide any assistance needed to set up an initial appointment, although students are encouraged to make the initial contact. Students who secure services with Community Care, United Summit Center, or elsewhere in the community are responsible for paying for those services. Most community providers accept insurance. Some have a sliding scale fee schedule for patients who do not have insurance for mental health services.

A list of community mental health providers is available in the Counseling Center and on the counseling webpage. Students may use these lists to self-refer if they prefer not to see a WVWC counselor for a referral.

Students who are experiencing a mental health emergency typically will be transported to the local hospital emergency room by local ambulance for safety and liability reasons. Upon admission to a higher level of care, the student's treatment is determined by that facility's medical/clinical providers.

Suicidal Student Protocol and Policy

The College recognizes that a student's physical, behavioral, and emotional health is an integral component of a student's academic success at WVWC. Nearly everyone at some time in his or her life thinks about suicide. Most everyone decides to live because they come to realize that



the crisis is temporary but death is not. On the other hand, people in the midst of a crisis often perceive their dilemma as inescapable and feel an utter loss of control.

There is no “typical” suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the warning signs and learning what to do next may help save a life.

Warning signs (numerous or severe):

- talking about suicide, death, and/or no reason to live
- preoccupation with death and dying
- withdrawal from friends and/or social activities
- experience of a recent severe loss (especially a relationship) or the threat of a significant loss
- experience or fear of a situation of humiliation or failure
- drastic changes in behavior
- loss of interest in hobbies, work, school, etc.
- preparation for death by making out a will (unexpectedly) and final arrangements
- giving away prized possessions
- previous history of suicide attempts as well as violence and/or hostility
- unnecessary risks; reckless and/or impulsive behavior
- loss of interest in personal appearance
- increased use of alcohol and/or other drugs
- general hopelessness
- unwillingness to connect with potential helpers

Purpose

The purpose of this protocol is to provide education and guidance to faculty, staff, students, and other members of the college community to help prevent student suicide. ***All suicidal behavior or threats should be taken seriously and immediately referred in accordance with this protocol.*** In the case of an emergency, please dial 911 then contact Campus Security at (304) 473-8011.

This Protocol shall be followed in the event a College employee has actual knowledge that a student:

- Is actively engaged in suicidal behavior psychological crisis ***or***
- Has engaged in suicidal behavior previously while enrolled at the College or recently before matriculation ***or***
- Has stated plans or intentions to commit suicide, including active suicidal ideation with specific plan and intent to act or active suicidal ideation with some intent to act, without a specific plan ***or***
- Where the college has actual knowledge that a student has engaged in suicidal behavior and is currently hospitalized, these protocols shall be activated in the event the student seeks to return to the College.



Emergency Protocol

Any member of the College community who has actual knowledge that a student is suicidal or in psychological crisis to any degree will:

- 1) *Immediately* contact 911.
- 2) Call Campus Security at (304) 473-8011 or x8011 (all hours).
- 3) The Dean of Students or the Director of Counseling Services will attempt to contact the student's emergency contact of record or another emergency contact identified by the student.
- 4) Upon return to campus, the Director of Counseling Services will reach out to the student for supportive follow-up.
- 5) In accordance with the West Virginia Wesleyan College Student Handbook, the BIT can recommend an administrative withdrawal for students that engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others.

Non-Emergent or Previous Suicidal Behavior Procedure

Any member of the College community who has actual knowledge that a student has engaged in suicidal behavior while enrolled at the College or recently before matriculating is encouraged to submit an early alert.

Based on the information received, the BIT will determine whether the protocol should be activated. In doing so, a designee of the BIT may attempt to meet with the student. The BIT may also consult with other offices/resources to determine an appropriate medical referral, help identify support strategies, and/or develop a follow-up action plan for the student.

Mandated Services

There are instances when a mandated session for evaluation can be useful: first, because there are occasions when it is prudent to require otherwise unwilling students to undergo an evaluation of their risk to hurt themselves; and second, because on occasion a mandated session can lead to genuinely voluntary counseling.

Mandated psychological evaluations should be considered a last resort. In fact, to the extent that Counseling Services becomes perceived as a place where students are required to come for treatment, its central mission of providing voluntary services for students will be fundamentally undermined.

Circumstances under which mandated counseling at Counseling Services does and does not occur



- Counseling Services does not provide services to students who are required to receive mental health treatment or assessment by a court of law.
- Counseling Services accepts mandated evaluation cases from the WVWC Campus Life staff or the College's Judicial Conduct Board.
- Counseling Services provides a brief mandated evaluation session for students who indicated mental health issues during their Academic Standing appeal.
- As a rule, Counseling Services only accepts mandated evaluation cases that can be completed over the course of one or two sessions.
- Counseling Services only accepts mandated evaluation cases for which the staff has the expertise and resources to offer competent evaluation. Staff members will work with the WVWC staff and/or the student to identify viable community resources.

Communication between Counseling Services staff and WVWC Staff/Administration about students participating in mandated evaluation sessions

- Counseling Services staff will only provide information relating to students attending or not attending their mandated evaluation session(s). The only exception occurs when a student presents a clear and imminent danger to self or others—then Counseling Services staff will actively work with the staff to address the potential danger.

This does not preclude the possibility of the WVWC staff, the student, and Counseling Services staff agreeing that other pertinent information can be released.

Alternatives for students mandated to participate in counseling

- Any students mandated by WVWC staff or by the Judicial Conduct Board to participate in an evaluation session(s) at Counseling Services are also afforded the alternative of securing evaluations from appropriate licensed mental health professionals in the community. Should a student choose to utilize an off-campus mental health professional, appropriate documentation must be provided.

Students with Disordered Eating Concerns

Although Counseling Services routinely provides services to many students with eating related concerns, the center does not provide services when students require treatment beyond the scope which the center can accommodate. In these instances, Counseling Services will refer the student to the appropriate level of care. Examples of situations in which the center is not positioned to treat eating-related concerns include:

1. Cases that require coordination of intensive medical and/or nutritional treatment, including cases of full-fledged Anorexia Nervosa.
2. Cases requiring multiple weekly counseling sessions for months at a time.
3. Cases in which treatment is not voluntary.

Whenever appropriate, students who are treated at the Counseling Center for eating-related concerns will be referred to other community resources for medical consultations. Students will



be required to sign a Consent for Services form that allows consultation between Counseling Services and Health Services.

Students with eating relating concerns that require treatment beyond the scope offered at Counseling Services will be referred to treatment programs in surrounding communities and/or out-of-state programs.

Supporting Special Accommodations for Students

Counseling Services staff support a student's request for special accommodations (e.g., reductions in course loads, particular housing arrangements, emotional support animals and the like) when significant psychological problems (e.g., clinical depression) or personal concerns (e.g., serious illness or disability) have markedly undermined the student's ability to function, and when allowing the accommodation may significantly improve the student's functioning.

Counseling Services staff, however, will not provide students with supportive documentation. This documentation must be obtained from an appropriate third-party or off-campus healthcare provider.

The decision to grant such accommodations is overseen by the Director of the Learning Center.

Documentation required for Emotional Support Animals is outside the scope of the services provided by Counseling Services. Students requesting documentation for Emotional Support Animals will be referred to appropriate off-campus mental health providers.

Relationship with the Learning Center and Students with Disabilities

Any formal academic accommodations arranged for students with learning differences, attention deficit hyperactivity disorder, or psychological disabilities are the responsibility of WWC's Learning Center. Counseling Services staff working with a student who might require such accommodations will refer the student to the Learning Center, where the implementation of any accommodations may occur.

Counseling Services does not provide psychological assessments for diagnosing learning disabilities or attention disorders, only support with appropriate healthcare referrals and resources. Students seeking such services will be directed to the Learning Center for guidance on securing the services.

Supporting Student Medical Withdrawal and Readmittance

Counseling Services staff support student medical leaves when significant psychological problems (e.g., clinical depression) or personal concerns (e.g., serious illness in family) have



markedly undermined a student's ability to function academically. The decision to grant a medical leave, however, is ultimately the responsibility of the Director of Academic Services.

Counseling Services staff will document their support of a student's medical leave in the student's counseling folder and upload it into the Guardian case management system.

CLIENT RIGHTS, RESPONSIBILITIES, AND PROCEDURES

Ethical Standards and Confidentiality

Counseling Services' professional staff adhere to the ethical standards of their profession: American Counseling Association (ACA).

Of critical importance to Counseling Services' mission is maintaining ethical standards relating to the confidentiality of our services. The standard from NASW's (1999) Code of Ethics relating to "Privacy and Confidentiality" (Ethical Standards 1.07) serves as a general standard for all Counseling Services' professional staff and interns.

Students will receive a copy of the Information, Disclosure, and Consent form during the initial consultation session to keep with their important paperwork. Students sign off on the intake form that they have been provided a copy, have read it, and have been given the opportunity to ask questions.

Making Counseling Appointments

WVWC students may make appointments to see a therapist by emailing counseling@wvwc.edu.

Students may also call (304) 473-8803 to leave a message requesting an appointment. Students are required to give a name, contact phone number, and contact e-mail address.

Counseling Services professional staff will do its best to accommodate walk-in and drop-in students on the basis of availability, which is not often.

Appointments are generally every two weeks. The Director of Counseling Services may make weekly exceptions in special situations (i.e., working with a suicidal student).

If the therapist believes the student to be under the influence of any intoxicating substances, the student may be asked to reschedule.

Missed Appointments (No Shows)

In fairness to students wanting to secure timely services from Counseling Services (and with respect to the therapist's time), students who miss an appointment without notifying the



counselor will typically be allowed no more than one additional consecutive “no show” or three “no shows” in one semester before they become ineligible for services for the remainder of that semester. Counselors will notify such students of their ineligibility via e-mail, with a copy placed in the student’s counseling file. Any exceptions to this practice also will be documented in the student’s file.

This policy is clearly stated in the Consent for Services form that students complete at their first session. Exceptions to this practice are at the discretion of the Director of Counseling Services.

Termination of Services

Therapy is voluntary and the client may terminate services at any point by letting the counselor know in writing via email. In some instances, counseling may be terminated by the therapist when deemed appropriate to do so, such as a student not participating in their treatment plan, the student missing too many sessions, or other reasons determined by the therapist.

Services will also be terminated when:

- the student has achieved their treatment goals
- left the college (graduated, transferred, withdrawal)
- been referred to another provider

Duplication of Counseling Services

WVWC Counseling Services provides short-term/brief supportive individual counseling for currently enrolled undergraduate and graduate students of the college. Due to limited resources, a model of brief, goals-oriented counseling is used by Counseling Services. Students receiving clinical mental health services from a provider outside of the college will not be offered duplicate recurring services from Counseling Services. There may be occasion that a student is seeing a Community Care therapist or other outside provider but if an EARS alert warrants it, the Director of Counseling Services will check in with the student.

In order to ensure best practice, students who are receiving psychiatric services from a provider outside of Counseling Services will be referred to their prescriber if clinical mental health services are offered.

Evaluation of Services

Students who participated in counseling sessions at the center will be invited to complete an anonymous internet-based or paper-and-pencil survey. Students may receive an email invitation or access to a QR code for accessing the survey. No record will be kept of who accesses the form and responses will remain anonymous.



OTHER COUNSELING CENTER POLICY AND PROCEDURES

Documentation of Services and Clinical Files

The Counseling Center operates under the Family Education Rights & Privacy Act (FERPA). Counseling records are classified as “treatment records” and kept separate from all other WVWC records.

All counseling services provided to WVWC undergraduate and graduate-level students will be documented in student counseling files. Paper copies of documentation will be placed in the student files as soon as such documentation is available. Electronic documentation will be securely stored in Guardian. No student files will be removed from the premises, unless required by a court order or some other extraordinary circumstance.

Students will complete the Intake Form at the time of their first session.

Students will read the Consent for Services form and if in agreement, will sign and date the form at the time of their first session.

Documentation of emergency, crisis, or other services provided by Counseling Services professional staff will be completed as soon as practically possible, targeting within three working days. This documentation will be kept in Guardian.

Documentation of any student’s permission to release confidential information will be made using Counseling Services’ Consent to Release Information form. The original will be kept in the student’s counseling file.

Copies of any pertinent correspondence with or about clients will be included in Guardian.

All documentation of services completed by counselors will include a signature block with the documenting counselor’s name, degree, and professional licensure or certification.

In keeping with West Virginia state law, hard copies of documentation of services will be shredded or otherwise destroyed approximately seven years after the student in question graduates or otherwise leaves West Virginia Wesleyan College.



Master's Level Practicum and Internship Students

Due to confidentiality, the center cannot accept undergraduate practicum and internship students from West Virginia Wesleyan College.

Master's level practicum and internship students will be accepted at the center. These students must apply to the Director of Counseling Services and conduct an interview either in-person or on-line. They will be carefully selected, trained, supervised, and evaluated.

Practicum and intern students will be provided the amount of direct supervision required by their home college or university.

Students participating in counseling with a graduate student will sign a consent to audio/video taping that will be used for training and supervision purposes.

Graduate students will be trained in Guardian to keep counseling notes which must be completed within three working days of each session.

Graduate students will abide by the WVWC employee policies and procedures that apply.

Maintaining the Counseling Center Webpage and Social Media Accounts

Given the important and growing role that the Counseling Services webpage and social media accounts plays in informing students, parents, faculty, and staff about services, the Director of Counseling Services (or the director's designee) will maintain and develop the center's webpage. Counseling Services aspires to have a comprehensive website that meets and sets national standards. Counseling Services' home page is located at <https://www.wvwc.edu/counseling-center/>. The Counseling Center is on Instagram @wvwc_counseling.

Use of Electronic Mail

All Counseling Services staff will employ an automatically generated "signature" on their WVWC electronic mail. This signature will contain an advisory indicating that the confidentiality of messages sent via electronic mail cannot be assured.

Counseling Services staff will only use electronic mail to communicate to students about relatively mundane matters such as scheduling an appointment, and will strive to minimize the confidential content of electronic mail messages sent to students.

Staff may send messages to those who have been referred through the EARS (Early Alert Response System).

Social Networking and Internet Searches

Counseling Services staff members do not accept friend requests from current or former clients on psychotherapy related profiles on social networking sites due to the fact that these sites can



compromise clients' confidentiality and privacy. For the same reason, Counseling Services staff members request that clients do not communicate via any interactive or social networking websites. Clients may interact on the WVWC Counseling Center's social media accounts.

Please direct any questions about this manual to the Director of Counseling Services, Shauna Jones, at jones_s@wvwc.edu.



APPENDIX SEVEN: Facilities Use Policy

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.

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.

Non-Discrimination 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, disability or blindness, or any other characteristic protected by local, state or federal law in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.

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.

Minors on Campus

All groups and organizations hosting programs and activities occurring on Wesleyan's campus that will include minor aged children agree to follow and abide by Wesleyan's Policy on the Protection of Minors.

Use of Facilities

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.

By External Organizations

Requests for the use of any facility by external organizations must be approved through the Campus Life Office. This includes Wesley Chapel, athletic facilities and fields, and the swimming pool. Reservations are not confirmed until the signed rental policies agreement and rental fee deposit are received. No event will take place until proper insurance certificates are received.

The following timeline is used to schedule events:

- Starting April 15 – Fall academic semester
- Starting November 15 – Spring academic semester
- Year-Round – Summer events and periods when class is not in session

Events will only be considered after College programs have been scheduled. Events may be scheduled up to, but not more than, fifteen (15) months in advance, (i.e. weddings) with



the exception of Summer Conferences which can book up to two (2) years in advance. The contract for Summer Conferences is available from the Summer Conference staff in Campus Life.

External Organizations or Private Events (Excluding official partner organizations, political candidates or office holders, and non-profit organizations)

- External organizations are responsible for facility costs and all associated direct costs as defined in the General Policies section.
- 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.
- If the event occurs when classes are in session, guests cannot park in lots restricted to persons holding WVWC-issued parking permits.
- 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.
- 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.
- The external organization or group is responsible for any damage to College property that is a direct result of its presence/event on campus.
- 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.
- The external group must agree to hold West Virginia Wesleyan harmless of and free from any and all liability and loss that any individual may suffer for any reason, except that which is directly caused by the negligent acts or deliberate misconduct of the owner of the premises or its agents.
- 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.



External Organizations in Partnership with WVWC

West Virginia Wesleyan College formally partners with the West Virginia Conference of the United Methodist Church and its associated programs. Other partners can be approved with the written approval of the President or authorized designee.

Requests for facilities, other than for academic classes, must be approved through the Calendar Coordinator in the Campus Life Office. Partnership by WVWC with an external organization can only be completed with fulfillment of the following conditions:

- The program is related to the College mission of teaching, research and service.
- A member of the College's academic or administrative unit must be designated as the "College Host", who is the Responsible Person listed on the Reservation Form. The College Host is responsible for:
 - Requesting space and completing the Reservation Form which must be forwarded to the Calendar Coordinator a minimum of (10) ten working days prior to the program;
 - Attending the program to act as liaison, and ensure that it is conducted in line with College policies are followed. Failure to attend the program by the College Host may prohibit the approval of future scheduling privileges.
 - Scheduling any WVWC support department services, e.g. catering, housekeeping, security, etc.
- External organizations in partnership with WVWC may rent approved facilities at no cost; however, if an admission fee is charged for the program, 50% of the WVWC approved facility costs shall be paid.
- External organizations in partnership with WVWC are responsible for all associated direct costs as defined in the General Policies section. The "College Host" may pay for these indirect costs through a departmental budget. Direct costs may not be "waived" or arbitrarily reduced except by explicit written direction of the President or authorized designee.
- College organizations that participate in a program with an external organization will be held responsible for any fiscal liabilities incurred by the College in connection with the program. The ultimate responsibility for the event, and for all liability or personal injury or property damage resulting from the event, rests with the College Host subject to existing College insurance provisions.
- 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.

- If the event occurs when classes are in session, guests cannot park in lots restricted to persons holding WVWC-issued parking permits.
- 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.
- 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.
- The external organization or group is responsible for any damage to College property that is a direct result of its presence/event on campus.
- 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.
- The external group must agree to hold West Virginia Wesleyan harmless of and free from any and all liability and loss that any individual may suffer for any reason, except that which is directly caused by the negligent acts or deliberate misconduct of the owner of the premises or its agents.
- 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.

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:



- The event must be open to anyone who wishes to attend. (Attendance cannot be restricted to known supporters of the candidate.)
- 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.
- The College will designate space for protestors.
- 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.
- External organizations are responsible for facility costs and all associated direct costs as defined in the General Policies section.
- 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.
- If the event occurs when classes are in session, guests cannot park in lots restricted to persons holding WVWC-issued parking permits.
- 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.
- 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.
- The external organization or group is responsible for any damage to College property that is a direct result of its presence/event on campus.
- 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.
- The external group must agree to hold West Virginia Wesleyan harmless of and free from any and all liability and loss that any individual may suffer for any reason, except that which is directly caused by the negligent acts or deliberate misconduct of the owner of the premises or its agents.
- 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.



Non-Profit Organizations

Non-profit organizations must provide a tax-exempt number prior to issuance of the Room Reservation Contract. A 50% reduction of WVWC approved facility rates will be granted, however, the organization is responsible for any associated direct costs. Direct costs, such as housekeeping, AV and/or catering fees, may not be “waived” or arbitrarily reduced except by written permission from the President or his/her designee. All other policies regarding external organization detailed above will be in place.

In the spirit of supporting local non-profit organizations related to the College mission of teaching, research and service, facility rental fees may be waived, though typically, for no more than one event per year. Direct costs incurred by the College, however, may be not waived.

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.

Insurance

Private events with over 100 attendees and all organizations, regardless of the amount of attendees, are required, at their own expense, to provide \$1,000,000 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 housing@wvwc.edu.



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.

Payment

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.

External Groups

External groups that use College facilities are responsible for facility use costs plus all associated direct costs. A deposit equaling the facility use fee may be required immediately. A reservation is not considered to be fully confirmed until the deposit is received. The reservation may be cancelled if the facility use fee is not received within thirty (30) days of making the reservation. Direct costs will be billed approximately 30 days after the event. Payments may be made to the Office of Student Accounts, 59 College Ave., Buckhannon, WV 26201.

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.



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.

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.

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.)

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.

Vendor Tables

An external vendor must contract with the Calendar Coordinator and all College Facility Use Policies apply accordingly. Vendor tables are \$25 per day and are limited to the first floor of the Campus Center or Campus Center Plaza. Vendor tables may not be allowed during



certain time periods. The College reserves the right to refuse access to any vendor, for any reason.

Credit Card Vendors

No credit card or related vendors and/or their display or promotional postings are permitted on College property.

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@wwwc.edu for information on their full-service catering options.

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.

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.

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.

Tobacco use

West Virginia Wesleyan College's campus is tobacco free. The use of any tobacco product is strictly prohibited.



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.

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.

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.

Concealed Weapons Law

The state of West Virginia allows qualified citizens to carry concealed weapons, but only if certain strict conditions are met. The Concealed Carry Law does not allow concealed weapons to be carried anywhere on the premises of a College unless the weapon is locked in an automobile or in the process of being locked in the automobile. It is against College policy to carry a firearm, deadly weapon, or dangerous ordnance, anywhere on the premises of WVWC.



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.

Computer Use

Faculty, staff, students and internal organizations must follow the WVWC's Computing Services guide. The website: <http://helpdesk.wvwc.edu>, scroll down to the "Quick Links" section and click "Current WVWC Technology Handbook."

External groups may request an internet password from the Calendar Coordinator or Coordinator of Summer Conferences for use while on campus.

Usage that violates any institutional, local, state, or federal rule, regulation, or law is prohibited by the College's Computer Use Policy. Users may not violate copyright law (Title 17, U.S. Code) through the unauthorized installation, distribution, or reproduction of any material that is defined by intellectual property rights. For more information, refer to the College's Copyright Policy.

Personal information transmitted over the College network or stored on College-owned computers will be examined, with or without notice, only if the Director of Institutional Technology, in consultation with the CFO, believes that:

- The integrity and/or security of the campus network has been compromised in an unacceptable manner; or
- A violation of a local, state, or federal law or regulation has occurred; or
- A violation of West Virginia Wesleyan College's Computer Use Policy has occurred.



Violators of this policy may be liable for civil and criminal prosecution, and it should be understood that nothing in this policy precludes enforcement under local, state, or federal laws or regulations.

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.

- Posters must include the 'who, what, where' information about the event.
- Posters or postings may not include the mention or advertising of alcohol or alcoholic beverages.
- Only one piece of literature from each event will be posted per bulletin board.
- 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.
- 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.
- 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.
- All literature must be taken down and properly disposed of immediately following the event.
- The organization will be responsible for incurred costs if labor is required for removal of postings.
- Posters cannot be larger than 11" x 17".
- Costs to repair any damage due to improperly posted materials will become the responsibility of the organization listed on the literature.
- Political campaign material supporting any federal, state, or local political party, or politician, may not be posted except by registered student organizations.
- Credit card promotional materials may not be posted.
- Literature may not be posted for more than one month.

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.

I have read and agree to the terms of WVWC's Facility Usage Policy, and understand that failure to abide by the policy may result in forfeiture of my reservation or future reservations, and/or additional fees.

Name: _____

Date(s) of Reservation: _____

Organization (if applicable): _____

Signature: _____ **Date:** _____



PAC Rental Addendum

PAC daily rate is \$500 (8 hour maximum including load in and load out)

\$250 for non-profit use

Overtime rate is \$50/hour regardless of profit/non-profit status.

Multi-day rentals must have an 8 hour minimum break between one day's event(s) and the next.

Daily rate includes the following:

- Basic stage and house lighting.
- Use of the PAC house projection system, audio connections, and screen.
- Use of house sound system and up to 3 hand-held wireless microphones.

NOTE TO PAC RENTERS:

1. There will be no food, drink, candy or gum of any type allowed in the PAC Auditorium or stage. Special arrangements may be made to have food or drink in the lobby and Greek Room if necessary.
2. Each audience member must be seated prior to the start of the performance. Audience members may not be seated in the aisles, nor can they stand in the aisles or entryways. The capacity of the PAC is 375 in the auditorium. No more than 375 shall be admitted to the auditorium at any time.
3. Renter must provide adequate ushers, backstage help and box office staff.
4. Requests for chairs, tables, stools and other furnishings must be submitted 72 hours before the event day.
5. Only gaffer's tape and spike tape may be used onstage and backstage in the PAC. Any postings in the walls of the auditorium or lobby must be pre-approved.
6. PAC fly system, catwalk system, sound system, projection systems and lighting systems will be operated only by personnel authorized by the PAC Manager.
7. Rental shall be charged on an hourly basis over rental minimums. Rental rates are listed above.
8. The rental period shall begin one hour prior to the arrival of the party that is utilizing the facility.
9. The number of technicians required for an event shall be at the discretion of the PAC Manager.
10. Fire, pyrotechnics, candles or open flames of any type are prohibited.
11. The use of glitter whether loose or in make-up or spray is prohibited.



12. Performances lasting longer than 90 minutes will require an intermission of at least 10 minutes.
13. Additional custodial charges will be calculated and determined by WVWC.
14. If the performance includes any children under the age of 18, an adult representative of the renting organization must be present at all times minors are in the building.
15. Rental rates shall be the same for set-up, rehearsals and performances.
16. The PAC Manager has the final say on all safety matters.

Additional Fees

*Marley dance floor installation: \$200

*Lighting needs not addressed by the current PAC lighting plot: Additional \$40/hour for all time needed to hang, circuit, focus and program all lighting looks not covered by the basic plot.

*Use of additional microphones: \$15 per microphone per event.

*Rigging of any overhead lighting, soft goods, scenery or special effects on stage will be handled by house staff at the rate of \$50/hour of install and removal time. The PAC Manager reserves the right to deny any overhead rigging deemed unsafe for any reason.

*Use of Soundcraft SI Expression 3 sound board by outside technician approved by PAC staff- \$50/day

*Use of ETC ION lighting console by outside technician approved by PAC staff- \$50/day

*Use of PAC scene shop for any production use outside of storage- \$50/day (Use of scene shop does not grant the user permission to use tools and machinery owned by WVWC Dept. of Theatre and Dance unless special permission is granted by the PAC Manager.)

*House technicians may be hired at the rate of \$15/hour with a minimum 4 hour call.

*Use of pit area, including the removal of apron stage, clearing of pit area and installation of pit safety railings -\$200