



Student Handbook

2026-2027

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WELCOME

Dear Students,

Welcome to West Virginia Wesleyan College! Whether you are joining us for your first semester or returning for another year, I am excited that you are part of our Bobcat community.

College is more than earning a degree—it is an opportunity to discover who you are, challenge yourself, build meaningful relationships, and prepare for a life of purpose and service. At West Virginia Wesleyan, we believe that learning extends far beyond the classroom. The experiences you have in your residence hall, through student organizations, leadership opportunities, campus traditions, service projects, athletic events, and everyday interactions with classmates and faculty will shape your college experience in profound ways.

This Student Handbook is an important resource designed to help you understand your rights and responsibilities as a member of our community. It outlines the policies, procedures, and expectations that help create a safe, respectful, and welcoming campus for everyone. While no handbook can answer every question, it provides guidance on many aspects of student life and should be referenced throughout the academic year.

As members of the Wesleyan community, each of us plays an important role in fostering an environment built on integrity, respect, inclusion, and personal responsibility. I encourage you to approach your time here with curiosity, kindness, and a willingness to engage. The relationships you build and the choices you make will leave a lasting impact on both your own journey and the campus community.

I hope you will embrace every opportunity to learn, lead, serve, and grow during your time at West Virginia Wesleyan College. We are honored to be part of your educational journey and look forward to supporting you every step of the way.

Welcome to the Bobcat family—we're glad you're here!

Sincerely,

Alison Whitehair
Vice President for Student Affairs

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 student experience 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 Provost, Human Resources Office, and Vice President for Student Affairs 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 Accountability 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 student experience, 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, sex characteristics, pregnancy, religion, age, disability or blindness, or any other characteristic protected by local, state or federal law, to include Title VI, Title VII, Title IX, Section 504, and the Age Discrimination Act, in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs. WVWC's nondiscrimination policies may be accessed at <https://www.wvwc.edu/title-ix/>. For inquiries about the application of these laws in WVWC's programs activities or to file a report, contact the Title IX Coordinator at titleix@wvwc.edu or 304-621-1316.

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 the student experience. 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 The Center for Cultural and International Affairs: Laurie Goux
 - Benedum Campus Center, 2nd Floor: (304) 473-8163
 - Email: goux.l@wwwc.edu
- Associate Professor of Religious Studies: Debra Dean Murphy



- o Martin Religious Center, Room 305: (304) 473-8362
- o 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
 - o 304-621-1316 / titleix@wwwc.edu
 - o Location: Student Development Suite, Benedum Campus Center
- Deputy Title IX Coordinator / Vice President for Student Affairs: Alison Whitehair
 - o 304-473-8604 / whitehair.a@wwwc.edu
- Deputy Title IX Coordinator / Vice President for Human Resources: Taran Wolford
 - o 304-473-8032 / wolford.t@wwwc.edu
- Deputy Title IX Coordinator/ Associate Athletic Director for Business and Finance & Student Success Administrator: Becky Swisher
 - o 304-473-8495 / swisher.r@wwwc.edu
- Deputy Title IX Coordinator / Provost: Dr. Lynn Linder
 - o 304-473-8042 / linder.l@wwwc.edu
- Campus Security
 - o 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.wvwc.edu/titleix or the reporting Campus Conduct hotline at 866-943-5787. Note that these anonymous reports may prompt a need for the institution to investigate.

Federal Statistical Reporting Obligations

The Clery Act requires that certain institutional officials have a duty to report the follow for federal statistical reporting purposes and inclusion in our daily crime logs Annual Security and Fire Safety Report.

- All “primary crimes” which includes criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidate, or destruction/damage/vandalism to property
- Violence Against Women Act crimes which include sexual assault, domestic violence, dating violence, and stalking
- Arrests and referrals for disciplinary action for weapon law violations, liquor law violations, and drug violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on or off campus or surrounding area) will be included.

Prevention Education

West Virginia Wesleyan College provides ongoing prevention programs and educational initiatives to promote safety and security on campus. The Prevention Program Committee has oversight of general prevention and awareness programs. The committee has developed general programming guidelines and meets prior to each academic term to review the slated events for the following semester to ensure a robust programming slate is being provided to students, conduct assessment of programs, and identify gaps in programming. These programs may include training sessions, workshops, seminars, and awareness campaigns on topics such as sexual assault prevention, alcohol and drug abuse prevention, personal safety, and emergency preparedness.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

All new students are required to complete courses through Vector Solutions upon matriculation that includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual

assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, returning students complete refresher courses from Vector Solutions annually on consent and bystander intervention.

Employees are required annually to attend a campus-wide training, which provides an overview of VAWA offenses, includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, all employees are assigned annual courses from Vector Solutions.

Security Awareness and Crime Prevention Programs

All students and employees annually complete the Vector Solutions: Run, Hide, Fight course. Additionally, campus offices and units regularly provide programming and trainings for security awareness and crime prevention, including an annual security awareness week and regularly occurring table-top exercises. These table top exercises are designed to practice emergency response to a variety of scenarios and include representatives from local law enforcement and first responders.

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 Accountability 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, 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 via Self-Service to a specified individual 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 Registrar's Office, the Financial Aid Office or the Office of Student Accounts. Students may also complete a FERPA Release form available in the Registrar's Office and on the college website.

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. In other words, learning means engaging honestly with your coursework and the ideas of others. 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, a community of learners demands integrity. The College is committed to supporting students in developing the skills and resources needed to meet this expectation. Maintaining academic integrity is one way we build a community of trust where all students' efforts are respected and valued.

Therefore, 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. We recognize that students come from a wide range of backgrounds and life circumstances, and we aim to address academic integrity concerns in ways that are fair, respectful, and educational.

Students who experience stress, anxiety, or other difficulties related to their academic work are encouraged to seek support. Campus resources such as an academic advisor, counseling services, and the Office of Student Success are available to help students navigate challenges and connect with appropriate assistance.

Violations

Maintaining academic integrity is one way we build a community of trust where all students' efforts are respected and valued.

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 AI technology, such as ChatGPT, or any other Artificial Intelligence tool in the creation of coursework 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; or
- Selling or purchasing papers or other assignments for submission to meet course requirements. This includes downloading papers from the internet.

Suspected Violation

In the event that an academic integrity violation is suspected, the course instructor must communicate to the student, in writing within five (5) business days of discovering the possible violation, that they are suspected of a violation. At this time, the instructor must attempt to schedule a meeting with the student in an effort to resolve the allegation.

- If the instructor, after meeting with the student, believes that the suspected violation is without merit or constitutes unintentional plagiarism (e.g., improper citation due to lack of understanding), the instructor notifies the student that no penalty will be assessed. The instructor may provide feedback, require revisions, or refer the student to academic support resources to strengthen citation skills. No Guardian (the College's conduct reporting system) report is required for instances in which an instructor found no cause, found the violation without merit, or determined no ill intent on the student's part.
- Should the meeting between the instructor and student result in the instructor imposing a penalty, they must notify the student of the decision and submit a report using the online reporting platform, Guardian, within five (5) business days. This report should include the academic sanction as well as the evidence used in reaching the decision.
- If the student does not respond to the instructor's request to schedule a meeting within five (5) days of the initial communication, the instructor may proceed with the review of the case and assign an academic penalty, if appropriate, based on the available evidence. In cases where the instructor is unable to schedule a meeting with the student and the instructor proceeds with issuing a penalty or sanction, the instructor should file a report using the Guardian system.

Student Appeal Process

If a student disagrees with the instructor's decision, they may appeal using the following process. Students may seek support from an academic advisor or other campus resource when navigating this process.

Once the student is notified by the instructor that a penalty has been imposed, the student has five (5) business days in which to appeal the instructor's decision to the Academic Unit Leader (the department chair or school director). If the instructor who issued the penalty is the Academic Unit Leader, the appeal shall go directly to the Office of Academic Affairs.

1. The Academic Unit Leader shall mediate the issue between the student and the instructor.
2. The Academic Unit Leader shall then make a determination based on the information provided by the student and the instructor, and share their decision in writing with both.
3. Should the student remain dissatisfied with the Academic Unit Leader's decision, the student may appeal the decision to the Office of Academic Affairs.
4. In cases that come before the Office of Academic Affairs, the Associate Provost will review all evidence, which may include communication with the student(s), instructor, and Academic Unit Leader, before rendering a decision. Both parties will receive written notification of the decision within 15 business days.
5. Students who believe the decision of the Associate Provost is unjust may appeal, in writing, to the Provost. The Provost will review all materials before rendering a final decision. All parties will be notified of the decision in writing within 15 business days.

Penalties for Violations of Academic Integrity

Whenever possible, penalties are designed to help students understand what went wrong and how to avoid similar issues in the future. Penalties for a violation of academic integrity may include, but are not limited to, a formal warning or reprimand (especially in instances where cases are ambiguous or where no willfulness is evident), a requirement to retake or resubmit the assignment, a failing grade on the assignment or test, the reduction of the overall course grade by one or more letter grades, or a failing grade for the course. Students should review course syllabi for information on individual instructor policies related to academic integrity violations as penalties may vary depending on the course.

The Provost or Associate Provost may refer serious or repeated violations of academic integrity to the Office of Student Accountability to determine whether additional educational or disciplinary action is warranted.

Class Attendance

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

Each faculty member is required to include their requirements for class attendance in each course syllabus and make these guidelines known to the students at the beginning of each semester.

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. Excessive or chronic class absences may result in failure in the course(s), withholding from athletic, co-curricular, or other campus activities, required withdrawal from the course(s), or dismissal from the College.

Course-specific attendance policies must be in accordance with the College's institutional policy on excused absences as defined below.

Excused Absences

Excused absences include absences due to college-sponsored activities, medical and family emergencies, bereavement, and military service obligations. Additionally, an excused absence will be granted for students who are approved for accommodations related to personal circumstances protected by federal or state law, such as those involving safety, health, or well-being, upon appropriate documentation and approval from the designated campus office. Faculty members shall consider the absences outlined below as excused, requiring whatever make-up work is necessary. Penalties such as grade deductions may not be assessed for excused absences. Faculty members with questions about an excused absence should contact the Office of Academic Affairs to discuss the specific situation.

College-sponsored activities include, without limitation: athletic travel and competitions, fine arts travel and performances, travel and presentations at professional meetings, civic engagement activities, and administration-approved activities to promote the college.

Medical, personal, and family emergencies include, without limitation: severe illness, hospitalization, accidents or injuries requiring immediate medical attention, mental health crises, severe illness of close family members. For medical issues directly affecting the student, faculty members may request a "return to class" notification from the treating medical professional.

Faculty members shall excuse bereavement-related absences when a student experiences the loss of a close family member or someone of comparable significance. Parents, guardians, or those who have played a parental role; siblings (including step-siblings and adoptive siblings); spouse, domestic partner, or significant other; children (including step-children and adoptive children); grandparents, especially in cultures where grandparents play a significant familial role; and other family members or close individuals whose relationship to the student is comparable to the above, as determined on a case-by-case basis constitute the sole members of the aforesaid designation. Faculty members shall

determine the duration of the excused absence based upon individual circumstances, cultural considerations, and any necessary travel. Faculty members may consult the Office of Academic Affairs to confirm bereavement-related absences.

Military service obligations include, without limitation: periodic training or drills, honor guard details, and service-related medical appointments. If military service, such as active duty deployment, requires extended leave, the student may request a leave of absence as detailed in the Undergraduate Catalog.

Students have the responsibility to notify their instructors of potential excused absences as far in advance as possible. Should a student fail to notify, and make arrangements with, their instructors in a timely manner, the faculty member may consider the absence to be unexcused. In circumstances where advanced notice is not possible, faculty members should use discretion in marking the absence as excused or unexcused.

For non-emergent excused absences that will result in missed graded work, students shall notify their instructor in advance and arrange to complete the work prior to their absence, if possible. In cases of unforeseen absences, students shall notify the instructor as soon as possible and arrange to make up the work in a timely manner. Should a student need to miss a final examination, timely notification and explanation are imperative. The student should notify the instructor as soon as possible and make alternative arrangements within five (5) days of the missed examination. Students failing to follow these guidelines may forfeit their make-up opportunities. Faculty members should consider extenuating situations on a case-by-case basis.

Classroom Learning Environment and Conduct

Students are expected to help create a respectful, attentive, and productive learning environment that supports a sense of community and belonging for all participants. Students should arrive to class on time, come prepared for class, and engage in ways that support learning for everyone.

Students should conduct themselves with mutual respect for instructors, classmates, and differing viewpoints, including those related to identity, culture, and lived experience. Disruptive behavior, such as repeated tardiness, side conversations, or other conduct that interferes with instruction or makes it harder for others to participate, is not appropriate.

Use of phones, laptops, and other technology should be limited to course-related purposes and must follow instructor expectations.

Students are responsible for reviewing each course syllabus for specific expectations regarding attendance, participation, technology use, and classroom conduct. Procedures and penalties may vary by course and instructor.

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, the appeal process is as follows:

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 Academic Unit Leader. (If the instructor who issued the grade in question is the academic unit leader, the appeal will go directly to the Office of Academic Affairs). The academic unit leader will seek to mediate the issue between the student and the instructor. The academic unit leader 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 student remains dissatisfied with the academic unit leader's decision, the student may appeal to the Office of Academic Affairs.

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 Office of Academic Affairs is as follows:

1. The student meets with the Associate Provost or their designee. The policy and procedures for Grade Appeals are reviewed.
2. If the student decides to pursue the Grade Appeal, they must submit a statement in writing with any relevant supporting materials.
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 made available to the student for review. The student then has an opportunity to provide a final written response.

5. Upon the conclusion of these steps, the Associate Provost or their designee reviews the various reports and documentation and renders a decision. The decision is provided in writing to the student, with a copy sent to the instructor.
6. Students who wish to appeal the decision of the Associate Provost, must submit a notice of appeal, in writing, to the Provost along with documentation supporting their claim that the grade issued was done so in an arbitrary, capricious, or discriminatory manner.
7. Following a review of all documentation from the student, faculty, and Associate Provost, the Provost will render a final decision and notify the student and the faculty member in writing. All decisions by the Provost are final.

Policy on Student Complaints

Student complaints may be submitted to the President, Provost, Vice President for Student Affairs, or Director of Student Experience, 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 Accountability 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

The following academic statuses apply to students enrolled in the undergraduate degree program.

Good Academic Standing

At WVWC, grades are utilized as a systematic and equitable measure of student growth, participation, scholarly development, and performance. As such, it is essential that students must average a cumulative GPA (grade point average) of 2.0, or above, to maintain good academic standing.

Academic Warning for Freshman

Freshmen with an institutional GPA of 1.75-1.99 after their first full-time semester receive academic warning for the next term. While still considered in acceptable standing, students on warning may lose eligibility for institutional financial aid.

Students placed on academic warning must achieve an institutional GPA of 2.0 by the end of their second full-time term or they will be placed on academic probation.

Academic Distress

Freshman with an institutional GPA below 1.75 will be placed on academic distress for the next term. While academic distress qualifies as academic probation, students in this category are also required to complete the Student Success Center Advising Program, which may include additional requirements based on student need.

Students placed in academic distress must achieve a semester GPA of 2.0. Students whose cumulative GPA remains below 2.0 will be placed on continued academic probation. Students who

fail to earn a 2.0 semester GPA and do not participate fully in the mentoring program will be asked to leave the college.

Student Notification

All students placed on academic warning or academic distress will receive a notification of their status by email.

Academic Probation

Academic probation occurs when:

- Freshman students on academic warning who do not achieve a cumulative GPA of 2.0 by the end of their second full-time (12 credits) term at the College, or when
- Any continuing student fails to maintain good academic standing at the end of any semester of their enrollment at the College, but who were in good standing the previous semester.

Students placed on academic probation will be notified by email. All students on academic probation will be required to participate in a Student Success Advising Program. A status of academic probation may also adversely affect scholarships and financial aid, as well as make students ineligible to participate in certain co-curricular activities.

In order to return to good academic standing, students must achieve a cumulative grade point average of at least 2.0 by the end of their next semester of enrollment.

Students who do not achieve good academic standing at the end of the next term of enrollment will either:

- Be placed on continued academic probation, provided their GPA for the probationary semester was at least 1.01, or
- May be suspended for academic reasons (see [Special Review of Continued Enrollment section], below).

Continued Academic Probation

Students will be placed on continued academic probation during the next academic term in any of the following cases:

- Freshman students on academic distress who do not achieve a cumulative GPA of 2.0 by the end of their second full-time (12 credits) term at the College;
- students already on academic probation who fail to achieve good academic standing at the end of that term; or

- students who fail to maintain good academic standing after any given term and have been on academic probation two or more times at Wesleyan.

As a consequence of continued academic probation, full participation in the Success Center Advising Program is mandatory. A status of continued academic probation may also adversely affect scholarships and financial aid, as well as make students ineligible to participate in certain co-curricular activities.

To continue enrollment after a semester on continued academic probation, students must either:

- restore a cumulative GPA of 2.0, or
- earn at least a 2.2 GPA during 12 or more credit hours in a full-time term.

Failure by students to achieve at least one of these conditions will result in academic suspension from the College. See the Academic Suspension, Dismissal, and Administrative Withdrawal section, below.

Special Review of Continued Enrollment

Any student who earns 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. All undergraduate student appeals will be judged on a case-by-case basis by the Admission & Academic Standing Council.

If the student appeal is not successful, they will be suspended. Students granted permission to continue enrollment will be placed on academic probation or continued academic probation for the next semester of enrollment, regardless of work completed in the summer.

Academic Suspension, Dismissal, and Administrative Withdrawal

Students at academic risk who fail to qualify for academic probation or continued academic probation are subject to academic suspension or dismissal.

Academic suspension is a time-limited separation from the College. After review by the Admission and Academic Standing Council, an undergraduate 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.

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 “WF” entered in their permanent records for the courses involved. The College also reserves the right to require students to withdraw if their scholarship proves unsatisfactory, or if the student significantly deviates from acceptable standards, behaviors, and ideals the College seeks to maintain.

Graduate students should refer to the Graduate Catalog and their program-specific student handbook for academic-standing requirements and related policies.

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 Registrar 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 Registrar / 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://wvwc.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 TR 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.

Temporary Accommodations

Students who require temporary accommodations due to injury or illness should reach out to the Director of the Learning Center and Accessibility Services. Common examples where temporary accommodations may be indicated include concussions, sprains, broken bones, surgery, and postsurgical recovery.

Dining Accommodations

Students with food allergies or dietary conditions such as celiac disease, Alpha-Gal Syndrome, Food Protein-Induced Enterocolitis Syndrome (FPIES), Eosinophilic Gastrointestinal Disorders (EGIDs), 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 Student Experience webpage and communication from the Office of Student Experience 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, which is three weeks prior to the start of the housing lottery process. Submissions received after the deadline may 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 cancer, autism, cerebral palsy, multiple sclerosis, heart disease, diabetes, asthma, paraplegia, auto-immune deficiencies such as HIV, 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, Student Experience, and the Center for Counseling and Well-Being (if pertinent). 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.

Assistance 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 assistance animals, including definitions of service and assistance 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 the Office of Student Experience 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 at least six months old and 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/assistance 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/Assistance 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 an assistance animal.

With respect to a request for an assistance 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 evaluating a request for an Emotional Support Animal (ESA) or assistance animal on campus, West Virginia Wesleyan College (WVWC) may require documentation to verify that the animal qualifies under relevant legislation. Applicants may be asked to provide any or all of the following:

- **Provider Documentation:** A statement from a licensed professional who has an established relationship with the student and knowledge of their history and established relationship with the animal. This must prove that the animal is necessary for the student to meet their degree requirements and detail exactly how the animal assists them.
- **Veterinary Records:** Documentation from a veterinarian confirming the animal is up to date on all vaccinations and preventative care (including flea and tick treatment). The vet must also certify that the animal is at least six months old and suitable for a communal dormitory environment.
- **Personal Statement:** A written statement from the student explaining how the animal has assisted them in the past and why having the animal on campus is necessary.

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:

- Assistance animals will be permitted only in the student's dwelling (their specific room or apartment). Assistance animals will not be permitted in academic buildings, administrative buildings, or in common areas of the residence halls.
- Assistance animals must be tethered to the handler or transported in a cage/carrier when outside of the "dwelling" to ensure the safety of others. Assistance animals must also be kept in a cage or carrier in the room when the student is not present.
- Students with assistance animals will be financially responsible for the actions of the service/assistance 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 assistance animals may be subject to more frequent health and safety inspections in their living spaces provided by Wesleyan.
- Students with assistance 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 assistance animal.
- In the event that an animal must be urgently removed from the university, students are required to designate an off-campus emergency contact who is able to take immediate responsibility for the 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 modifications and accommodations to educational programs and activities to support pregnant or parenting students. A student in seeking a reasonable modification or accommodation should consult with the Director of the Learning Center and Accessibility Services or the Title IX Coordinator for more information. The full policy on pregnant and parenting students is available in the appendix.

Policy for Appealing Denials of Accommodation Request

An accommodation decision of West Virginia Wesleyan College's (WVWC's) Learning Center and Accessibility Services Office or Special Needs Housing Committee may be appealed. Discontent with an accommodation decision does not constitute valid grounds for an appeal. The appeal of an accommodation decision must meet one or more of the following appeal grounds:

- A procedural error occurred during the accommodation request review process that significantly affected the outcome of the decision.
- There was a significant error during the aforesaid review process that materially affected the outcome of the decision. You must show evidence that you have previously attempted to address the issues with the individuals who made the original accommodation decision and were unable to reach a resolution.
- There is evidence of bias in the decision-making of the Learning Center and Accessibility Services Office or Special Needs Housing Committee.

Academic accommodation appeals will be considered by the Provost or their designee. Housing or dining accommodation appeals will be considered by the Vice President for Student Affairs or their designee. Appeals must be submitted in writing to the appropriate appellate officer within ten (10) business days of notification or denial of accommodations. The written appeal must include the original denial email, a written statement of explanation outlining the grounds of the appeal, and any other relevant documentation. The relevant appellate officer shall communicate the appeal decision to the student as quickly as reasonably possible, typically within ten (10) business days of their receipt of the student's written appeal request.

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://wwwc.guardianconduct.com/incident-reporting>. Additional information regarding reporting is available in the Reporting Resources section of this Handbook.

Learning Center Test Lab

The Test Lab is available to all students who have a documented and approved accommodation through the West Virginia Wesleyan College's (WVWC's) Learning Center and Accessibility Services.

The Test Lab serves the campus in three ways:

- **Learning Center Students:** The Test Lab is reserved for students with approved testing accommodations. Students with diagnosed learning disabilities may request the use of the Test Lab for the provision of extended time and other special testing accommodations that are indicated by documentation submitted by the student. The Comprehensive Advisor, who works closely with the student, will review this documentation and determine appropriate testing accommodations.
- **ESL students:** Students currently enrolled in WVWC's English as a Second Language Program ("ESL") are eligible to use the Test Lab for fifty percent (50%) extra time on quizzes, tests, and exams. ESL students with a valid accommodation letter from the ESL coordinator may use the Test Lab and translation aids provided by the Test Lab only. ESL status alone does not guarantee access to the Test Lab or the use of translation tools during a quiz, test, or exam. The ESL coordinator must approve and document all accommodations in advance.
- **Make-up Tests:** By special request, a faculty member at WVWC may arrange for a student to take a make-up quiz, test or exam to be proctored by the Test Lab Coordinator on duty.

Test Lab Policies

It is important that students follow the procedures listed below in order to utilize the Test Lab for accommodations. Students are not permitted to take a test in the Test Lab without an appointment.

Students should call the Test Lab (304-473-8560) between the hours of 8:00 a.m. and 4:30 p.m. (hours subject to change) to schedule an appointment a minimum of one day in advance of the desired test day. Tests are to be taken at the same time the class meets, unless the faculty member has given prior approval for the exam to be administered at an alternate time. The faculty member must provide approval directly to the Test Lab Supervisor or Coordinator. If a student has permission to begin early, they will not be permitted to leave the Test Lab until after the scheduled class has ended. Make-up exams can be scheduled at an indicated time by the faculty member. No tests will begin after 3:00 p.m. in the Test Lab.



- Students' personal belongings must be left on the bookcase outside of the Test Lab prior to receiving the test. (Including, without limitation, all notes, notebooks, textbooks, and book bags). The only items permitted in the Test Lab during a testing period are a pen/pencil & translator, if permitted and provided by the Test Lab staff.
 - Permission for the use of any additional testing materials must be provided, prior to the exam, by the faculty member.
 - Cell phones, earbuds, smart watches, and other technology items are required to be left in numbered bins in the Test Lab.
- The Test Lab monitors and records students with the onsite HISEEU camera system.
- Unless permitted under documented accommodations, there are no breaks during the testing session. Students should use the restroom prior to beginning the test.
- When notes are allowed for testing, they will be returned to the faculty member along with the test, unless the faculty member stipulates otherwise.
- Any student caught cheating or in possession of a personal electronic device loses the privilege of completing the test in the Test Lab. The test session will stop immediately, and the Lab Supervisor will collect the test. The test will be returned to the professor, indicating the reason for the incomplete test, and the Test Lab will notify the Associate Provost. The student will also be required to meet with either the Learning Center Director or the Test Lab Supervisor.
- The Test Lab Supervisor arranges for the confidential return of the test to the faculty member.

Special note for your information and the protection of your belongings:

- Since personal belongings are not permitted inside the Test Lab while students are testing, the Test Lab provides storage shelves outside of the testing area.
- Test Lab staff asks that students leave valuable items locked in their residence hall. The Test Lab and WVWC cannot guarantee protection of student belongings during an exam. WVWC is not responsible for items lost, missing, stolen or damaged when stored during an exam.

Note Use Policy

Course notes from the Test Lab are to be used by three groups of students:

- Students with diagnosed learning disabilities and attention difficulties who are enrolled in the Learning Center and who have documented accommodations,
- Students enrolled in the ESL Program; and/or
- Students who have medical documentation of an extended illness or serious injury.

Note-Taking System

Students with diagnosed learning disabilities may use WVWC's note-taking system when indicated by appropriate educational documentation on file and deemed appropriate by the student's Comprehensive Advisor. Approved students may request a note-taker by contacting the Test Lab Supervisor or Coordinator (Haymond 202) and completing the short note-request form. It is important that students request note-taking support early in the semester. Test Lab staff members require sufficient time to process student requests.

The following conditions apply to note-taking services:

- Notes are emailed to the student by Test Lab personnel.
- Test Lab personnel may print notes if specified by medical/educational documentation on file.

STUDENT CODE OF CONDUCT

Philosophy

By applying for and accepting admission to West Virginia Wesleyan College ("WVWC"), 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 that supports it. To maintain such a system, each member of the WVWC community accepts responsibility for personal actions, adhering to and respecting the general regulations of WVWC, as well as the laws of the larger society, including, without limitation, municipal, state, and federal statutes.

When individuals fail to accept these responsibilities, WVWC will address such behavior and impose disciplinary sanctions. The primary purpose of the imposition of discipline at WVWC is to protect the campus community and to uphold WVWC's ideals and standards. Consistent with that purpose, WVWC will make reasonable efforts to foster the personal development of students who are held accountable for violations of its regulations.

The Student Accountability process at WVWC is not intended to only punish or discipline students. Rather, it exists to protect the interests of WVWC's campus community, and to challenge those whose behavior is not in accordance with its core values. Sanctions are intended to challenge students' ethical decision-making and to help them bring their behavior into accord with WVWC's community values. When a student is unable to conform their behavior to community expectations, the student accountability 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

accountability process is quite different from criminal and civil court proceedings. Procedures and rights in student accountability proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts.

Acts of Discrimination, Hostile Environment Harassment, Sexual Harassment, Sexual Misconduct, Sexual Assault, Dating and Domestic Violence, and Stalking shall be resolved under WVWC's Discrimination, Harassment, and Title IX Sexual Harassment Policy and Procedures.

Off-Campus Conduct

Students are responsible for abiding by local, state, and federal law, including, without limitation, ordinances of the City of Buckhannon. City ordinances can be found at <https://buckhannonwv.org/about-the-city/ordinances/>.

Students must realize that jurisdiction of the Code of Conduct extends to alleged misconduct that occurs on WVWC owned or controlled property or on property close to WVWC, including, without limitation, Greek chapter houses; alleged misconduct that occurs at any WVWC-sponsored event; and alleged misconduct that has a significant impact on the educational mission and well-being of WVWC's campus community. Conduct that occurs off campus that is a violation of state, federal, or local law, or has a detrimental impact on WVWC, may result in Student Accountability action.

Conduct on Wesleyan Abroad Experiences

Students are responsible for abiding by the Student Handbook and the Wesleyan Abroad Code of Conduct while participating in Wesleyan Abroad experiences. Further, WVWC may provide additional requirements, expectations, and restrictions on behavior that will be provided to students in advance of travel.

Notification of Criminal Arrests

Students are responsible for notifying the Director of Student Experience of any off-campus arrest. Students must submit this notification to the Director of Student Experience via email within 72 hours from the release of police custody. When the Director of Student Experience is informed of the arrest of a student, the student will be required to meet with the Director of Student Experience or their designee. During this interview, the facts involved in the student's arrest, the student's obligation to keep WVWC informed of the progress of the possible criminal charge(s), and the student's obligation to advise WVWC of the final disposition of the criminal charge(s) will be discussed. The Director of Student Experience will bring all incidents of student arrests to the Student Accountability System Behavior Intervention Team, who will review the information available regarding the arrest and, at their sole and absolute discretion, conduct a threat assessment

and make a referral to the Behavioral Intervention Team (BIT). BIT may, at their sole and absolute discretion, conduct a threat assessment.

Violations of Law and Disciplinary Regulation

Students may be accountable both to governmental authorities and WVWC for acts which constitute violations of law and this Code. Local authorities may hold students responsible in all ways that apply to other citizens, regardless of their educational status. Any civil or criminal penalties do not exempt students from WVWC discipline in connection with the same offense. Disciplinary action at WVWC is independent of any civil or criminal action and will typically proceed during the pendency of civil and/or criminal proceedings. WVWC 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

The Office of Campus Safety and Security has a close working relationship with local law enforcement. Local law enforcement routinely works and communicates with WVWC Campus Safety and Security Officers on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. WVWC may, in its sole and absolute discretion, report serious student misconduct to local law enforcement depending on the circumstances.

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 WVWC.

Important Definitions

Student: Any individual who is not an employee of WVWC and who is either: (1) admitted as a student to WVWC and has been moved to deposited status (2) an enrolled student (including students auditing courses); (3) a WVWC 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 WVWC to complete their degree via distance or some other arrangement forfeit their Student status if they do not complete their degree during the period specified in their agreement with WVWC). A student ceases to be a Student when they graduate; if they are expelled for academic or conduct reasons; or if the student formally withdraws from WVWC.



Reckless: conduct that 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 WVWC or WVWC-sponsored activities.

WVWC Premises: buildings or grounds owned, leased, or operated by WVWC.

WVWC-Sponsored Activity: any activity on campus, or any activity off campus which is expressly authorized or supervised by WVWC.

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 WVWC personnel.

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

Abuse of the Accountability Process: sustained, repeated, or systematic actions, as determined in the sole and absolute discretion of a Student Accountability Board, that frustrate the student accountability process, including, without limitation:

- Falsification, distortion, or misrepresentation of information before a Student Accountability Board.
- Disruption or interference with the orderly conduct of a Student Accountability Board proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Accountability Process.
- Attempting to influence the impartiality of a member of a Student Accountability Board before, and/or during, a Student Accountability Board proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of the Student Accountability Board before, during, and/or after a Student Code of Conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Accountability process.

Bullying/Cyberbullying: Aiding, abetting, inciting, organizing, approving, or otherwise participating 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. Cyberbullying includes utilizing electronic messaging, texting, phone (cell or landline), social media, websites, or other

digital technologies to intimidate, harass, threaten, humiliate, impersonate, or target another individual; to create a hostile living or learning environment; or to knowingly post, distribute, or encourage the dissemination of another person's private, personal, or identifying information without authorization (commonly referred to as "doxxing") in a manner that is intended to, or is reasonably likely to, cause fear, harassment, intimidation, or other harm.

Climbing: Climbing trees on WVWC's campus or the outside of WVWC Premises is strictly prohibited. The use of rappelling equipment on WVWC Premises is also strictly prohibited.

Complicity: association with a violation of WVWC 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 Accountability action. Students who anticipate or observe a violation of WVWC 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 WVWC Computing Policy.

Conduct Unbecoming of a WVWC Student: behavior that violates the values, principles, or expectations of the West Virginia Wesleyan College community. Wesleyan students are expected to uphold standards of honesty, civility, accountability, and respect, contributing positively to a learning environment rooted in the College's Methodist heritage and commitment to character development.

Damage to Property: intentionally or recklessly destroying, damaging, or misusing the property of others, including the property of WVWC, on WVWC Premises or at WVWC-Sponsored Activities.

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 WVWC or WVWC-Sponsored Activities, including, without limitation: studying, teaching, research, and the administration of WVWC 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 WVWC Premises. If the use of a drone is needed for an academic assignment, a written request must be approved by the Director of Campus Safety and Security that includes a written statement from the Student and a faculty member.

Failure to Comply: failure to comply with the directions of WVWC officials, including, without limitation, 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 WVWC personnel.

Fire Safety Issues: including, without limitation:

- Intentionally/recklessly initiating, or causing to be initiated, any false report, warning, or threat of fire, explosion, or other emergency on WVWC Premises or at WVWC-Sponsored Activities.
- Intentionally or recklessly misusing or damaging fire safety equipment.
- Unauthorized use or possession of fireworks on WVWC 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 including, without limitation, threats, intimidation (implied threats), and coercion that overcomes free will or resistance or that produces consent.

Forgery: unauthorized alteration or unauthorized use of any document or personal instrument of identification, including, without limitation, misrepresenting age for the purpose of obtaining alcoholic beverages or falsification of medical records.

Freedom of Expression (Interference With): intentionally or substantially interfering with the freedom of expression of others on WVWC Premises or at WVWC-Sponsored Activities.

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

Hazing: See Hazing Policy.

Hoverboards: The use of hoverboards is strictly prohibited on WVWC Premises and at WVWC-Sponsored Activities.

Intrusion of Privacy: Unreasonably invading the private domain or seclusion of another by any means, including, without limitation, observation, videotaping, audiotaping, photographing, or capturing the actions, image, audio, or likeness of any other member of the WVWC campus community without permission or knowledge when there is a reasonable expectation of privacy. This also includes the unauthorized collection, publication, dissemination, or sharing of another person's private, personal, or identifying information (commonly referred to as "doxxing") when such conduct threatens, intimidates, harasses, endangers, or is reasonably likely to result in harm to the individual.



Non-Sexual Harassment: actions which are intended to annoy and/or alarm another including, without limitation:

- 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 group of people.
- Directing verbal abuse at another person or group of people.

Physical Assault: the act of intentionally or recklessly causing physical harm through physical violence to any person or their body.

Prohibited Clinical and Technical Activities: This Health-Related Code of Conduct applies to any Student, including, without limitation, those participating in health-related courses, clinical experiences, internships, labs, or volunteer roles. Its purpose is to ensure patient safety, uphold professional standards, and protect Students. Regardless of setting (on- or off-campus), Students must not attempt or perform any of the following unless explicitly designated and supervised by a licensed practitioner as part of approved coursework:

- **Intravenous Therapy:**
 - Inserting, starting, or discontinuing IV catheters or lines.
 - Administering IV medications, fluids, or blood products.
 - Handling IV pumps, central lines, or other advanced vascular access devices.
- **Medication Dispensing & Administration:**
 - Selecting, drawing up, or dispensing any medication (oral, injectable, or topical) into syringes, cups, or dosing devices.
 - Administering injections (e.g., subcutaneous, intramuscular), unless specifically authorized in a designated skills lab under direct supervision by an approved instructor.
 - Operating automated dispensing cabinets (e.g., Pyxis, Omnicell) or handling controlled substances.
 - Calculating and verifying medication dosages independently.
- **Invasive Procedures & Sharps Use:**
 - Performing phlebotomy (venipuncture, capillary puncture), unless specifically authorized in a designated skills lab under direct supervision by an approved instructor.
 - Inserting or removing urinary catheters or other invasive devices.
 - Suturing, wound debridement, or performing any minor surgical procedure.
 - Handling open sharps (needles, scalpels) outside of a lab context; all sharps must be managed per Infection Control protocols and disposed of immediately in approved sharps containers.



Retaliation: an adverse action or other form of negative treatment, including, without limitation, 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, without limitation, golf balls, on WVWC Premises outside of designated athletic facilities is prohibited. Skateboarding on WVWC 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.

Theft: theft of property or services on WVWC Premises or at WVWC-Sponsored Activities is prohibited. The use of stolen property and/or knowingly possessing stolen property on WVWC Premises or at WVWC-Sponsored Activities is also a violation of WVWC policies.

Threatening Behaviors: any direct, indirect, conditional, or veiled expression 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 WVWC Premises, facilities, services, or property is prohibited.

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

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

Weapons: the use, possession, or unauthorized storage of any weapon on WVWC Premises or at WVWC-Sponsored Activities is prohibited. Weapons include, without limitation, 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, tasers, pipes, chains and "look-alike" weapons, orbeez or other similar guns, spray bottles or

water guns containing harmful substances, 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.

THE STUDENT ACCOUNTABILITY SYSTEM

The Director of Student Experience serves as Chief Student Accountability Officer and delegates the daily management of the Student Accountability System to the Associate Director of Student Experience, who is designated as the Student Accountability Officer. The Chief Student Accountability Officer has the authority to review and alter all findings of the Student Accountability Officer.

Should you have any questions or concerns regarding the Student Accountability System or the Student Code of Conduct please contact:

- Kenna Whitcomb, Director of Student Experience, whitcomb.k@wwwc.edu
- Colby Wamsley, Associate Director of Student Experience, wamsley.c@wwwc.edu

The office of Student Experience is located on the second floor of the Benedum Campus Center in the Student Development Suite.

WVWC is committed to providing reasonable accommodations and support to qualified individuals. Anyone needing such accommodations or support should contact the Student Accountability Officer, who will work with the Director of the Learning Center and Accessibility Services and in consultation with the person requesting the accommodation, determine what accommodations are reasonable and appropriate for full participation under procedures in this Policy.

Student Accountability Officer Duties:

- Assign cases of alleged violation of regulations to the appropriate hearing body based upon the severity of the violation, the nature of the regulation, and the residence of the Student(s) involved
- Determine the disciplinary action to be taken.
- Interview and advise parties involved in disciplinary proceedings;
- Select, supervise, train, and advise all College Student Accountability Board members and Student advocates; and,
- Maintain all Student disciplinary records.

Student Accountability Board

For each Student Accountability hearing, there shall be a hearing panel consisting of two (2) Students, one (1) staff member, and two (2) faculty members, one of whom will serve as chair. A panel member should disqualify themselves or may be disqualified by the Hearing Officer from hearing a case if they are personally involved or biased, or have 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 the Office of Accountability have the ability to populate the accountability panel as necessary to proceed in a timely manner. The Student Accountability Board shall deliberate only on the alleged violations brought forth by the Student Accountability Officer. The Student Accountability Board may not add or elevate any violations to the alleged student's case. The hearing panel must deliberate until a decision is reached. When consensus is not possible, a majority vote will decide the case. In conjunction with the Office of Accountability, the Student Accountability Board may impose any sanction contained in the Code of Conduct.

Case Referrals

Any member of the WVWC campus community may refer to the Student Accountability 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 Student Accountability 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 Accountability Officer.

The Student Accountability Officer will review case referrals to determine whether the alleged misconduct might result in Student Accountability action. Students subject to those sanctions may be afforded a hearing before the Student Accountability Board or may be resolved in informal Disciplinary Conferences, as determined in the sole and absolute discretion of the Student Accountability Officer, pursuant to the sanctioning rubric found in the appendix of this handbook. A Student's admission of responsibility generally results in a Disciplinary Conference rather than a Student Accountability Hearing. Disciplinary Conferences shall not be used in cases that might result in any form of separation from WVWC.

Interim Suspension

The Director of Student Experience or designee may place a Student on interim suspension 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 WVWC Premises poses a substantial threat to self or others, or to the stability and continuance of normal WVWC functions, or to the basic ideals and standards, WVWC seeks

to maintain. During the interim suspension, the Student must make arrangements with their professors to complete class work. At the time an interim suspension is assigned, the Student must remove themselves, at their own expense, from WVWC's campus until an outcome is reached by a Student Accountability Board.

A student placed on interim suspension may appeal the interim suspension by submitting a letter to the Director of Student Experience within three (3) business days from notification of interim suspension. This letter must be submitted by the Student via email. All information to be considered with the appeal must be included at this time. The interim suspension appeal will be heard by an Appeal Council composed of three (3) of the trained Student Accountability Board members. The Appeal Council will only consider the matter of interim suspension. During the period of appeal, the student will remain on interim suspension. Failure to request an appeal within the designated time will render the student on interim suspension until an outcome is reached by a Student Accountability Board.

A Student placed on an interim suspension shall be allowed to return to campus at a given time for a hearing before the Student Accountability Board for the conduct matter at hand. This conduct hearing will follow the process outlined in this Handbook.

Notification Process

Students will be notified through the WVWC's email system of disciplinary conferences, Student Accountability 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.

Students will receive an email with their outcome letter within two (2) business days of their disciplinary conference or hearing. For student-athletes, the Athletic Department will be copied in the email with their outcome letter.

Procedural Standards

The focus of inquiry in a disciplinary proceeding shall be to determine whether or not an accused Student violated WVWC's 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 WVWC 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, the Student Accountability Officer may consider additional policy violations to be heard by a panel and sanctioned in a separate hearing relative to those alleged violations, as necessary. The Student will be allowed to provide a statement regarding any policy violations that are reported before or during a relevant conference or hearing relating to any such potential violations.

Campus Student Accountability Cases are based on a Preponderance of the Evidence Standard, meaning it is more likely than not that the accused student violated WVWC's policies.

Investigation

When an allegation of prohibited conduct is received, the Student Accountability Officer (or their designee) shall have the authority to assign a trained investigator to conduct a prompt, fair, and thorough inquiry prior to a Student Accountability hearing. The investigator is authorized to:

- Review all relevant information and documentation submitted by complainants, witnesses, or other involved parties.
- Summon any member of the WVWC campus community (students, staff, or faculty) by written or electronic notice to participate in interviews or to provide evidence related to the allegation.
- Conduct in-person or virtual meetings to discuss the facts of the case, ensuring that each person interviewed understands the nature of the allegation and has an opportunity to respond fully.

Once the investigation is complete, the investigator will file an investigative report with the Student Accountability Office. Upon review of the investigative report, the Student Accountability Officer will determine whether there is sufficient evidence—based on a preponderance of the evidence standard—to hold a hearing regarding the alleged violation. If such evidence is sufficient, the Student Accountability Officer will notify the Student respondent of the specific, alleged policy violations and inform them of their rights to a Student Accountability Board Hearing, as described in the Student Accountability System. If such evidence is insufficient, the matter will be closed, and the accused Student will receive written notice of the outcome of the investigation.

Disciplinary Conference Procedures

Disciplinary Conferences will be conducted by the Student Accountability Officer and/or the Chief Student Accountability Officer. Disciplinary Conferences may be held in person or virtually. Those bringing forth alleged violations are not required to participate unless their statement is essential to the resolution of a factual issue in the case. The meeting's outcome will provide a resolution that is agreed upon by both the Student and the Student Accountability Officer. The meeting will be followed by an email sent to the Student with the decision within two (2) business days. 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.

Student Accountability Officer and/or the Chief Student Accountability Officer shall rely on documentary evidence and written statements, and the Student can respond to them at the conference.

As is indicated in the notification sent to Students via email, Students must contact the Office of Student Experience at least 72 hours in advance 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 Accountability Board Hearing Procedures

Rights Pending a Hearing

Pending action on a potential violation of WVWC regulations, a Student retains the right to:

- Live on campus
- Attend classes
- Participate in co-curricular activities

Exception: Students subject to an Administrative Withdrawal or Interim Suspension may be temporarily or permanently required to vacate campus. Please see the Administrative Withdrawal or Interim Suspension sections of this Handbook for additional information.

Notice of Hearing and Case Preparation

- Students will receive formal electronic notice of: (i) hearing date; (ii) hearing time; and (iii) alleged violations at least three (3) business days in advance of the hearing
- Students will have reasonable access to the case file, which will be maintained by the Student Accountability Officer.

Advocacy and Advisement

- Students will be assigned a Student Advocate who will:
 - Meet with the Student prior to the hearing. This meeting is the responsibility of the student to schedule.
 - Advise the Student on their rights and hearing procedures
 - The Student Advocate cannot serve as the Student's Advisor during the Accountability Board Hearing.
- Students may have an Advisor of their choice at the hearing, who must:
 - Be a member of the WVWC campus community (student in good standing, faculty, or staff)
 - Be present only to observe and advise the Student
 - Not participate directly in the proceedings or serve as a witness (including character witnesses)
- Outside Legal Counsel



- o If present, the Student's attorney may observe and advise but may not participate.
- o Participation guidelines will be determined by the Student Accountability Officer.
- o WVWC shall not provide legal counsel to any Student as an Advisor, even if another party to the same case has obtained counsel.

Hearing Logistics

- Hearings will be held within seven (7) business days of the notice of alleged violations.
- Hearings will be closed to the public.
- If the Student chooses not to attend, the hearing will proceed in their absence. Failure to attend is not grounds for appeal.
- Hearings will be audio recorded from start to finish (including deliberations).
 - o Recordings will be destroyed after the appeal process is complete or after the time to appeal has passed.

Hearing Process and Conduct

- Students have the right to:
 - o Present information and evidence on their own behalf
 - o Present a reasonable number of witnesses (determined at the discretion of the Student Accountability Officer)
 - o Refrain from self-incrimination; the Board may take note of this choice but cannot infer guilt.
- The Student must submit a list of witnesses and evidence to the Student Accountability Officer at least 24 hours in advance of the hearing.
- Witnesses:
 - o Must provide true and correct information
 - o Are subject to WVWC conduct policies if they provide false information
 - o May be present only during their own testimony
- In cases involving multiple accused Students, either party may request separate hearings. Separation of hearings will be determined at the discretion of the Student Accountability Officer.
- WVWC bears the burden of proof and must establish responsibility by a preponderance of the evidence (i.e., more likely than not).
- Students may question adverse witnesses, but must do so through the Student Accountability Board, as permitted by the Student Accountability Officer.
- Rules of Evidence:
 - o Formal legal rules of evidence do not apply.
 - o The Board may exclude repetitious or irrelevant information at its discretion.

- All participants must treat each other with courtesy and respect. The Board may dismiss any disruptive person, including, without limitation, legal counsel, and continue the hearing without them.

Deliberation and Decision

- Deliberations are private. All parties, including the Student, are excluded.
- The Student Accountability Board decision is by majority vote.
- The Board will review the Student's disciplinary record when determining sanctions (as more specifically outlined in the Sanctions section below), after deciding responsibility.
- The Board may consult the Chief Student Accountability Officer or Student Accountability Officer regarding the scope and implementation of sanctions.
- Decision Components:
 - A written summary of the testimony and findings (sufficiently detailed for appeal review)
 - A brief written opinion explaining the outcome
- The decision will be communicated to the Student:
 - Verbally, directly after deliberations, when possible
 - In writing, within two (2) business days of the hearing's conclusion
 - Appropriate WVWC personnel will also be notified as necessary.

Hearing Location and Use of Technology in Student Accountability Hearings

The hearing will be live, in person, with all questions conducted in real time. Upon request, the witnesses may be located in separate rooms (or at separate locations) with technology enabling the Student Accountability Board and the parties to simultaneously see and hear the party or witness answering questions. In extenuating circumstances, a hearing may be conducted entirely virtually through the use of remote technology, so long as the parties and the Student Accountability Board can hear and see one another in real time. In this case, cameras must be on and the parties must be visible to all participants.

Sanctions

When determining sanctions for a policy violation, the persons determining the sanctions will be provided with a sanctioning rubric. The sanctioning rubric will serve as a guide in determining appropriate and consistent sanctions.

Disciplinary Dismissal: the permanent separation of the Student from WVWC. A notification will appear on the Student's transcripts. The Student will also be barred from WVWC Premises. A copy

of the notice is sent to the parent or guardian of all dependent Students and to appropriate WVWC personnel.

Suspension: the separation of the Student from WVWC for a specified number of semesters, after which the Student may apply for readmission to WVWC. Permanent notification may appear on the Student's transcript at the discretion of the Student Accountability Board. During the term of the suspension, the Student shall not participate in any WVWC-Sponsored Activities and shall be barred from WVWC Premises. A copy of the notice of suspension is sent to the parent or guardian of dependent Students and to appropriate WVWC personnel.

Disciplinary Probation:

The College recognizes two levels of disciplinary probation based on the nature, severity, and circumstances of the violation(s). Probation is a formal disciplinary status indicating the student has violated The Student Code of Conduct and continued enrollment is contingent upon compliance with college expectations. Students placed on disciplinary probation are expected to demonstrate responsible behavior and avoid any future violations of college policy. The Chief Student Conduct Officer or their designee may issue Level 1 and Level 2 College Probation.

Level 1: A Student is provided written notice that they have been found in violation of a standard contained in WVWC regulations that warrants significant corrective action. Disciplinary Probation Level 1 is assigned for violations that are significant but do not warrant suspension.

While on Level 1 Disciplinary Probation:

- The student may continue to participate in academic and co-curricular activities, unless specific restrictions are imposed in the written notice.
- The student may be required to complete educational sanctions, counseling, community service or other conditions deemed appropriate by the college.
- Additional violations of the Student Code of Conduct during the probationary period and/or failure to comply with completing assigned sanctions may result in Level 2 Disciplinary Probation or Suspension.

Level 2: A Student is provided written notice that they have been found in violation of a standard contained in WVWC regulations that warrants immediate corrective action. Disciplinary Probation Level 2 is assigned for serious violations, repeated misconduct, or conduct demonstrating a concern for safety, well-being, or functioning of the college community.

While on Level 2 Disciplinary Probation:

- The student remains enrolled only under specified conditions of the college. The student may be restricted from residing in college housing and/or visitation to other residence halls. The student may be required to complete educational sanctions, counseling, community service or other conditions deemed appropriate by the college.
- Level 2 Disciplinary Probation serves as a student's final warning prior to loss of privileges of being an enrolled student. Additional violations of the Student Code of Conduct during the probationary period and/or failure to comply with completing assigned sanctions may result in suspension and immediate removal from campus.

Further violations will subject the Student to more severe Student Accountability action, **including suspension**. Probation shall be for a specified time, and may involve conditions or restrictions, identified at the time the probation is assigned.

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

Restitution: The Student is required to make payment to WVWC or to other persons, groups, or organizations for damages incurred and caused by the Student's violation of WVWC regulations. Restitution charges are reimbursements to WVWC or to other 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, without limitation, attending life skills workshops, participating in community service projects, and completing educational and reflective projects.

Fines: Fines will be issued by the Student Accountability Officer as they see fit for not completing active sanctions. Fines will not be issued as initial sanctions except for violations of fire safety and check-in/out procedures. All fire safety violation fines can be found in the residence hall accommodations agreement.

Other sanctions may be imposed instead of, or in addition to, those specified above. Students may be subject to dismissal from WVWC 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 WVWC housing. Room charges will not be refunded.

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

Appeals of College Student Accountability Board

Any proceeding of the Student Accountability Board may be reviewed by the Director of Student Experience.

The following are acceptable grounds for appeal:

- Insufficient evidence to warrant the Student Accountability 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 Director of Student Experience within three (3) business 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 factual determinations based upon written statements of the Student submitted by the parties, as the Appeal Council will meet in the absence of the accused student. 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 Appeal Council will render a decision within five (5) business days of receipt of the appeal letter.

The Appeal Council will be composed of three (3) of the trained Student Accountability Board members who were not part of the original hearing.

The Director of Student Experience or the Appeal Council may:

- Deny the appeal;
- Affirm the finding and the sanction imposed by the original Student Accountability 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 Accountability, including a more severe sanction than was originally rendered.

Decisions of the Appeals Process that result in dismissal or suspension from WVWC, may be appealed to the President of WVWC or their designee. A written statement in support of the appeal must be submitted to the Office of the Director of Student Experience three (3) business days from the date of the letter notifying the Student of the decision made by the Appeal Council.

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

Disciplinary Records

An electronic file on each Student involved in a disciplinary action will be kept by the office of the Student Accountability 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 WVWC, and then it shall be archived. For Students who withdraw from WVWC, 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 WVWC, such records will be maintained through the adjusted graduation date and will then be archived. Regular Student Accountability files are archived for seven (7) years; files of students who are dismissed from WVWC are kept permanently.

This file may be viewed by the Director of Student Experience, the Student Accountability Officer, or a designee of either. It may not be viewed by anyone outside the administrative or Student Accountability 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 Accountability Officer, but in any case solely in accordance with the Family Educational Rights and Privacy Act ("FERPA"). 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 a court of competent jurisdiction, and also only in accordance with FERPA.

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 WVWC and/or WVWC 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 WVWC 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 WVWC'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 WVWC.

The Process

The Behavioral Intervention Team initiates the Administrative Withdrawal Policy for the Student when any member of the WVWC 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 its sole and absolute discretion.

After this review, the Behavioral Intervention Team shall make a determination 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 Provost is made. The Provost will review the referral from the Behavior Intervention Team and render a final decision. In the sole and absolute discretion of the Provost, and 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 Provost will notify the Student in writing within two (2) 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 WVWC. The President or their designee will hear the appeal and render a decision. This decision will be final and conclusive.

Conditions for Readmission

Any Student who voluntarily or involuntarily withdraws from WVWC may be subject to specific conditions for readmission. The Student Accountability Board may determine requirements for readmission as part of an outcome of a Student Accountability process. Additionally, the Readmission Committee may place additional conditions. These conditions are decided on a case-by-case basis and may include, without limitation, the following:

- Submission of a physical or psychological assessment, as applicable, by a qualified health professional. The assessment must include a decision about the individual's readiness to return to school, any treatment or other recommendations that are in the best interest of the



individual, and a certification ensuring WVWC that the Student's prior issue is unlikely to continue creating a barrier to their education and the education of others.

- 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.

ALCOHOL AND OTHER DRUG POLICIES

West Virginia Wesleyan College ("WVWC") 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, WVWC 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 1988 requires recipients of federal grants and certain federal contracts to certify that they will provide a drug-free workplace. Employees (including Work Study students) who are engaged in projects relating to federal grant awards must abide by WVWC's drug-free policy to avoid loss of the federal grant or contract. WVWC has complied with the Part 86 Regulations and the Higher Education Opportunity Act ("HEOA") by adopting and implementing a Drug and Alcohol Abuse Prevention Program to prevent the unlawful possession, use or distribution of illicit drugs, and the abuse of alcohol by employees and students.

WVWC has developed this policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use of illegal drugs or the abuse of alcohol within WVWC's community.

WVWC is committed to protecting the safety, health, and well-being of all members of its community. WVWC recognizes that alcohol abuse and illegal drug use pose a significant threat to its goals and an individual's wellbeing. WVWC has established a Drug and Alcohol Abuse Prevention Program that balances its respect for individuals with the need to maintain an alcohol and drug-free environment, subject to the WVWC Special Events Alcohol Policy enacted by WVWC's Board of Trustees (the "Special Events Policy") and to any outdoor tailgating areas officially and exclusively designated by WVWC in connection with, and open solely at times relevant to, home football games, with appropriate monitoring thereof by Campus Safety and Security, all in WVWC's sole and absolute discretion (the "Designated Tailgating Areas"). WVWC encourages individuals to voluntarily seek help with drug and alcohol problems.

Scope

WVWC requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment. Any Board member, employee, independent contractor, vendor, alumni,

volunteer, student or other individual who conducts business for WVWC, is applying for a position at WVWC, or is conducting business on WVWC's property ("Covered Individuals") is covered by our Drug-Free Workplace Policy. This policy is distributed annually. This Drug-free Workplace Policy is intended to apply whenever anyone is representing or conducting business for WVWC.

Statement of Prohibited Activity

WVWC prohibits the unlawful manufacture, distribution, dispensation, sale, purchase, transfer, possession, or use of controlled substances and alcohol by Covered Individuals on campus and WVWC's property, or at any WVWC sponsored or WVWC-related function, whether on or off-campus. It is a violation of WVWC's Drug-Free Workplace Policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. However, this policy does not prohibit the lawful and non-excessive consumption of alcohol by persons of legal age at WVWC sponsored social events in accordance with the Special Events Policy or within any Designated Tailgating Areas, when acting as WVWC's representative at a third-party event, or personal consumption unrelated to WVWC.

Enforcement

Any member of the WVWC community may refer an employee or student alleged to have violated this, or any policy, to the Student Conduct Officer or Office of Human Resources. This policy will be strictly enforced by Campus Safety and Security authorities and Residence Life staff members, who are required to report all incidents of violations, including, without limitation, underage possession and consumption which are considered crimes as defined by local and Federal law, including, without limitation, the Clery Act. All student cases of alleged violations will be resolved in accordance with the disciplinary procedures described in the Student Handbook. All employee cases of alleged violations will be resolved in accordance with the drug free workplace requirements as outlined in the Administrative and Support Staff Employee Handbook or Faculty Handbook. All members of the WVWC community are fully responsible for the alcohol/drug-related conduct of their guests, including, without limitation, such conduct within and without the Designated Tailgating Areas, and said conduct shall be in accordance with the Special Events Policy, if applicable.

Alcohol

Underage Use

Furnishing alcohol to a person under the age of 21 is prohibited. Alcohol may not be consumed or present in private rooms where any occupant (present or not) or 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 WVWC's alcohol policy for furnishing alcohol to a person under the age of 21.

Public Use of Alcohol

Unless such public use is in accordance with the Special Events Policy, or occurring within Designated Tailgating Areas, the purchase, sale, or distribution of alcoholic beverages on WVWC premises is prohibited. Alcoholic beverages may not be used in any office or public facility or space on WVWC premises, including, without limitation, public areas of residence halls or at WVWC sponsored activities. The legal exercise of personal freedom within the privacy of one's own residence hall room, and in accordance with WVWC 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, unless such possession is pursuant to the Special Events Policy or within a Designated Tailgating Area. An open container includes, without limitation, open or unsealed cans and bottles, cups, bagged wine, blackout rage gallons, and squeeze bottles. For an avoidance of doubt, any possession of an open container obtained within a Designated Tailgating Area, but carried beyond such area, shall constitute a violation of this policy.

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 results in a violation of the Code of Conduct is prohibited, regardless of age, and will be considered an aggravating factor. Students who violate WVWC policy while under the influence of alcohol or drugs will still be held responsible for any other behavior that violates the student Code of Conduct, and being under the influence of alcohol or other drugs is not a justification for engaging in prohibited conduct. Students who are perceived to be under the influence may be asked to leave a classroom, office, or other campus event.

Mass Quantity, Distribution/ Possession

Unless provided by a vendor in accordance with the Special Events Policy, Kegs, beer balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on WVWC premises, including, without limitation, residence hall rooms and off-campus houses. Such forms of common supply of alcoholic beverages are also prohibited in Designated Tailgating Areas. 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 their residence hall room or off-campus house room, shall violate the mass quantity regulation: Twelve, 16-ounce containers of beer or equivalent; two liters of wine (2 half gallons); twelve, 12-ounce wine coolers and seltzers; or one liter of distilled alcohol (1 and 1/2 fifths of gin, vodka, whiskey, etc.). 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 is strictly prohibited in residence hall rooms unless all occupants of the room are of the legal age to consume alcohol. This includes, without limitation, empty alcohol containers, shot glasses, and beer pong tables. Alcohol paraphernalia that is discovered in a residence hall room shall be treated as evidence of alcohol consumption by all occupants (present or not) and guests in the room.

Drugs

In addition to the prohibited drug-related activity listed above, the possession, use, or distribution of Delta 8 or THC products is prohibited on WVWC premises. This includes, without limitation, gummies, edibles, vapes, pre-rolls, drink mixes, and sublingual films.

Drug Paraphernalia

Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, without limitation, rolling papers, roach clips, water bongs, pipes, etc. or anything fashioned for such use.

Medical Marijuana

Although state law may permit the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards), Federal laws still prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any WVWC property; nor is it allowed at any WVWC sponsored event or activity off campus.

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 shall 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 WVWC officials;
- Cooperates with and provides any relevant information requested by emergency medical assistance personnel, law enforcement officers, or WVWC 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 shall 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 educational conditions imposed by the Student Conduct Officer to receive amnesty. These education conditions are to ensure health, safety, and well-being, and shall not be punitive in nature.

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.

Legal Sanctions

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

Pursuant to West Virginia State Code §11-16-19(a)(1), “Any person under the age of twenty-one years, who purchases, consumes, sells, possesses or serves nonintoxicating beer is guilty of a misdemeanor and, upon conviction thereof, shall be fined an amount not to exceed \$500 or shall be confined in jail, or, in the case of a juvenile, a detention facility, for a period not to exceed seventy-two hours, or both fined and confined or, in lieu of such fine and confinement, may, for the first offense, be placed on probation for a period not to exceed one year. Any person convicted under this section may be sentenced pursuant to the provisions of section one-a, article eleven-a, chapter sixty-two of this code.” The complete West Virginia State Code §11-16-19 is located at <https://code.wvlegislature.gov/11-16-19/>.

Further, West Virginia State Code §60A-4-401 states “(a) Except as authorized by this act, it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. Any person who violates this subsection with respect to: (i) A controlled substance classified in Schedule I or II, which is a narcotic drug or which is methamphetamine, is guilty of a felony and, upon conviction thereof, may be imprisoned in a state correctional facility for not less than one year nor more than 15 years, or fined not more than \$25,000, or both fined and imprisoned: Provided, That any person who violates this section knowing that the controlled substance classified in Schedule II is fentanyl, either alone or in combination with any other substance shall be fined not more than \$50,000, or be imprisoned in a state correctional facility for not less than 3 nor more than 15 years, or both fined and imprisoned; (ii) Any other controlled substance classified in Schedule I, II, or III is guilty of a felony and, upon conviction thereof, may be imprisoned in a state correctional facility for not less than one year nor more than five years, or fined not more than \$15,000, or both fined and imprisoned; (iii) A substance classified in Schedule IV is guilty of a felony and, upon conviction thereof, may be imprisoned in a state correctional facility for not less than one year nor more than three years, or fined not more than \$10,000, or both fined and imprisoned; (iv) A substance classified in Schedule V is guilty of a misdemeanor and, upon



conviction thereof, may be confined in jail for not less than six months nor more than one year, or fined not more than \$5,000, or both fined and confined: Provided, That for offenses relating to any substance classified as Schedule V in §60A-10-1 et seq. of this code, the penalties established in said article apply.” The complete West Virginia State Code §60A-4-401 is located at <https://code.wvlegislature.gov/60A-4-401/>.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Not less than 25 years Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	



DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

DRUG	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 15 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.



Marijuana (Schedule I)	More than 10 kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kg marijuana (except 50 or more marijuana plants regardless of weight); 1 to 49 marijuana plants	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual

The complete Federal Trafficking Penalties chart is also available at: https://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf.

Disciplinary Sanctions

In all instances of violations of policy regarding alcohol and other drug use, sanctions will be imposed.

Student Sanctions

- **Disciplinary Dismissal:** the permanent separation of the student from the WVWC. Notification shall appear on the student's transcripts. WVWC shall also bar the student from WVWC premises. WVWC shall send a copy of the notice to the parent or guardian of all dependent students and to appropriate WVWC personnel.
- **Suspension:** the separation of the student from the WVWC for a specified number of semesters, after which the student may apply for readmission to the WVWC. 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 WVWC sponsored activities and shall be barred from WVWC premises. WVWC shall send a copy of the notice of suspension to the parent or guardian of dependent students and to appropriate WVWC 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 WVWC's campus poses a substantial threat to self or others, or to the stability and continuance of normal campus functions, or to the basic ideals and standards, WVWC 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 WVWC's 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, without limitation, the matter of the student's identity.
 - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on WVWC's campus poses a substantial threat to the student or others or to the stability and continuance of normal campus functions, or to the basic ideals and standards WVWC seeks to maintain.
 - If a continued separation from WVWC 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 WVWC regulations that warrants significant corrective action. Further violation shall 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 WVWC assigns the probation. Depending on the violation, disciplinary probation might include, without limitation, ineligibility to publicly represent WVWC in co-curricular activities, including, without limitation, athletics, chorale, and theater; loss of student employment; restrictions from participation in clubs, organizations, and activities including, without limitation, Student Senate, Greek life, intramurals, athletics, and social events. Disciplinary probation might also include, without limitation, 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 a 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 WVWC or to other persons, groups, or organizations for damages incurred because of a violation of WVWC regulations. Restitution charges are reimbursements to the aforesaid parties and should not be confused with fines.

- **Active Sanctions:** Policy violations may result in referral to the Center for Counseling and Well-Being for assessment and follow-up. These assessments may be mental, physical, behavioral, or developmental in nature. Students may also be required to complete other active sanctions, including, without limitation, 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 range from \$5-\$500 depending upon the nature and/or the severity of the violation.

Other sanctions may be imposed instead of, or in addition to, those specified above. Students may be subject to dismissal from WVWC housing for violations that occur in the residence halls or elsewhere. In cases where this sanction is imposed, WVWC shall issue a refund to the student of board charges prorated to the date of removal from WVWC housing. WVWC shall not refund room charges. Termination of student employment, restrictions on participation in fraternity/sorority pledging/membership activities, restricted access to WVWC facilities or equipment, and/or loss of WVWC recognition or institutional means of support (for student organizations) are examples of sanctions which WVWC may impose.

Employee Sanctions

Employees violating WVWC policy and state or Federal law are subject to disciplinary action, up to and including termination of employment. Because of WVWC's standards of conduct, disciplinary action may result regardless of whether the relevant authorities pursue a criminal prosecution for such violations in the courts. Specific information concerning employee rights and responsibilities is described in the Administrative and Support Staff Employee Handbook or Faculty Handbook.

As a condition of employment, any individual being prosecuted for a criminal drug violation occurring in the workplace must notify his or her direct supervisor or a WVWC administrator within five (5) days after the commencement of charges being filed. In accordance with the regulation of the Drug Free Workplace Act of 1988, WVWC must notify the appropriate government agency within ten (10) days after receiving notice of any employee conviction. WVWC shall take personnel action against such employee within thirty (30) days of its notice of employee conviction. This action may result in termination or satisfactory participation in an approved drug abuse program arranged through the Center for Counseling and Well-Being or other appropriate agency.

WVWC will make ongoing, good faith efforts at maintaining a drug free workplace through policy enforcement and drug prevention program efforts.



Health Risks

Psychoactive drugs can be classified by the effects they have on the Central Nervous System. The most common classifications are: stimulants (uppers), depressants (downers), and hallucinogens (all-arounders). All psychoactive drugs (legal or illegal), including alcohol and prescription medications, have potential side effects. The risk for negative consequences increases with misuse, abuse, or dependence. Because of the College's commitment to employee health and well-being, the staff of the Center for Counseling and Well-Being periodically provide education and prevention programs.

Stimulants: cocaine, amphetamines, Ritalin, caffeine, Redux, Herbal Ecstasy

- Effects and Side Effects of Stimulants: increased heart rate, body temperature, and blood pressure, increased energy, dilation of bronchial vessels, appetite suppression, mild to intense euphoria, irritability, anxiety, paranoia, mental confusion, poor judgment and hallucinations. Long term use can cause sleep deprivation, heart and blood vessel toxicity, and severe malnutrition. Overdose can result in convulsions, hypothermia, cardiovascular complications and even death. Tolerance develops and withdrawal can be extremely difficult. The amount of time it takes the brain chemistry and other body systems to rebalance and recover varies.

Depressants: Opiates and opioids (heroin, morphine, codeine, Darvon, Percodan),

Sedative-hypnotics (Phenobarbital, Seconal, Valium, Xanax, Ativan), Alcohol, Inhalants (gasoline, glue, aerosols)

- Effects and Side Effects of Opiates: pain control, cough suppressant, anti-diarrheal, euphoria, mental confusion, drowsiness, dizziness, nausea, low blood pressure, decreased heart rate, low body temperature, muscle constriction, cyanosis (lack of oxygen in blood), and respiratory depression. Prolonged use results in impaired vision, menstrual irregularity, higher risk of pulmonary complications, nightmares, hallucinations, and mood swings. Tolerance develops with regular use and severe withdrawal is a risk. Overdose is life-threatening.
- Effects and Side Effects of Sedative Hypnotics: induce relaxation and sleep, lower inhibitions, reduce intensity of physical sensations and muscular coordination, depress respiratory process. Prolonged use results in tolerance and withdrawal which can be severe. Symptoms include anxiety, sweating, cramps, vomiting, increased heart rate, and tremulousness. The risk of overdose is high and includes such symptoms as cold, clammy skin, shallow breathing, low blood pressure, weak and rapid pulse, and even coma or death.
- Effects and Side Effects of Alcohol: induces relaxation, reduces inhibitions and sensitivity to pain, impairs vision, judgment, attention, and memory. Prolonged use can lead to cancer



of the tongue, mouth, colon and other organs. Other serious symptoms include gastritis, alcohol hepatitis, liver damage, ulcers, pancreatitis, hypertension, increased susceptibility to infectious diseases, and accelerate the progression of those susceptible to Alzheimer's disease. Regular use results in increased tolerance. Individuals with a family history of alcoholism are at increased risk of developing addiction. However, anyone can become addicted given a certain quantity and frequency of use. Withdrawal from alcohol can be mild to life-threatening. Given consumption levels of many college students the risk of overdose is high

- Effects and Side effects of Inhalants: inhalants include solvents, aerosols, gasses, and volatile nitrites. Of course, many of the ingredients in inhalants are highly toxic. Most are depressants and often users may appear to be intoxicated without the smell of alcohol. The effects and side effects include disorientation, euphoria, lightheadedness, excitation sensory and perceptual distortions, delusions, and depression. Loss of memory after use is not uncommon. Tolerance and dependence develop and the risk of death is very high given the toxicity of the substances and the method of administration. Long term effects for regular users, or large amount of single use, can include damage to the lungs, kidneys, liver, chromosomes and brain. The risk of overdose is very high and can result in death.

Hallucinogens: LSD, psilocybin(mushrooms), MDMA (Ecstasy), marijuana

- Effects and Side Effects Hallucinogens: Hallucinogens are known as “all-arounders” because they can have stimulatory and depressant properties. In addition, perceptual distortions can be an effect. Hallucinogens can also have strong effects on emotions. More than the other categories of drugs the short term effects of hallucinogens are influenced by the setting, personality, emotional state, expectations, and previous experiences of use. The risk of adulteration with hallucinogens is great because of the lack of regulation. Specific reactions include: increased heart rate, blood pressure, body temperature, illusions, hallucinations, delusions, numbness, depersonalization, memory loss, and a lack of coordination. In a small percent of individuals hallucinogens may precipitate psychotic episodes. Frequent users of hallucinogens, particularly LSD, may experience “flashbacks” long after the time they stopped using the drug. Tolerance develops, however, withdrawal is not likely. The greater risk of harm results from the distorted perceptions and impaired judgment that can lead to high risk behavior.
- Marijuana, the most frequently used illegal drug in America, warrants special comment. Low to moderate doses of marijuana can produce relaxation or mild euphoria. Like other hallucinogens, perceptions become distorted. Short term memory, reaction time and coordination are impaired. Damage to the respiratory system is highly likely for regular users. Marijuana use is particularly risky for individuals with epilepsy, respiratory problems

and a family history of depression, anxiety, bipolar disorder, or schizophrenia. Tolerance does develop with regular use. Psychological dependence and withdrawal symptoms are a reality for some regular, heavy users. Overdose is not a concern, but serious injury and death have resulted from impaired judgment and distorted perceptions particularly while driving under the influence. Although we recognize that many students permanently live in states where recreational use is legal, it is not legal in West Virginia.

Education and Treatment Resources

The Center for Counseling and Well-Being 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, WVWC requires courses through Vector Solutions, an online educational program, of all first-year students through the First Year Experience course, as well as of all employees. WVWC also offers programs on alcohol and other drugs throughout the year in its 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/>

Drug and Alcohol Abuse Prevention Program

Statement of Compliance with the Higher Education Opportunity Act

The HEOA requires institutions that are recipients of federal funds to certify to the United States Secretary of Education that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by employees and students. As part of this policy, WVWC has adopted a Drug and Alcohol Abuse Prevention Program, as noted below.

Annual Notification Procedures

The Drug-Free Schools and Campuses Regulations require institutions of higher education to develop prevention programs that address the use and abuse of alcohol and other drugs. WVWC must provide an annual notification to students and employees that contains standards of conduct; legal sanctions for violation of Federal, state, and local laws; health risks of alcohol and other drugs; drug and alcohol treatment programs; and disciplinary sanctions for violation of WVWC policy in relation to alcohol or other drug use.

This Annual Notification is compiled annually by the DAAPP Committee. The committee is chaired by the Vice President for Student Affairs. The Title IX Coordinator, Vice President of Human Resources, Director of Student Experience, and Director of Counseling Services also sit on the committee.

The Annual Notification is sent in September and February of each year via email to all students and employees of WVWC.

Biennial Review

As required by Drug-Free Schools and Campuses Regulations, WVWC conducts a Biennial Review of its drug and alcohol abuse program. WVWC conducts this review in even-numbered calendar years.

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 jail time, 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 Director of Student Experience within 72 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. Please refer to the notification of criminal arrests policy.

Bullying/Cyberbullying: The student organization is aiding, abetting, inciting, organizing, approving, or otherwise participating 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. Cyberbullying includes utilizing electronic messaging, texting, phone (cell or landline), social media, websites, or other digital technologies to intimidate, harass, threaten, humiliate, impersonate, or target another individual; to create a hostile living or learning environment; or to knowingly post, distribute, or encourage the dissemination of another person's private, personal, or identifying information without authorization (commonly referred to as "doxxing") in a manner that is intended to, or is reasonably likely to, cause fear, harassment, intimidation, or other harm.

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, WVWC 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 Director of Student Experience , 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: Associate Director of Student Experience (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 Director of Student Experience 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 predetermined 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 Accountability 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 an 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 Director of Student Experience 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 Director of Student Experience 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 Director of Student Experience determines that it is against the best interest or safety of the campus community.

Hazing Prevention Programming

All faculty, staff, and students are required to complete hazing prevention education annually through the Vector Solutions online module system. The course reviews understanding hazing, identifying and reporting hazing, prevention of hazing, and WVWC campus hazing policies. Additionally, all student-athletes and students participating in Greek Life receive additional hazing prevention education, including ethical leadership and bystander intervention strategies. Faculty and staff are provided additional hazing education annually at the campus-wide Community Day.

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 Accountability 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 (EPCA, 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 Student Experience. In these situations, the sales are to be limited to the Campus Center. The Director of Student Experience 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 Director of Student Experience. Door-to-door solicitation is not permitted in residence halls (unless approved by the Director of Student Experience). 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 Student Experience 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 employees of WVWC who park in College-owned parking lots must register their vehicles by purchasing a numbered parking hang tag. This contract serves as the binding document for motor vehicle policies and procedures, taking precedence over all other references to motor vehicle use on the WVWC campus.

Please visit the following link to register your 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 not obstructed by other items hanging from the rearview 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.

If a hang tag is lost or stolen, it must be reported immediately to the Office of Campus Safety and Security. A new hang tag can be purchased from the Director of Campus Safety. 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 be charged \$50.00.

WVWC hang tags are purchased annually and expire each year on August 31. Residential student hang tags (for students living in campus residence halls) are sequentially numbered beginning with an “S” and are color-coded. Faculty and Staff hang tags are also color-coded and begin with the letter “F.” Physical Plant employees’ hang tags are color-coded and begin with the letter “P.” The fee for registering a vehicle and obtaining a parking hang tag for students 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. The large lot next to Dunn Hall has ample parking for all faculty, staff, and students.
- Handicapped parking spaces are identified by the official handicapped emblem, and the adjacent curbs and stripes are painted light blue. These 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. Misuse of a handicap hang tag will be subject to WVWC's disciplinary process, in consultation with the Director of Student Experience as necessary.

- Fire lanes are designated by red curbs and/or red stripes and are clearly marked to indicate a prohibited area.
- No parking is permitted on the lawn or sidewalks, including during student move-in or move-out periods. Faculty and staff may request unloading privileges from the campus safety office. Physical plant supervisors will monitor their employees for projects that need attention to maintain our facilities.
- Prohibited zones are marked with yellow lines and/or yellow curbs and are sometimes designated by "No Parking" signs. These areas include, but are not limited to, loading/unloading zones and parking zones for maintenance vehicles.
- During the academic year, student parking in designated faculty/staff-only areas and faculty/staff parking in student-designated areas is strictly prohibited. Parking in a reserved parking spot, as noted on spot signage, is also strictly prohibited. These regulations are 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. Local law enforcement will ticket and tow cars as necessary.
- 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.

Visitors Parking

All visitors must have a valid Temporary Pass displayed in their windshield, available at the Security Office. Visitors are permitted to park in the "Camden/Randolph" lot, where twenty (20) spaces are reserved for guests of the college. Overnight visitors must first obtain an overnight visitor pass from the Office of Campus Safety and Security, which must be displayed on the vehicle dash and visible through the windshield.

Violations, Fines and Fees

The most common parking violations and their associated fines are as follows:

- Speeding/reckless driving*: Referral to College Student Accountability System
- Driving/parking on grass*: \$50.00 and referral to College Student Accountability 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



- No hang tag displayed: \$75.00 plus reserved lot parking fine (Issued after September 1). First-time offense may appeal with proof of hang tag purchase to remove ticket.
- Expired hang tag: \$25.00 (Issued after September 1)
- Improper display of hang tag: \$25.00 (Place on dash or mirror - must be able to read writing on tag)
- 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 owner's expense. 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 Accountability 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 through Friday, and must be paid within 30 days. Fines and fees apply to all employees, guests, and students (both graduates and undergraduates). Registration fees for faculty and staff must be paid at the Office of Student Accounts upon receipt of the Vehicle Registration Hang Tag. Student accounts will be billed for the registration fee.

Acceptable forms of payment for fines and fees include cash, cashier's check, personal check, credit card, or money order. Checks should be made payable to WVWC. Parking violation fines and fees will be billed to the student account. If the driver completes the parking ticket appeal process and the board grants the appeal, the charge will be removed from the student account.

A student who receives five or more unpaid parking tickets will be called into the Student Accountability 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 Human Resources office for corrective action. 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

The appeal board for ticket reviews will consist of a three-person panel, including one student member. The Director of Campus Safety will facilitate the appeal process and communicate the board's decision to those who submitted the online appeal form.

Parking tickets can be appealed to the Appeal Board within twenty working days from the date of the 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's 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 student parking. 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/invited guests of the college. (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, or students. Twenty (20) spots are designated for visitor parking with proper visitor pass. (217 spots, 20 visitor, 2 H)
- **Tennis/Band** – 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 faculty/staff/students between the hours of 7AM and 5PM Monday thru Friday. A valid Faculty/Staff/student 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 12:00 AM. (51 spots and 3 H)
- **BSU/Holloway** – 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** – 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. Students and overnight guests (10 spots)
- **Baxter Street Student Housing** – Student Hang Tag only for 18 Baxter house residents.
- **College Avenue Lot** – Located next to KA Fraternity house. Student Hang Tags.
- **College Avenue 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 Accountability 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 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. 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.

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 Accountability 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.

Hit-and-Run Policy

Any student involved in a collision with another vehicle, property, or pedestrian while operating or parking a vehicle on West Virginia Wesleyan College (“WVWC”) property shall immediately stop and make reasonable efforts to notify the owner of the damaged property or assist the injured individual. A “vehicle” for the purposes of this policy includes, without limitation, automobiles, motorcycles, scooters, bicycles, skateboards, hoverboards, and other motorized personal conveyance devices.

“Reasonable efforts to notify” include, without limitation, speaking directly with the owner or injured individual, or, if they cannot be located, leaving a clearly visible written note containing the student’s name, contact information, and vehicle registration number. If the owner still cannot be located, the student must report the incident to the Office of Campus Safety and Security immediately, or as soon as safety permits, and no later than 24 hours after the incident, by calling Campus Safety and Security at (304) 473-8011 or reporting in person at the Campus Safety and Security Office.

For incidents involving significant property damage (e.g., exceeding \$1,000.00) or any personal injury, students are strongly encouraged—and may be required by law—to also file a report with local law enforcement.

Failure to stop and report an incident may result in disciplinary action, referral to the Student Accountability Board, revocation of campus parking privileges, and other appropriate sanctions, all pursuant to WVWC’s Student Accountability Policy, which is applicable to such proceedings. When restitution is deemed appropriate, it will be based on documented damages, and both parties will have the opportunity to participate in the resolution process.

Vehicle Search Policy

Students who operate and park a vehicle on WVWC property, and have registered their vehicle by completing the online hang tag form, consent to vehicle searches while their vehicle is parked on WVWC property. This consent is a condition of parking on WVWC property.

The Office of Campus Safety and Security shall conduct vehicle searches only when there is reasonable cause to believe that a violation of WVWC policy or law has occurred, or when it is necessary to protect the immediate health and safety of the campus community. Searches will be carried out by authorized personnel from the Office of Campus Safety and Security, all of whom have received training in search procedures. When appropriate—particularly when criminal activity is suspected—local law enforcement may be present and may participate in the search.

All vehicle searches will be recorded using body-worn cameras operated by Campus Safety and Security personnel. Said personnel shall prepare a detailed written report of each search, including the specific reasonable cause and any items recovered, pursuant to Campus Safety and Security policy. Campus Safety and Security staff will make every effort to have the student present during the search or to notify them promptly afterward, unless doing so would compromise safety, an ongoing investigation, or the preservation of evidence.

When a vehicle search is conducted as part of a student accountability matter or suspected criminal activity, the Director of Campus Safety and Security must first consult with the WVWC's General Counsel prior to initiating the search. Other cabinet members of WVWC may be consulted in the process, unless exigent circumstances involving an immediate threat to health or safety exist.

Evidence obtained during a vehicle search may be used in student accountability proceedings and, when applicable and upon consultation with WVWC's General Counsel and Vice President for Student Affairs, shared with law enforcement. All information will be handled in accordance with WVWC privacy policies and federal and state laws.

RESIDENTIAL LIVING

The Residence Hall Accommodations and Policy Agreement is available at <https://www.wvwc.edu/wp-content/uploads/2026/03/Res-Hall-Accommodations-and-Policies-Agreement-2026-27.docx.pdf>.

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 Office of Student Experience. Residence Hall Agreements are for the entire academic year (August through May).

The residence halls are supervised by undergraduate resident assistants and undergraduate resident directors reporting to graduate and professional staff members. **For those reasons, students who are under the age of 17 and over the age of 30 are not normally eligible for College housing.** Petitions for exceptions to this policy will be considered on an individual basis by the housing office, whose decisions with respect to such petitions will be final. Petitions may be submitted to the Director of Student Experience.

Applications for an exception to the residency requirement for continuing students must be submitted to the Office of Student Experience. Leases or other living arrangements should not be

confirmed until exceptions are approved and verified in writing from the Office of Student Experience.

Exceptions to the Residency Requirement

Exceptions to the residency requirement include:

- Non-traditional age - reaching 23 years of age.
- Married - verified with a marriage license.
- Living at home (with a parent, 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 Office of Student Experience 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.
- Graduate Student - verification is required by the Registrar. This does not apply to the first four years of the five year MBA Program.
- Single parent - verified with child's birth certificate.

Students found to be in violation of any of the aforementioned policies may be referred for Student Accountability 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: www.wvsp.gov. 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 Student Experience 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

Timely Warning

When reported situations are considered to be a threat to students or staff, either due to the seriousness of the activity or immediacy, a Timely Warning will be communicated to all faculty, staff, and students via the Omnilert System with appropriate follow-up via email. Timely warnings are issued by one of the following: the Director of Student Experience, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for External Affairs. Timely Warnings are generally issued for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. The purpose of a timely warning is to notify the WVWC community of the incident and to provide information that may enable community members to better protect themselves from similar incidents. WVWC will issue a timely warning when the following criteria are met:

1. A Clery Act crime is reported to Campus Security Authorities or local police agencies.
2. The crime occurred in a Clery-reportable location.
3. There is a serious or ongoing threat to the WVWC community because of this crime. The decision to issue a timely warning shall be decided on a case-by-case basis considering the following criteria:
 - Was the suspect identified?
 - Was the suspect apprehended?
 - If known, does the suspect have prior arrests, reports or complaints or any other history of violent behavior?
 - If known, does the suspect have a history of failure to comply with a College No-Contact Directive, other protective measures or judicial protective order?
 - Did the incident involve physical violence?
 - Has the suspect threatened to commit physical violence?
 - Did the incident involve multiple victims?
 - Does it appear to be an isolated incident involving a specifically “targeted” victim?
 - Does the report reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
 - Did the suspect use “date-rape” or similar drugs or intoxicants?
 - Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
 - Was the victim under 18 years of age?

- Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

To make a timely warning, all Campus Security Authorities (CSAs) and local law enforcement agencies are directed to immediately report Clery crimes to WVWC Campus Security. If the timely warning criteria are met, a notice will be drafted and issued as soon as pertinent information is available. The College may not use all distribution methods for every incident.

The following information is typically included in a timely warning, if available:

- A statement of the incident, including the nature and severity of the threat
- The persons or locations that might be affected
- Any connection to a previous incident(s)
- Physical description and/or composite drawing of the suspect
- Date and time warning was released
- Other relevant and important information (e.g., gender of the victim, student/non-student, etc.)
- Appropriate safety tips

When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. In certain circumstances, an incident may not meet the criteria of a Clery-reportable crime occurring in a Clery-reportable location, but may constitute a serious or ongoing threat to the WVWC community. For instances in which a timely warning is not required, the Director of Student Experience, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for External Affairs, may choose to issue a “community alert” notifying the College community of an issue of concern. The content of an alert may vary depending on the type of incident reported and the location in which it occurred.

Missing Person Policy

If an employee or member of the Wesleyan community has reason to believe that a residential student is missing for 24 hours or more, by policy, they must immediately relay any information regarding the missing student to one of the following:

- Director of Campus Safety and Security: (304)-473-8011, (304) 940-1518 or (304) 940-1561
- Student Experience Pro Staff on Duty: (304) 406-4606, who will relay the information to Campus Safety and Security
- Reports made to any other department must be immediately relayed to Campus Safety and Security

Following notification and a preliminary inquiry, Campus Safety and Security will generate a missing person report and notify law enforcement.

Residential students are required to provide emergency contact information. Additionally, students may record their emergency contact in their Self-Service account. A student's emergency contact information will be accessible only by authorized campus officials.

In addition to registering a general emergency contact, students residing in on-campus housing are required to identify an individual to be contacted by WVWC in the event the student is determined to be missing. WVWC will notify that individual no later than 24 hours after the student is determined to be missing. Additionally, if a student is under the age of 18 (unless an emancipated minor), their custodial parent will be notified in the event that the student is missing within 24 hours of the determination that the student is missing.

Amber Alerts are issued by local authorities, with the cooperation of the College's Campus Safety and Security Office, in the event a student is underage.

The Office of Campus Safety and Security will work closely with the local authorities to determine the location of the missing student and will keep the noted student's emergency contact informed throughout the process.

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 SURVEILLANCE POLICY

Purpose

West Virginia Wesleyan College (“WVWC”) is committed to enhancing campus safety and security through the strategic use of technology. A critical component of this commitment is the implementation and management of a comprehensive Campus Security Video Surveillance System (the “System”). This System, which includes both stationary security cameras and body cameras worn by Campus Safety and Security Officers, is intended to support a safe and secure environment for students, faculty, staff, and guests. Surveillance serves as a deterrent to criminal behavior, aids in incident documentation, and supports investigations into legal and campus policy violations. This policy establishes the operational, ethical, and legal parameters for the installation, usage, review, and retention of video surveillance across campus.

Institutional Philosophy

WVWC believes in a shared responsibility for safety and security across the campus community. While video surveillance is a valuable safety tool, its implementation must be balanced with respect for individual privacy rights in accordance with WVWC’s values and applicable laws. This policy formalizes procedures for surveillance usage and affirms WVWC’s right to deploy surveillance where it is deemed appropriate.

Surveillance Principles

1. This policy does not imply or guarantee that the System will be monitored in real time 24 hours a day, 7 days a week. Appropriate WVWC personnel will review video recordings upon the reporting of a crime, policy violation, or other incidents of concern.
2. WVWC shall use the information obtained from the System exclusively for campus policy and legal enforcement, including, without limitation and where appropriate, to aid student judicial functions or to assist local law enforcement personnel in their investigation of



campus/local crime. WVWC shall not use, or allow the use of, surveillance data for personal or non-institutional purposes.

3. WVWC uses the System in public areas to help maintain a safe, secure, and respectful campus for students, faculty, staff, and guests. WVWC will never use the System to single out individuals based on personal characteristics, and all surveillance activity will follow WVWC's Non-Discrimination and Sexual Harassment Policies. WVWC also complies with federal laws, including the Family Educational Rights and Privacy Act ("FERPA"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), and the Stop Campus Hazing Act ("SCHA"), to ensure that its approach to safety and security (and this policy) are both responsible and respectful of individual privacy rights.
4. WVWC shall appropriately train and supervise Campus Safety and Security Staff involved in video surveillance in the responsible use of the System. Campus Safety and Security Staff shall handle surveillance information with an appropriate level of security to protect against unauthorized access, alteration, disclosure, or destruction.
5. Campus Safety and Security Staff and WVWC's General Counsel shall monitor legal developments, security industry practices, and technology to ensure that WVWC's use of the System is consistent with best practices and complies with all applicable federal and state laws.

Use and Monitoring

1. Body Camera Use:
 - Campus Safety and Security Officers are equipped with body cameras to record interactions with students, faculty, staff, and guests. WVWC intends these cameras to enhance transparency, accountability, and professionalism in campus safety and security operations. Nationally, the use of body cameras has been shown to reduce incidents and complaints on campuses. In addition to serving as official documentation during investigations and reviews, these recordings are also valuable as training tools. When concerns regarding employee and staff conduct arise, the Director of Campus Safety and Security will collaborate with the Director of Human Resources to address and remediate the issue with the employee or staff member involved.
 - Search Exceptions: Exceptions to private area restrictions include room searches in residence halls and searches of vehicles parked on WVWC's campus. When investigating potential misconduct, a Campus Safety Officer wearing a body camera



will record the search. Officers will always conduct these searches in coordination with a Residential Life staff member who will manage hallway and vehicular perimeter privacy. Campus Safety and Security Staff shall always conduct themselves with professionalism and courtesy during these search interactions.

2. Deployment in Public and Restricted Areas:

- WVWC authorizes surveillance through the System in all public areas of WVWC's campus for the purpose of enhancing the safety and security thereof. Surveillance is strictly prohibited in spaces where individuals have a reasonable expectation of privacy. Cameras will be strategically positioned to protect personal privacy, and views of residential buildings shall be limited to external entryways and common areas.
- Surveillance through the System shall not be conducted in an individual office or classroom unless the office holder or professor consents thereto in advance.
- Covert surveillance may be used in public areas when Campus Safety and Security Staff determines that there has been a credible report of potential or actual misconduct and/or criminal behavior, or in areas deemed high risk.

3. Surveillance for Academic Integrity Purposes: Notwithstanding Section E(1) below, WVWC may, at its election, surveil students for academic integrity purposes using: (i) cameras integrated within and attached to students' personal smartphones, tablets, laptops, and/or other electronic devices (collectively, the "Monitored Devices") through the Respondus Monitor software or another similar software system (collectively, the "Monitoring System"); (ii) screen recording on the Monitored Devices through the Monitoring System; and (iii) the HISSEU camera system installed within WVWC's Test Lab. WVWC faculty may only conduct surveillance using the Monitoring System during remote testing sessions and in ensuring that remote composition/writing assignments comport with WVWC's AI policy. WVWC shall retain any recordings created pursuant to this Section A(3) in accordance with the Monitoring System's Terms of Use and WVWC's internal policies

4. Camera Placement Restrictions: Due to access to a commonly shared bathroom, WVWC recognizes that students may have an enhanced expectation of privacy in the hallways of residential buildings. Thus, WVWC shall not place cameras in residential building hallways; however, for safety and security purposes, Campus Safety and Security Staff may elect to install cameras at exit or entry doors, lounges adjacent to main entrances, and stairwells of residential buildings, all of which will be considered common areas by WVWC, and may be monitored as deemed necessary to protect the ingress of private hallways in



these facilities. The Information Technology Department will work with Campus Safety and Security Staff to ensure proper placement and alignment of the System in accordance with this policy.

5. Prohibition on Dummy Cameras: The use of dummy or placebo cameras is prohibited, as they may create a false sense of security.

Access, Review, and Confidentiality

1. Live Feed Access: Access to the live video feeds from the System is restricted to Campus Safety and Security Staff. All requests to obtain surveillance recordings must be submitted to the Director of Campus Safety and Security for consideration. Cabinet-level administrators will be granted access to surveillance recordings when the content pertains directly to their respective areas of institutional oversight.
2. Review and Release of Recordings:
 - The Director of Campus Safety and Security will evaluate all external requests for video recordings obtained through the System. Prior to the release of any surveillance records outside WVWC, said Director shall consult with the General Counsel to ensure compliance with applicable laws and WVWC policies.
 - Only when deemed in alignment with FERPA by WVWC's General Counsel and Vice President for Student Affairs, WVWC may share surveillance recordings with local law enforcement to support investigations involving incidents on or near WVWC's campus. This collaboration reflects WVWC's commitment to public safety and reinforces its partnership with local authorities, particularly in the absence of an on-campus police force. WVWC's General Counsel, Vice President for Student Affairs, or the Director of Campus Safety and Security may, at their election, elevate determinations under this provision to WVWC's President.
3. Release of Surveillance Recordings: When an incident is suspected to have occurred, only authorized personnel may review surveillance recordings. The Director of Campus Safety and Security will determine access thereto on a case-by-case basis. Only the Director may authorize copying or release of surveillance recordings, and must first consult with the WVWC's General Counsel in granting such authorizations.
4. Access Control: Only Campus Safety and Security Officers and authorized Information Technology staff will have access to the System and the login credentials therefor.

5. Contextual Understanding: Caution will be used in interpreting video recordings. Such recordings may not fully capture the context of an interaction and may not accurately reflect nonverbal cues or emotional tone. These limitations will be considered in all official reviews.

Placement of Cameras and Installation

1. Authorized Equipment and Installation: Purchase, installation, and maintenance of any equipment comprising the System shall be coordinated through the Information Technology and Campus Safety and Security departments, and subject to the President's approval. Subject to Section A(3) above, no other person or department may purchase or place private cameras for the purpose of video monitoring.
2. Request for Placement of Cameras: Individual WVWC departments, programs, or campus organizations seeking installation of video surveillance equipment comprising the System shall first submit a written request to their appropriate supervisor describing the proposed location of such devices, justifying the proposed installation, providing a cost estimate, and identifying the funding source or sources for the purchase and ongoing maintenance thereof. Students, faculty, or staff may submit camera placement recommendations to the Office of Campus Safety and Security for review. The Director of Campus Safety and Security and the Chief Information Officer will review all such requests and collectively be responsible for reviewing, and approving or denying, all proposals for security camera equipment installation. The President of WVWC, or their designee, shall render a final decision, if necessary.
3. Information Technology staff shall oversee the installation, repair, and replacement of all approved security cameras comprising the System.

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 such recordings.
2. Due to storage limitations within the System, all video recordings captured by fixed security cameras are automatically overwritten after thirty (30) days, unless portions thereof are snipped and preserved to assist with an active investigation or administrative review and retained pursuant to Section D(3) below.
3. Body camera recordings, once pulled by Campus Safety and Security staff, shall be retained for a period of two (2) years. If any portion of such body camera recordings are used by the Judicial Affairs Office or in connection with a Title IX matter, such recordings shall be

retained for seven (7) years, in accordance with guidance from the U.S. Department of Education, and WVWC's Title IX and Conduct policies. Should any such proceeding result in the expulsion of a student from WVWC, WVWC shall retain the pulled recordings indefinitely.

4. Recordings used for Judicial Affairs or Title IX purposes shall be stored in secure, access-controlled folders with password protection. Each case file will be organized and tracked using its assigned Guardian case number. For all other non-Judicial and non-Title IX incidents where recordings are preserved, WVWC shall retain such recordings for two (2) years from the timestamp thereof.

Camera Acceptable Use Policy

This policy does not apply to:

- Subject to WVWC's use thereof pursuant to Section A(3) above, personal devices used by students or employees, such as smartphones, tablets, or laptops equipped with cameras, are considered outside the scope of this policy. These devices are privately owned and are used at the discretion of the individual for personal or academic purposes. WVWC does not monitor or regulate personal video recording unless such use violates campus policies or laws.
- Broadcast or academic recording of performances, events, or classes.
- ATM cameras.
- Research, class assignments, or institutional media projects governed by instructional policies.

PEACEFUL ASSEMBLY POLICY

Purpose

West Virginia Wesleyan College ("WVWC") values the free and open exchange of ideas, including the rights of students, faculty, and staff to peacefully assemble and express their views through protests and demonstrations. However, WVWC also must maintain a safe and secure campus environment conducive to its educational mission.

Definitions

Protest: Any planned event by one or more persons expressing a particular viewpoint, including, without limitation, demonstrations, rallies, or other gatherings.

Campus Grounds: Any outdoor areas, buildings, facilities, and/or property owned, leased, and/or controlled by WVWC.

General Provisions

- This policy applies to all students, faculty, and staff when they are acting in their roles as members of the WVWC community. WVWC shall treat individuals who are not acting in their capacity as employees or students as external parties, and different policies or procedures may apply in those instances.
- Approval and registration is required 24 hours in advance of any Protest on Campus Grounds. Approval and registration can be completed in the Office of the Director of Student Experience
- Designated Protest Areas: WVWC has designated the lawn in front of the Camden Avenue parking lot (in between Middleton Hall and Dunn Hall) as the area for Protests due to high foot traffic. Protests shall only take place on the grass, and not on the sidewalks or in the parking lot.

Guidelines for Permissible Protests

Time, Place, and Manner Restrictions

To prevent unreasonable disruption of WVWC operations, Protests are subject to the following reasonable restrictions on time, place, and manner:

- Protests are only permitted outdoors on Campus Grounds in the Designated Protest Areas.
- Protests shall not block access to buildings, roadways, or pedestrian traffic in a manner that prevents ingress/egress.
- Noise levels from Protests shall remain at a level that does not substantially disrupt nearby classes, meetings, or WVWC activities. WVWC shall determine the acceptability of such noise levels in its sole and absolute discretion.
- Protests shall not continue overnight on Campus Grounds between the hours of 10 PM and 7 AM.
- All protestors must carry WVWC-provided identification.

Prohibited Conduct

- Violence, threats, harassment, hate speech, or incitement to lawless action;
- Possession of weapons, explosives, or other illegal materials;
- Destruction, damage, defacement, or unauthorized use of WVWC, student, faculty, and/or staff property;
- Significant disruption of classes, operations, or WVWC events after being warned;
- Erection of tents or other structures; and
- Burning of items or any unauthorized use of fire.



Temporary Building Access Restrictions

At its sole and absolute election and discretion, WVWC may temporarily restrict access to certain areas on Campus Grounds during Protests if reasonably required to maintain campus safety and security.

Safety and Security Procedures

The Office of Campus Safety and Security, through campus security personnel, shall monitor Protests to ensure compliance with this policy.

Response and Enforcement

1. Campus Safety and Security personnel shall first provide Protesters with clear warnings and opportunities to correct violations.
2. Protesters continuing to violate may be temporarily removed from the area.
3. Arrest or involvement of law enforcement will occur if there is an imminent threat to public safety and property damage that WVWC cannot adequately and safely address through its own response and available resources.
4. Violation of this policy may result in a referral to Student Accountability or Human Resources.
5. WVWC may, at the sole discretion and election of the Vice President for Student Affairs, issue a campus-wide notification regarding a protest to inform the campus community.

Conflict Resolution and Dialogue

WVWC encourages open and respectful communication between Protest organizers and its administration to understand grievances and explore constructive solutions. Protest organizers may request meetings with the Director of Student Experience or other relevant officials to discuss their concerns through proper channels. However, for an avoidance of doubt, the Office of Campus Safety and Security, upon notice and through Campus Safety and Security personnel, shall immediately shut down any protest event failing to comply with the advance approval and registration requirements set forth above. Such an event is not a Protest as defined herein, and Campus Safety and Security personnel shall remove any participants therein without recourse.

Policy Administration

The Office of Student Experience, in conjunction with the Office of Campus Safety and Security, shall have primary oversight and authority in interpreting, implementing, and enforcing this policy.

Additional Provisions

Counter-Protests

All persons/groups must be allowed to express their views. WVWC will make reasonable efforts to keep separate Protest groups a safe distance apart within the Designated Protest Area.

Protest Advertising

All promotional materials for Protests shall comply with campus posting policies and shall not violate the prohibited conduct outlined above.

Resources and Reporting

Protest Reporting

Concerns about policy violations should be reported to the Office of Student Experience and the Office of Campus Safety and Security.

Support Services

The Center for Counseling and Wellbeing, and other campus resources, are available to support those impacted by Protests.

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:

- Community Care After-Hours: (888) 557-2298
- Appalachian Health Center's 24-hour hotline: (304) 472-2022
- Centers Against Violence (Upshur Co.): (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.

Immunization Policy

West Virginia Wesleyan College, a West Virginia non-profit corporation (the "College") has adopted the recommendations of the Centers for Disease Control ("CDC"), the Advisory Committee on Immunization Practices ("ACIP"), and the American College Health Association ("ACHA") that all incoming students provide:

- A signed proof of vaccination; or
- A signed statement from a physician that the vaccination would be injurious to the student's health and well-being; or
- A signed waiver indicating that the vaccination is declined for reasons of conscience or religious beliefs.
- A signed waiver may not be sufficient, at the College's sole and absolute discretion, in the event of a disaster, public health emergency, or extraordinary law enforcement emergency affecting the College.

Students who do not comply with this policy may be prohibited from:

- Attending classes;
- Participating in co-curricular events, such as athletics;
- Participating in domestic or international programs and/or other off-campus events sponsored by, or related to, the College;
- Residing in campus residence halls; and

Other campus-related events, programs, and/or activities at the College's sole and absolute discretion.

Specific programs, majors, or activities at the College may have additional vaccination requirements for participation therein.

Counseling Services

The objective of the Center for Counseling and Well-Being 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. The Center for Counseling and Well-Being Policies and Procedures can be found at <https://www.wvwc.edu/counseling/>.

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: Student Suicidal Ideation and Behavior

This protocol applies when a college employee has actual knowledge of a student's suicidal behavior, plans, or intentions, including active suicidal ideation with or without a specific plan.

Immediate Response Protocol

When a faculty or staff member identifies an individual exhibiting suicidal intent (including verbal statements, written notes, self-harm, or at-risk behavior), they must immediately execute the following steps:

1. **Call for Professional Support Immediately:** Call Campus Security at (304) 473-8011 AND the Director of Counseling at (304) 473-8803. If available, the Director of Counseling Services will come to immediately assess the student. If the Director of Counseling or Security is unavailable, call 911.
2. **Emergency Contacts:** The Vice President of Student Affairs (or designee) or the Director of Counseling Services may attempt to contact the student's designated emergency contact if it is determined, in their sole and absolute professional discretion, that such contact is necessary.
3. **Medical Evaluation & Transition:** If the situation necessitates calling 911, the student may be transported to the local emergency room for evaluation. Students are encouraged to sign a release of information at the hospital so a discharge plan can be shared with the Campus Center for Wellbeing (CCWB), or to provide the CCWB Director with the discharge plan upon their return to campus solely to facilitate ongoing institutional support.

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.

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.

Religious and Spiritual Life

West Virginia Wesleyan College values spiritual growth, theological reflection, moral development, and the personal expression of faith as essential to a well-rounded liberal arts education. The College fosters a learning community where religion and spirituality are integrated with liberal learning to support holistic growth—nurturing mind, body, and spirit—while encouraging diversity, leadership, and a commitment to meaningful service.

These values include intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, wellness, environmental stewardship, and the responsible use of resources.

The Vice President of Religious and Spiritual Life and Dean of the Chapel, along with student-led organizations, offers opportunities for spiritual practice, religious study, service, and interfaith dialogue. While rooted in the Methodist Christian tradition, Wesleyan welcomes and supports individuals of all religious and non-religious backgrounds, and accommodations are made to honor diverse spiritual needs.

As part of the College's commitment to inclusion, students are expected to treat one another with respect, especially across lines of belief. Discrimination, hazing, or exploitation based on religion or belief will not be tolerated and will be addressed through the College's judicial process.

Religious Accommodations

Consistent with the mission and values of West Virginia Wesleyan College and in accordance with applicable policies, the College recognizes the importance of religious, spiritual, and cultural observances in students' lives. Such observances may include, without limitation, religious holidays; days of worship; religious and spiritual practices; and cultural celebrations. The College will provide students with reasonable accommodations, which may include, without limitation, excused absences from class or co-curricular activities, opportunities to make up missed work without

academic penalty, housing arrangements that support spiritual practices, consultation with the food service provider to explore available dining adjustments, or other determined appropriate arrangements based on the nature and duration of the observance. The Vice President of Religious and Spiritual Life and Dean of the Chapel will communicate approved accommodations to faculty and staff as appropriate.

Dining Accommodation Disclaimer:

While the College makes every good-faith effort to honor religious and spiritual observances, the institutional capacity to modify menus or facilities is limited. The College cannot guarantee that all specific dietary practices, ingredients, or food preparation environments can be fully accommodated.

The Vice President of Religious and Spiritual Life and Dean of the Chapel is available to all students for spiritual guidance and conversation. Please note that the Vice President of Religious and Spiritual Life and Dean of the Chapel is a **non-mandated reporter** for Title IX, meaning conversations are confidential unless there is imminent harm or abuse.

Students are encouraged to participate in religious and spiritual life through a variety of co-curricular organizations and micro-communities, including:

- **Delight Ministries** – A Christ-centered community for college women.
- **Fellowship of Christian Athletes (FCA)** – Integrating Christian faith with athletics
- **Interfaith** – Monthly conversations that bring together students of different faiths, worldviews, and backgrounds to learn from each other, build friendships, and engage in respectful dialogue.
- **InterVarsity Christian Fellowship** – Supporting spiritual growth through Bible study, prayer, and discipleship
- **Muslim Student Association (MSA)** – Nurtures the spiritual, educational, and social lives of Muslim students while creating opportunities to promote greater understanding of Islam across campus.
- **Praise & Worship (PAW)** – Led by students, this gathering offers a place to deepen your faith, build meaningful relationships, and encounter God's presence together.
- **Timeout** – A welcoming space to pause, connect, and belong while growing in faith and community.

For more information, contact the Office of Religious and Spiritual Life at acord.j@wvwc.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!

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@wwwc.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!

The Center for Cultural and International Affairs

The Center for Cultural and International Affairs 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 and the International Student Organization. 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 \$50 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 International Student Advisor.

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

The Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment can be found on the West Virginia Wesleyan College website [here](#).



APPENDIX TWO: West Virginia Wesleyan College Policy on Pregnancy and Related Conditions for Students and Employees

The Policy on Pregnancy and Related Conditions for Students and Employees can be found on the West Virginia Wesleyan College website [here](#).

APPENDIX THREE: Sanctioning Rubric

Student Accountability System Tiers of Violations and Sanctions

When determining sanctions for a policy violation, the persons determining the sanctions will be provided with this sanctioning rubric. This sanctioning rubric will serve as a guide in determining appropriate and consistent sanctions.

Level of Violation	Violation Type	Examples	Typical Sanctions	Aggravating Factors	Mitigating Factors
Level 1: Minor Handled via Disciplinary Conference by Student Conduct Officer	Low-level Disruptions Low-level Policy Violations	Unauthorized entry Tobacco violations Conduct unbecoming of a WWC student Drones Acts of Dishonesty Climbing Hoverboards Solicitation Sports	Written Reprimand Fines Active Sanctions	Repeated Violations Group Influence Disregard for Staff	First Offense Shows Remorse Self-Reports
Level 2: Moderate* Handled via Disciplinary Conference or referral to Conduct Board if warranted.	Disruptive/Risky Behavior Moderate Policy Violations	Failure to comply Alcohol Violation Drug Violation (1st off./ personal amount) Disorderly Conduct Computer Misuse Fire Safety Violation Vandalism (minor) Damage to property Disruption Non-lethal weapons Complicity Non-Sexual Harassment Sanctions Violation	Written Reprimand Fines Active Sanctions Restitution Disciplinary Probation	Disruption of College Function Property Damage Reckless Behavior	Cooperation Acceptance of Responsibility Shows remorse
Level 3: Significant Requires Student Conduct Board Hearing	Threatening Behavior Harmful Behavior Repeated Behavior	Bullying/Cyberbullying Harassment (non-sexual) Theft Threatening Behavior Retaliation Hazing	Fines Active Sanctions Restitution Disciplinary Probation Disciplinary Dismissal	Pattern of Behavior Targets Others Bias Motivation	No History Seeks Support
Level 4: Major Requires Student Conduct Board Hearing; interim suspension possible.	Violence Serious Risk Egregious Violation	Physical Assault Drug Distribution Hate Crime Prohibited Clinical and Technical Activities	Fines Restitution Disciplinary Probation Disciplinary Dismissal Suspension	Intent to Harm Physical Injury Impact on Community	Participation in Conflict Resolution
Level 5: Severe/Expellable Requires Student Conduct Board Hearing; likely interim suspension or administrative withdrawal.	Extreme threat to community or mission	Weapons Possession (Lethal) Arson Severe threats	Fines Restitution Disciplinary Probation Disciplinary Dismissal Suspension	Ongoing Danger Refusal to Comply Arrest/Charges	(Rarely applicable at this level)

Fines: Fines will be issued by the Student Accountability officer as they see fit for not completing active sanctions. Fines will not be issued as initial sanctions except for violations of fire safety and check-in/out procedures. All fire safety violation fines can be found in the residence hall accommodations agreement.

**For moderate violations the following will be taken into consideration by the Student Accountability Officer when determining whether a hearing or a disciplinary conference should be held: severity, the number of individuals involved, quantity/age for alcohol and drug violations, intent, previous violations, the amount of damage/ disruption caused, items involved.*