



UNIVERSITY OF CHARLESTON:  
STUDENT HANDBOOK 2019-20

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# PRESIDENT'S WELCOME

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Welcome to the University of Charleston. I am delighted that you are attending UC! The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement. Our faculty and staff look forward to helping you achieve great success in each of these ways.

The information included in this catalog is designed to assist you in navigating the process of earning your degree. You will find contact information, curriculum requirements, and other information necessary to make this process easier. We put great emphasis on providing outstanding student services. Everyone at UC is working toward ensuring that you have a great experience. If there are areas where you think we can improve, please let us know!



We are steadfast about our mission, excited about your future, and committed to assisting you in achieving...and surpassing...your goals.

Dr. Martin Roth  
President

# UNIVERSITY MISSION

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The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

The University realizes this mission by assisting each student to:

- Develop the skills and knowledge necessary to contribute to society and find personal fulfillment through a profession, vocation or avocation;
- Develop his or her potential for informed appreciation of and creative contribution to the arts;
- Develop a commitment to uphold the duties of citizenship through regular service to and effective involvement in his or her community.

The University's Core Ethical Values

The University Community expects that members working within and students graduating from the University of Charleston will subscribe to the core values of justice, integrity, respect, equality, responsibility, and altruism.

# HISTORY OF THE UNIVERSITY OF CHARLESTON

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In its first 125 years, the University of Charleston has grown from a small seminary college to a nationally-recognized university comprised of three locations.

UC was founded by the Southern Methodist denomination in 1888 as Barboursville Seminary in Barboursville, W.Va., and became a college in 1889. In 1901, it was renamed Morris Harvey College in honor of a prominent donor.

During the Great Depression, the college moved to Charleston to take advantage of the larger metropolitan area. As a result of the merger between the Methodist church North and South, the college disaffiliated from the denomination and Morris Harvey College became independent in 1942.

From 1935 to 1947, the college was located in downtown Charleston, holding classes in several separate buildings. During these years, the college grew steadily, in part because of a merger with Kanawha Junior College and an affiliation with the Mason College of Fine Arts and Music. Recognizing the need for a unified campus, in 1947 construction of the present facilities began on the south bank of the Kanawha River.

The Board of Trustees changed the name from Morris Harvey College to the University of Charleston on December 13, 1978.

On August 1, 2012 the University announced it entered into an agreement to establish new locations in West Virginia, to replace Mountain State University, which was slated to go out of business in a few months. By January 1, 2013 UC-Beckley, UC-Martinsburg and UC-Online joined UC-Charleston as part of the University of Charleston. Today, UC has grown to 32 academic programs, over 360 employees, two physical locations, an online presence and approximately 2,400 students.

The University serves the community as a focal point for numerous intellectual, scientific, cultural, athletic, and civic events. These interactions between the University and the community are vital to the achievement of the University's mission.

For more information about the University's history, visit [www.UCWV.edu](http://www.UCWV.edu).

# INSTITUTIONAL ACCREDITATIONS

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The University of Charleston is a private, not-for-profit institution of higher education, is accredited by the Higher Learning Commission. For more information regarding the Higher Learning Commission, please visit <https://www.hlcommission.org/>

## **Departmental Accreditations**

- Accreditation Council for Occupational Therapy Education – (ACOTE)
- Accreditation Council for Pharmacy Education – (ACPE)
- Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) – Continuing (Charleston)
- American Health Systems Pharmacists (ASHP)
- Certified Financial Planner Board of Standards, Inc. (Registered Program)
- Commission on the Accreditation of Athletic Training Education (CAATE)
- Council for the Accreditation of Educator Preparation – (CAEP)
- Council for Interior Design Accreditation (CIDA)
- Joint Review Committee on Education in Radiologic Technology (JCERT) (AS and BS)
- Joint Review Committee on Education in Diagnostic Medical Sonography – (JRC-DMS)
- Accreditation Commission for Education in Nursing (ACEN)
- West Virginia State Board for Registered Professional Nurses (ADN and BSN)

## ACADEMIC PROGRAMS BY LOCATION

The University of Charleston has three locations in West Virginia: Charleston, Beckley, and Buffalo. UC also offers students from around the globe the opportunity to earn bachelor and master’s degrees online.

UC offers diverse graduate programs in our School of Business & Leadership, School of Pharmacy, and Physician Assistant Program.

Name of Major	Degree	Location
<b>School of Arts &amp; Sciences</b>		
<b><u>Applied Computer Science</u></b>	BS	Charleston
<a href="#"><u>Cybersecurity &amp; Information Assurance Major</u></a>		Charleston
<b><u>Art</u></b>	BA	Charleston
Graphic Design		Charleston
Studio Art		Charleston
<b><u>Biology</u></b>	BS	Beckley, Charleston
Pre-Pharmacy		Charleston
Pre-Professional		Charleston
Data Analytics Concentration		Charleston
<b><u>Chemistry</u></b>	BS	Charleston
Pre-Pharmacy		Charleston



Pre-Professional		Charleston
Chemistry-Biology Dual Major		Charleston
Data Analytics Concentration		Charleston
<b>Data Analytics</b>	BS	Charleston
<b>Digital Media Design</b>	BS	Charleston
<b>Education</b>		Charleston
Elementary Education	BA	Charleston
Elementary Education/Special Education	BA	Charleston
Secondary Special Education	BS	Charleston
Elementary Studies and Child Development	BA	Charleston
<b>English</b>	BA	Charleston
<b>History/Political Science</b>	BA	Charleston
<b>Individualized Majors</b>		
<u>General Studies</u>	BA & BS	All Locations
<u>Multidisciplinary Studies</u>	BA & BS	All Locations
<b>Communication</b>	BA	Charleston
<b>Political Science</b>	BA	Charleston
Pre-Law		Charleston
<b>Psychology</b>	BA	Charleston, Online
<b>Psychology</b>	BS	Charleston
<b>School of Business and Leadership</b>		
<b>Business Administration</b>	AS	Online
<b>Business Administration</b>	BS	Charleston/Online
<b>Accounting Major</b>		Charleston/Online
<b>Business Analytics Major</b>		Charleston
<b>Digital Marketing Major</b>		Charleston
<b>Entrepreneurship Major</b>		Charleston
<b>Financial Planning Major</b>		Charleston
<b>Management Major</b>		Charleston/Online
<b>Sport Analytics Major</b>		Charleston
<b>Sport Business Major</b>		Charleston
<b>Sport Media Major</b>		Charleston
<b>Crisis and Emergency Leadership</b>	AS	Online
<b>Cybersecurity</b> (degree completion)	BS	Online
<b>Frontline Leadership</b>	AS	Online
<b>Organizational Leadership</b> (degree completion)	BS	Online

**School of Health Sciences**

**Athletic Training Program**

BS Charleston

**Health Promotion**

BS Charleston

**Exercise Science**

BS Charleston

**Nursing**

ADN Beckley & Charleston

**Nursing**

BSN Charleston

**Nursing – RN-BSN**

BSN Online

**Occupational Therapy Assistant**

AS Beckley

**Radiologic Science**

BS Charleston

**Radiologic Technology**

AS Beckley

**The Graduate Programs**

**Master of Business Administration**

MBA Charleston, Online

**Master of Science in Cybersecurity**

MSCS Online

**Master of Strategic Leadership**

MSSL Online

**Master of Physician Assistant Studies**

MPAS Charleston

**Doctor of Executive Leadership**

DEL Online (Low residency)

**Doctor of Pharmacy**

PharmD Charleston

## **Online**

- Crisis and Emergency Leadership (Associate)
- Frontline Leadership (Associate)
- Accounting (Bachelor)
- Business Administration (Associate, Bachelor and Master's)
- Cybersecurity (Bachelor and Master's)
- Executive Leadership (Doctorate)
- Nursing (RN to BSN)
- Organizational Leadership (Bachelor)
- Psychology (Bachelor)
- Strategic Leadership (Master's)

# STUDENT RIGHT-TO-KNOW INFORMATION

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Student resource and disclosure information regarding general institutional information, financial assistance, academics, enrollment, campus life, student learning achievement, student data, intercollegiate athletic program, voting, and health and safety as required and recommended by The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA) can be found at [http://www.ucwv.edu/AboutUC/Student\\_Consumer\\_Information.aspx](http://www.ucwv.edu/AboutUC/Student_Consumer_Information.aspx).

## **Student Complaints**

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010 that requires institutions offering distance education to provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

The University of Charleston takes student complaints seriously. Most complaints can be resolved within the University itself. This can be done initially by engaging in open communication with the individual directly involved. If the issue is not satisfactorily resolved, the student should contact the individual's supervisor, department chair or School Dean for assistance in reaching a resolution.

If this informal process is unsuccessful, the student is encouraged to complete the UC Student Complaints Form. Note that while providing contact information on the form is voluntary, the University will be unable to communicate with the student about the complaint without it. Once the form is completed it will be submitted to the Office of the Provost and to the appropriate supervisor, department chair or School Dean.

### **Grades**

Complaints about grades are handled through the University's Policy on Grade Appeal, which is published in both the Student Handbook and the Academic Catalog.

### **Title IX**

For complaints about sexual discrimination, sexual harassment, or sexual assault or violence, contact the University's Title IX coordinator:

Virginia Moore

Dean of Students

Title IX Compliance Coordinator

Office Phone Number: 304-357-4987

[titleix@ucwv.edu](mailto:titleix@ucwv.edu)

If a student has exhausted the University's internal processes and remains dissatisfied, a formal complaint can be filed with the West Virginia Higher Education Policy Commission using that body's established Student Complaint Process.

The University of Charleston is accredited by the Higher Learning Commission. Complaints about the university can be submitted to that body using its Complaints System, or by writing, emailing or telephoning:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
[info@hlcommission.org](mailto:info@hlcommission.org)  
800-621-7440 or 312-263-0456

### **International Enrollments**

Some countries will not formally recognize foreign online degrees, which may have implications for students who later seek to enroll in other educational programs, or for those who seek employment with such a country's government or other employers requiring specific credentials. In some cases students enrolled in online programs may be subject to additional taxes, adding to the cost of their education.

It is the student's responsibility to understand any circumstances or special requirements that determine whether the online degree will be recognized in the student's country of residence and/or in any country in which the student intends to work.

### **State Authorization Reciprocity Agreement**

The University of Charleston participates in the State Authorization Reciprocity Agreement (SARA). This agreement authorizes UC to deliver online programs to students in the SARA states and to place UC students in those states for

supervised field experiences. If a UC student is located in a SARA state, complaints must first go through the University's procedures for resolution of student grievances. If the student is not satisfied with the outcome of the institutional process, the complaint may then be brought to the SARA portal agency in the institution's home state. Contact information for such complaints is included below.

West Virginia\*  
West Virginia Higher Education Policy Commission  
Student Grievance Procedure (pdf), Section 14 of Series 20

## **Student Handbook Updates & Changes**

There are times during the course of the Academic Year when the University of Charleston Student Handbook and / or Student Code of Conduct may require updates. When these updates or changes occur, an email will be sent to students with the changed sections along with a new copy of the handbook.

The most up-to-date handbook will always be found online.

# LIBERAL LEARNING OUTCOME (LLOs)

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Six outcomes are tightly woven into every major at UC, and each student must repeatedly demonstrate high levels of competency in each area.

**Citizenship** – The rights and responsibilities associated with social, political and economic communities than an individual demonstrates as an engaged and knowledgeable member of society.

**Communication** – The ability to effectively send and receive messages.

**Creativity** – The process of innovation, generating original ideas or making new connections among existing ideas.

**Critical Thinking** – The process of reflection, reasoning and imagining through which the individual willingly, systematically, and habitually examines and explores statements, problems, issues, beliefs and social constraints.

**Ethical Practice** – The disposition to treat others with honesty, fairness, justice, integrity, and altruism within communities and areas of professional service.

**Inquiry** – The applications of concepts and tools to create, verify and communicate new knowledge.

# 2019-2020 ACADEMIC CALENDAR

## ACADEMIC CALENDAR

### Fall 2019

Fall	15 Week Classes	Online 7 Week Classes
Week 1 8/26-9/1	8/26 Classes Begin 8/30 Last Day to Add Classes	8/26 Session A Classes Begin 8/28 Last Day to Add Classes
Week 2 9/2-9/8	9/2 Community Service Day 9/4 Attendance Report Due 9/6 Last Day to Drop w/out "W"	9/2 Community Service Day 9/4 Attendance Report Due 9/6 Last Day to Drop w/out "W"
Week 3 9/9-9/15	9/10 1 <sup>st</sup> Freeze Day 9/13 Athlete Grade Check	
Week 4 9/16-9/22		9/16 Last Day to Drop w/out "WF"
Week 7 10/7-10/13	10/9 Mid-term Grades Due 10/11 No Classes - Fall Break	10/13 Session A Classes End 10/11 No Classes - Fall Break
Week 8 10/14-10/20		10/15 Final Grades Due 10/18 Last Day to Register for Session B
Week 9 10/21-10/27		10/21 Session B Classes Begin 10/23 Last Day to Add Classes
Week 10 10/28-11/3		10/30 Attendance Report Due 11/1 Last Day to Drop w/out "W"
Week 11 11/4-11/10	11/6 Last Day to Drop w/out "WF"	11/5 2 <sup>nd</sup> Freeze Day
Week 12 11/11-11/17	11/10 Athlete Grade Check	11/11 Last day to Drop w/out "WF"
Week 14 11/25-12/1	11/25-12/1 Thanksgiving Break	11/25-12/1 Thanksgiving Break
Week 15 12/2-12/8	12/7 Graduation	
Week 16 12/9-12/15	12/9 Semester Classes End 12/10-13 Final Exam Period	12/15 Session B Classes End
Week 17 12/16-12/22	12/17 Final Grades Due	12/17 Session B Final Grades Due



**Spring 2020**

<b>Spring</b>	<b>15 Week Classes</b>	<b>Online 7 Week Classes</b>
Week 1 1/13-1/19	1/13 Classes Begin 1/17 Last Day to Add Classes	1/13 Session A Classes Begin 1/15 Last Day to Add Classes
Week 2 1/20-1/26	1/20 <b>Community Service Day</b> 1/22 Attendance Report Due 1/24 Last Day to Drop w/out "W"	1/20 <b>Community Service Day</b> 1/22 Attendance Report Due 1/24 Last Day to Drop w/out "W"
Week 3 1/27-2/2	1/28 1 <sup>st</sup> Freeze Day 1/31 Athlete Grade Check	
Week 4 2/3-2/9		2/3 Last Day to Drop w/out "WF"
Week 7 2/24-3/1	2/26 Mid-term Grades Due	3/1 Session A Classes End
Week 8 3/2-3/8	3/2-3/8 <b>Spring Break</b>	3/2-3/8 <b>Spring Break</b> 3/3 Final Grades Due 3/6 Last Day to Register for B Term
Week 9 3/9-3/15		3/9 Session B Classes Begin 3/11 Last Day to Add Classes
Week 10 3/16-3/22		3/18 Attendance Report Due 3/20 Last Day to Drop w/out "W"
Week 11 3/23-3/29	3/25 Last Day to Drop w/out "WF"	3/24 2 <sup>nd</sup> Freeze Day
Week 12 3/30-4/5	3/27 Athlete Grade Check	3/30 Last day to Drop w/out "WF"
Week 13 4/6-4/12	4/8 <b>No Classes – I-3 Day</b>	4/8 <b>No Classes – I-3 Day</b>
Week 15 4/20-4/26		4/26 Session B Classes End
Week 16 4/27-5/3	4/27 Semester Classes End 4/28-5/1 <b>Final Exam Period</b> 5/2 <b>Graduation</b>	
Week 17 5/4	5/5 15-Week Final Grades Due	5/5 Session B Final Grades Due

**Summer 2020**

<b>Summer</b>	<b>15 Week Classes</b>	<b>Online 7 Week Classes</b>	<b>5 Week In-Seat Classes</b>
Week 1 5/11-5/17	5/11 Classes Begin 5/15 Last Day to Add Classes	5/11 Session A Classes Begin 5/13 Last Day to Add Classes	
Week 2 5/18-5/24	5/20 Attendance Report Due 5/22 Last Day to Drop w/out "W"	5/20 Attendance Report Due Session A 5/22 Last Day to Drop w/out "W"	
Week 3 5/25-6/7	5/25 No Classes – Memorial Day 5/26 1 <sup>st</sup> Freeze Day	5/25 No Classes – Memorial Day	5/26 Session C Classes Begin 5/27 Last Day to Add Classes
Week 4 6/1-6/7		6/1 Last Day to Drop w/o WF	6/1 Last Day to Drop w/o W
Week 5 6/8-6/14			6/8 Last Day to Drop w/o WF
Week 7 6/22-6/28	6/24 Mid-Term Grades Due	6/28 Session A Classes End	6/26 Session C Classes end
Week 8 6/29-7/5	7/3 No Classes 4 <sup>th</sup> of July Break	6/30 Final Grades Due Session A 7/2 Last Day to Register for Session B	6/30 Final Grades Due Session C
Week 9 7/6-7/12		7/6 Session B Classes Begin 7/8 Last Day to Add Classes	
Week 10 7/13-7/19		7/15 Attendance Report Due Session B 7/17 Last Day to Drop w/o "W"	7/17 Last Day to Register for Session D
Week 11 7/20-7/26	7/22 Last Day to Drop w/o WF	7/21 2 <sup>nd</sup> Freeze Day	7/20 Session D Classes Begin 7/21 Last Day to Add Classes Session D
Week 12 7/27-8/2		7/27 Last Day to Drop w/o WF	7/27 Last Day to Drop w/o "W"
Week 13 8/3-8/9			8/3 Last Day to Drop w/o WF Session D
Week 14 8/10-8/16	8/14 Semester Classes End	8/16 Session B Classes End	8/14 Session D Classes End
Week 15 8/17	8/18 Final Grades Due	8/18 Final Grades Due Session B	8/18 Final Grades Due Session D
Note:	Fall Classes Begin 8/24		

*Students receiving a grade of W or WF are still responsible for the cost of the class. W grades will be applied the day after the 'Last Day to Drop without a W grade' date.*

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

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The University of Charleston is committed to maintaining the confidentiality of student records and abides by the Family Educational Rights and Privacy Act (FERPA). The law ensures the confidentiality of student records, permits the student access to his or her records and prohibits the release of records except by permission of the student or by a court order, while permitting the continued release of “directory information” without specific permission of the student. Information determined to be part of a student’s educational record may be released according to the guidelines in this policy. Any other anecdotal information will not be released without the student’s express written consent and/or personal involvement.

FERPA Compliance Officer

Carol Spradling  
Student Solutions  
Riggleman Hall  
(304) 357.4747

## **Disclosure of Educational Records**

In most cases, the University of Charleston will not disclose information from a student's educational records without the written consent of the student. Normally, disclosure of educational records will occur only when the student or other eligible person makes an express request for such disclosure. All requests for information must be made in writing unless being made by an on-site University of Charleston official. The exceptions in which a student's educational records may be disclosed without consent include:

- Requests from University of Charleston officials who have a legitimate educational interest in the records;
- Officials of another school in which a student seeks or intends to enroll;
- Requests from certain government officials;
- Appropriate parties in a health or safety emergency; and
- Requests from parents of an eligible student who is claimed as a dependent for income tax purposes. The University will assume students are independent until a written request is made and proof of dependency is shown.

A student's grades will only be mailed to the home address if he or she completes the "Release of Student Information" form in the Student Solutions Center allowing grades to be sent to parents. Otherwise, grades are posted electronically only.

The University of Charleston will maintain a record of all requests for and/or disclosures of information from a student's educational records, except for disclosure to University officials. The student may review this disclosure record in the Student Solutions Center.

*The University of Charleston will not disclose information over the telephone, nor will it initiate disclosure, except in cases of health or safety emergencies, serious crimes or to complete financial obligations to the University.*

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## **Directory Information**

The University of Charleston designates the following items as Directory Information:

- Student name, address, and telephone number;
- E-mail address;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities;
- Height and weight of athletic teams;
- Dates of attendance;
- Degrees, honors, and awards received (including Dean's List) and date granted
- Most recent school attended; and
- Other similar information.

*The University may disclose any of these items without prior written consent of the student unless the student has completed and filed in the Student Solutions Center a "Request to Prevent Disclosure of Directory Information" form. This form must be completed annually.*

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# Academic Integrity Policy

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For a community of learners to thrive, all members must engage in the educational process with honesty and integrity. The University of Charleston community holds firmly to the belief that all members of the community are responsible for promoting and protecting academic integrity. Cheating, plagiarism, fabrication, or facilitating academic dishonesty will not be tolerated.

It should be noted that a hearing involving academic dishonesty – discussed below – is an academic matter, and not a criminal or civil legal proceeding. Rather, it is a process unique to the community of scholars that comprise a university. It is designed to protect the rights of the students accused of violating integrity standards, to educate students, and to deter further violations. Faculty members may use evidence and their professional judgment to determine whether a student has violated academic integrity. The expectation is to follow the rules of “preponderance of evidence” rather than “evidence beyond a reasonable doubt” in the process described below.

The University of Charleston believes that students learn and develop greater knowledge of academic integrity as part of our educational process. The Academic Integrity process is designed to facilitate a student’s development of this understanding while requiring accountability for violation of the policy. The following is an outline of the levels of academic integrity infractions and sanctions:

## **Academic Dishonesty Levels**

1. Minor Infraction (Student lacks understanding)
  - a. Examples include but are not limited to:
    - i. Improperly formatted citation(s) within a document
    - ii. Improper in-text citation.
    - iii. Partial paraphrase, makes an attempt but lacks understanding
  - b. Consequences
    - i. First infraction - Training with Reference & Instruction Librarian and/or possible failure of assignment at the faculty member’s discretion. Failure to comply within one month of notification will result in the sanction being upgraded to a standard infraction and the student will receive an automatic F in the course.
    - ii. Second infraction - This becomes a Standard Academic Violation. See section 2-b-i.
2. Standard Academic Violations (Cheating, plagiarism, fabrication or facilitating academic dishonesty)
  - a. Examples include but are not limited to:
    - i. Second minor infraction
    - ii. Cutting and pasting or manually copying another’s intellectual property w/o proper citation
    - iii. Cheating on exam
    - iv. Giving or receiving answers to a test or assignment
    - v. False insertion of citation
    - vi. Copying a classmate’s assignment and passing it off as your own work.
    - vii. Collaborating inappropriately (anything not approved by your professor) while completing outside coursework.
  - b. Consequences
    - i. First infraction (or second minor infraction) – Failure of the course (F). An “F” indicates that the course can be repeated and the grade can be replaced. Student must also complete training with the Reference & Instruction Librarian (See section 1-b-i.) If training is not completed the “F” will be change to an FX in the course. With an FX the student can repeat the course but the grade will remain on the student’s transcript and will be calculated in their GPA. (See section 2-b-ii)
    - ii. Second infraction - Failure of course with dishonor (FX). A student can repeat the course

but the grade will remain on the student's transcript and will be calculated in their GPA. Student must also complete training with the Reference & Instruction Librarian (See section 1-b-i.) If training is not completed the FX will be considered egregious. (See section 3-b-i)

- iii. Third infraction – This becomes an Egregious Academic Violation. See section 3-b-i
- 3. Egregious Academic Violations (Above and beyond standard academic violations)
  - a. Examples include but are not limited to:
    - i. Third standard violation
    - ii. Stealing and/or sharing exams or other work or documents
    - iii. Buying or selling papers for the purpose of cheating
    - iv. Impersonating another student or to have another person impersonate you in any academic work such as testing, papers or online assignments.
    - v. Fabrication of research results or falsifying a report of research processes
- 4. Consequences
  - i. Failure of course with dishonor (FX) and expulsion from the university

*NOTE: Students caught assisting other students with their coursework who are doing so in an unethical manner (cheating) and who are also not enrolled in the course with the student they are assisting will then be sent to the Office of Student Life for adjudication.*

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## **Procedure**

If a faculty member has reason to believe that a student may have committed a violation of the Academic Integrity Policy, the faculty member will conduct and complete an investigation to confirm the violation. Once the investigation is completed, the faculty member must notify the student within two business days. The faculty member will send an "Initial Meeting Letter" to schedule a meeting with the student within two business days of the discovery (completion of the investigation.)

When the student meets with the faculty member, they may bring a support person from the UC community. The support person is present for moral and emotional support, and may not speak during the meeting. Due to the educational nature of the Academic Integrity process, parents, lawyers, and other advocates are not permitted at any AI meeting or hearing. The student will be presented with the evidence of the violation, told the level of infraction and the sanction for that infraction. Finally, the faculty member should present the "Academic Integrity Violation Form", request that the student review/sign the document and then provide a copy of the signed document to the student. The faculty member should inform the student of his/her right to appeal the decision. If the student should choose to appeal, he/she should notify the Chair of the Academic Integrity Review Board (AIRB) in writing within two (2) business days of the meeting. If the student does not appeal within two (2) business days, the decision will be upheld and the infraction/sanction will be recorded. The Chair of the AIRB will then notify the Reference and Instruction librarian of the sanction within two (2) business days.

## **Appeal Process**

During an appeal process, the student should continue to attend class until a decision is rendered. The Academic Integrity Review Board will oversee the appeal hearings for all undergraduate students and graduate students from the School of Business, the School of Arts and Sciences and the School of Health Sciences. The board will be made up an Academic Integrity Review Board Chair (non-voting member appointed by the Provost) along with six voting faculty members; two faculty from the School of Business (one undergraduate and one graduate faculty), two faculty from the School of Health Sciences (one undergraduate and one graduate faculty) and two faculty from the School of Arts and Sciences. The voting members will be appointed by the Dean of each school.

## Eligibility for an Appeal

Students have the right to appeal an initial Academic Integrity sanction, if any of the following conditions are met:

A material and prejudicial deviation from the procedures adopted by the Academic Integrity Policy;  
Sanctions that are disproportionately severe or inappropriate for the Academic Integrity Violation;  
Or new evidence is present that could change the violation or sanction.

## Appeal Deadline

The request for an appeal must be filed in writing, to the Chair of the Academic Integrity Review Board within two (2) business days of the receipt of the administrative sanction letter. The appeal request should include:

- Name and student I.D. number
- Date of notification of Academic Integrity Sanction
- Circumstances which the student feels sanction should be reviewed
- Review of Appeal

The Chair of the Academic Integrity Review Board shall review the request and notify the student of the decision to hear or not hear the appeal. If the appeal will be heard, the Chair of the AIRB will notify the student and the AIRB Committee of the appeal date, time, and location to review the Academic Integrity case in question if one or more of the conditions have been met. The appeal shall take place within a reasonable time period, not to exceed ten (10) business days after the date of the student's request for appeal.

Following the appeal process, the Chair of the AIRB will notify the student of the Committee's decision, and this decision will serve as the concluding administrative action regarding the violation, except when expulsion is warranted.

## Appeal Hearing Procedure

The hearing shall be informal, and the chair shall provide reasonable opportunities for the witness(es) to be heard. The hearing shall be closed due to the educational nature of the Student Code of Conduct, except that, with the consent of the student regarding his or her support person who is a member of the university community. Parents, guardians, lawyers, and other advocates are not permitted at any hearing. The Committee shall proceed as follows during the hearing:

1. The chairperson shall read the alleged Academic Integrity violation.
2. The chairperson shall inform the student of his or her rights.
3. The reporting faculty member or their designee shall present the University's case.
4. The student shall present the student's response.
5. The chairperson shall open the floor for Committee members to inquire information from either the student or the faculty member or designee who originated the Academic Integrity Violation.
6. At the conclusion of inquiry, student shall summarize his or her case.
7. The Committee shall meet alone to deliberate the case. The Committee shall vote on the issue of whether or not the student violated the Academic Integrity Policy.
8. Based on a majority vote, if the Committee finds the student in violation of the policy, the Committee will determine the appropriate sanction (the chairperson shall be a non-voting member of the Committee, except in the case where a majority vote cannot be achieved due to a voting tie).
9. The chairperson shall inform the student of the committee's decision and sanction, if any, immediately following the appeal hearing.
10. Regardless of the decision, the Chair will notify the Reference and Instruction Librarian of this decision within two (2) business days.

## Evidence

Legal rules of evidence shall not apply to any Academic Integrity hearing administered by the University. All decisions by the Committee shall be based on the preponderance of the evidence. The Committee shall exclude irrelevant, immaterial, and unduly repetitious evidence. Committee members may freely question witnesses; however, Committee members are not subject to questioning. The Committee shall start with the presumption no violation has occurred and will make its decision based on the preponderance of the evidence presented. All evidence shall be offered to the Committee during the hearing and made part of the hearing record.

## Record

The hearing record shall include:

- A copy of the notice of appeal hearing.
- All documentation and other evidence offered or admitted at hearing.
- The Committee's decision(s).

If the violation is a minor or standard infraction, three (3) out of six (6) voting members from the committee will meet with the student, review the appeal and decide whether or not to uphold the faculty member's decision or to reverse the decision. The committee's decision will be based upon the majority. The student will be notified of the decision by the chair of the Academic Integrity Board or his/her designee. If the minor decision is upheld, the infraction/sanction will be recorded into the student's record. If the decision is reversed, the student's record will reflect the reversal. If the standard decision is upheld, the infraction will be recorded and the student will receive an "F" in the course if it is the student's first standard violation or an "FX" in the course if it is the student's second or third standard violation. If the decision is reversed, the student's record will reflect the reversal and the grade will be recorded by the faculty member as stated in the syllabus.

If the violation is an egregious infraction, all six (6) voting members from the committee will review the appeal and decide whether or not to uphold the faculty member's decision or to reverse the decision. The committee's decision will be based upon a majority. The student will be notified of the decision by the chair of the Academic Review Board or his/her designee. If the decision is upheld, the infraction will be recorded, the student will receive an "FX" in the course and the student will be recommended by the Academic Integrity Review Board for expulsion from the university. The chair of the committee will notify the Provost in writing and the final decision for expulsion will be made by the University of Charleston Provost and/or President. If the decision is reversed, the student's record will reflect the reversal.

*Note on timing: It is recognized that there may be times that, due to scheduled breaks, the precise schedules indicated in the preceding paragraphs may not be achievable. In such cases, all participants must make good faith efforts to come as close to the schedules as possible. Hearings for alleged integrity violations that occur at the end of the spring semester present special challenges. For returning students, the schedule in the preceding paragraphs will remain in effect. Students suspected of violating academic integrity must work with faculty to attempt to resolve the integrity issue within two (2) weeks of the last official day of the semester or wait until the beginning of the following semester to seek resolution. For a graduating senior suspected of violating academic integrity, he/she may walk at graduation if all other academic requirements have been met, but he/she will not receive a diploma until the integrity matter has been resolved.*

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# STUDENT POLICY ON GRADE APPEAL

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The assignment of grades for academic work is an important matter that falls within the professional responsibility of each individual faculty member. Grades are determined in such a way as to reflect as accurately as possible student performance according to criteria available to the student and so as to protect the academic freedom of the faculty member and the student. It is recognized that there is an inherently subjective element to grading, but it does not follow from this that grading is done in an arbitrary fashion.

It is possible that a student may dispute a final grade given for a course. When this occurs, the student should follow the procedure outlined below. However, it should be recognized that the faculty member issuing the grade generally has final authority and responsibility for determining that grade. In order to appeal a grade:

- **Step 1:** Within two weeks of the start of the following semester, the student should provide a grade appeal in writing to the faculty member who assigned the grade and attempt to resolve the issue.
- **Step 2:** If no resolution of the grade dispute is achieved after Step 1, the student should discuss the matter with the department chairperson. In this case, the function of the chairperson will be to attempt to determine the relevant facts and mediate the disagreement.
- **Step 3:** If no resolution is achieved at Step 2, the student or the faculty member may refer the whole matter to the Dean of the School, whose function it will be to mediate the disagreement. The Dean will confer privately with the faculty member and with the student and may call additional witnesses if this is deemed important. Following this process, the Dean will communicate a decision to the faculty member, who will communicate that decision to the student. This step is the final step in the appeal process.

It is expected that a final decision will be made in a timely fashion, not to exceed the first six weeks of the following semester or session. All parties are requested to adhere to the time deadlines. The instructor and the student should resolve grading conflicts regarding individual assignments during a semester.

# DEPARTMENT OF SAFETY & SECURITY

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The University of Charleston Department of Safety and Security provides a continuous safe and secure environment to ensure that all members of the community are safe in their person and property and able to fully focus on their personal development.

Security personnel are on duty 24 hours-a-day and can be reached by telephone or radio. Both exterior and interior patrols are conducted on a regular basis. Security Officers maintain radio communication with other UC Officers on patrol and have police radio communications to immediately summon METRO or police units. To enhance student/officer relations and to provide a greater measure of safety, the UC Department of Safety & Security also maintains radio communications with the resident assistants in the University residence halls. In addition to enforcing campus regulations, security personnel strive to make student, staff and visitors feel welcome by acting as information and public relations officers.

## Services

Our officers endeavor to uphold the University's standards of conduct in a mutually respectful and professional manner. In addition to routine police, safety, and security-related functions, our department provides a variety of other helpful services such as:

- Vehicle lockout assistance (signed release required)
- Battery booster jumps (signed release required)
- Handicapped assistance
- Home security checks
- Personal safety escorts
- Local travel and campus information
- Room lockout assistance (must first contact RA or RD).
- Security responds to room lockouts for emergencies only.
- Campus parking decals to staff and students
- Lost and found center
- Escorts when carrying cash
- Other related services
- R.A.D. Rape Aggression Defense training (for women only)
- Vehicle Courtesy Inspections (prior to holidays and long weekends)









**See Something Say Something**



**Anonymous  
Online Tip Form**

***SEE SOMETHING - SAY SOMETHING - POSSIBLY SAVE A LIFE!***

***In the event of an emergency, first call 911 then call 304-357-4857!***

-  *Do you suspect somebody is going to hurt another student?*
-  *Do you suspect drugs and/or drug use in your dorm hall?*
-  *Do you know of any underage drinking or parties on campus?*
-  *Have you heard someone talk about stealing items from a student's room?*
-  *Do you know of a student with firearms on campus?*
-  *Is there a student being bullied?*
-  *Is there a student who has had a significant change in behavior that concerns you?*
-  *Do you know of someone who was sexually assaulted but is afraid to report it?*



***Any other situation which concerns you?***

**Scan the QR code below to submit your comments to  
the U.C. Department of Safety and Security!**



<http://tinyurl.com/y8octtn6>

## **Students**

### **Commuting Students**

Commuting Students are issued a Commuter “C” permit.

A commuter student is allowed to register no more than two vehicles and be issued no more than one parking permit per vehicle.

Commuter students are allowed to park only one car on campus at any given time.

### **Residential Students**

Residential Students are issued a Resident “R” permit.

Residential students are allowed to register no more than one vehicle and receive no more than one parking permit decal. East Hall Apartment residents may register a second vehicle, depending upon number of drivers in household.

All students are allowed to park on any surface lot (excluding the Visitors Lot) and in the parking garage.

Student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

## **Employees**

### **“F/S” Permits**

F/S surface lot (excluding the Visitors Lot) and garage parking will require a white hang tag with a current validation sticker. Employees may register up to two vehicles. A validation sticker will be issued each academic period and must be affixed to the hang tag. Newly registered F/S members will be provided a current validation sticker along with their new hang tag. There will be times during special events that certain parking lot/lots will be closed for a specific period of time. During these events “F/S” permit holders may have to park in the garage or remote parking areas.

## **Temporary Parking Permits**

Any visitor or vendor who needs to park on campus for more than two hours must obtain a temporary parking permit from the Safety & Security Office, Geary Student Union, Room 104. All short-term visitors must park in the designated Visitor Lot unless otherwise directed. Temporary yellow (hangtag) visitor permits should be clearly displayed on the rear view mirror.

## **Visitor Parking Lot**

Visitor parking lot is only for visitors who are temporarily on campus (two hours or less).

Note: Faculty, Staff and Students are not authorized to park on the Visitor Lot at any time unless otherwise directed by the UC Dept. of Safety and Security.

## **Event Parking**

The only exception to the above parking assignments will be for event days. On event days, the University may require some or all permit holders to park at remote parking lots away from the main campus. Permit holders may be notified via e-mail or campus signage when it is necessary to invoke an “Event Parking” plan. These notices will give permit holders further instructions on parking procedures for these special days.

## **Security Escort**

Security officers will provide students and employees with a personal nighttime or weekend escort from any campus parking area upon request. To request an escort, please contact an officer via the 304-357-4857. Additionally, there are three emergency phones located on or near campus for your convenience when walking to and from the western and eastern campus parking areas. These telephones are linked directly to the University’s Security Department.

## **Reserved Spaces**

The University has reserved parking spaces in accordance with the Americans with Disabilities Act. Additionally, the University Security Department designates reserved visitor parking spaces for visitors, prospective students, authorized parkers, and in support of special events. See the University’s parking map and campus signage for the location of all reserved spaces to be sure you park in an approved location.

\*\*Only Director of Safety & Security may designate reserved parking spaces.  
Enforcement

The University’s Department of Safety & Security actively patrols all University streets and parking lots and will enforce parking and traffic safety regulations on a 24-hour basis.  
The following are parking violations for which a permit holder may be cited.

## **Parking Violations**

- Fire Lane
- No Parking Zone
- On Sidewalk
- Along campus and neighboring streets
- Loading Zone
- Lawn
- Handicapped Zone
- Designated spaces by signs, traffic cones or security barricades
- Reserved or Visitor Parking Space
- Unauthorized Area – Parked in an area where the displayed permit is not valid.
- Prohibited actions:
  - Admissions Reserved Parking Spaces “ Reserved for future Leaders”
  - Athletic Trainer Reserved Space
  - Patient Parking at SOP
  - Off Campus on City Streets near campus
  - Unregistered vehicle – parked on campus or in the neighborhood without having the vehicle properly registered with a permit.
  - Displaying a fraudulent, altered, or unauthorized permit
  - Revoked Privileges – parked on campus while on-campus parking privileges are revoked.
  - Taking Two Spaces
  - Blocking an Intersection
  - Blocking Traffic
  - Blocking a Street
  - Blocking a Driveway
  - Blocking a Fire Hydrant
  - Parking where there is no parking space
  - Abandoned Vehicle
  - Failure to Display Parking Permit in accordance with Policy
  - Leaving a trailer or boat on campus without prior authorization from Campus Security. Violators subject to immediate tow.
- Students are prohibited from leaving vehicles on campus over the summer break without prior authorization from security. Those with prior authorization will be assigned to lots and areas that will not interfere with the main campus functions and necessary parking lot maintenance. Cars without prior authorization from security will be subject to immediate tow.

## Penalties for Violation of Parking Regulations

During the first two (2) weeks of the fall term and first (1) week of the spring term (probationary periods), Security will not issue parking permit violations, all other parking violations will be enforced.

After the probationary period of each term, the following fines will be assessed. Fines must be paid at the Student Solutions Center, Riggleman Hall, Room #206.

### Handicap Zone

- 1st Offense and all subsequent offenses \$100.00 Fine
- Subsequent fraud offense Parking privileges revoked

### Displaying a fraudulent, altered, or unauthorized permit

- 1st Offense \$100.00 Fine
- Subsequent fraud offense Parking privileges revoked

### All other offenses

- 1st Offense \$30.00 Fine
- 2nd Offense \$45.00 Fine
- 3rd Offense \$60.00 Fine
- 4th Offense \$60.00 Fine +

### Immobilize or Tow

Boot Removal Fee \$75.00 + all fines

Possible Revocation of Parking Privileges

### Parking Boot

A parking boot may be placed on a vehicle for the following reasons:

- Fourth and subsequent Parking Citations
- Particularly egregious parking violations which warrant a Security officer speaking with the student or Staff before the vehicle is moved.
- At the Director of Public Safety's Direction

To have a boot removed from a vehicle the owner must report to the Student Solutions Center in Riggleman Hall, Room 206, with the pink colored boot form that was attached to the front windshield of the vehicle, during normal business hours to pay any existing fines and boot fees.

Student Solutions Center will not accept any payments without the required pink colored boot form. Once the owner/driver has paid the fines and fee they must take a copy of their receipt of payment to the Safety & Security Office in Geary Student Union, Room 104. At this time, the officer on duty will remove the boot from their vehicle. The owner will be required to sign a boot release form prior to removing the boot. Any vehicle that is towed will incur towing charges levied by the authorized towing firm. The University is not responsible for any damages that might occur during the towing process by a towing company.

Emergency situations or Event Day restrictions may require immediate towing on 1st offense for any parking violation.

You must pay your ticket within 30 calendar days of the date of violation. All fines will be charged to your student account and could result in a hold on your account, registration and / or transcript.

Your permit and associated campus parking privileges may be revoked if you receive an excessive number of citations or fail to pay the necessary fines or otherwise choose to ignore University parking policies.

*Please be advised that the Charleston Police Department (CPD) is enforcing the municipal parking ordinance along city streets around the University's campus. Do not block city streets. Do not block fire hydrants or private driveways. Do not park in the grass.*

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## **Motor Vehicle Violations**

Other Motor Vehicle violations that may result in citation, revocation of parking privileges, or arrest:

- Reckless/Inattentive Operation, to include:
  - Excessive Speed or Too Fast for Conditions
  - Stop sign violation (may be video enforced)
  - Texting and Driving
  - Negligent, inattentive operation
  - DUI
  - Racing on or Off Campus
  - \$30 Fine may be levied
  - \$100 Fine & Disciplinary Action for flagrant violations
- Equipment Safety Hazard
- Expired Motor Vehicle Registration
- Expired Safety Inspection (if required by state vehicle is registered in)
- No auto insurance

Violations of these policies are subject to the Student Code of Conduct or the Employee Handbook.

*Disclaimer: These guidelines are subject to change based on campus needs.*

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## Parking Assignments

### Commuting Students

Commuter students can register no more than two vehicles and be issued no more than one parking permit per vehicle. Commuter students are assigned a “C” permit and can park on any parking lots (**except the Visitor Lot**). A commuter student can park only one car on campus at any given time. Commuter student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

### Residential Students

Residential students can register no more than one vehicle and receive no more than one parking permit decal. Residential students are assigned a “R” parking sticker. Residential students may park in any parking lots (**excluding the Visitors Lot**). Residential student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

*Special Events Note: There will be times during special events that students assigned a student parking permit will have to park in the garage or remote parking areas due to parking lot/ lots being closed for a specific period. Students will be notified via email in advance of these dates.*

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## Safety Tips for Students

**Make sure the main door to your hall or apartment building is locked always.** You wouldn't just leave the front door to your house open, would you? Also, ensure that windows are locked.

**Don't let anyone into your hall or apartment building that you don't know.** Not letting someone in doesn't make you look like a jerk. It makes you a good neighbor. If you encounter a stranger in your dorm, ask them if you can help them. Let them know you are aware of their presence. Do not allow the stranger to make you feel guilty about taking safety precautions or intimidate you into compromising your safety. If at any time you feel unsafe, contact UC Security to investigate the person. Do not engage in an angry exchange with a stranger.

**Make sure your room door is always locked.** Yes, this even means when you run down the hall to borrow a book or hop in the shower. Also, ensure that windows are locked.

**Be careful with your keys.** Also, if you lose them, don't depend on your roommate to keep letting you in, thinking that your keys will just "pop up." Pay the fine and get a new set.

If you have a car, lock it and check on it often. It seems so easy to remember, yet it's so easy to forget. Just because you haven't been using your car very much this semester doesn't mean someone else hasn't!

**Travel Safely. Ensure that your car is roadworthy before setting out on a trip.** UC Security will provide a complimentary vehicle safety check. Plan your trip to reach your destination and return safely. Consult your UC Safety officer with your plan; our officers are experienced drivers and knowledgeable of regional roads; they will help you to plan a safe route. If your car breaks down, turn on your emergency flashers and stay in your car with the doors locked until police arrive.

**Get a locking device for your laptop and other high value items.** This may be a physical lock or some kind of electronic tracking or locking device. UC Security can engrave high value items for you.

**Watch your stuff in the library, lounges, and other common areas.** You may need to take a quick run to the vending machines to clear your mind . . . just as someone happens to walk by and see your iPod and laptop unattended.

**Keep personal information personal.** Avoid displaying personal information on mailboxes, key chains, book bags, apartment doors, etc. Get in the habit of using your first initial and last name. Leave a short, non-descript, computerized voice message on your voice mail. The less information a caller can learn from your message, the better.

**Put emergency numbers in your cell phone.** If your wallet is stolen, will you know what phone number to call to cancel your credit cards? Put important phone numbers in your cell so that you can call the moment you notice something is missing. Put UC Security on your speed dial.

**Use the UC Security Services at night.** If you must be alone at night contact UC Security and ask for an escort. When working alone in labs or classrooms at night lock the doors and contact Security to let us know you are alone. Ask for drive-by patrol and an escort back and forth to your car. If you ever feel in danger do not hesitate to call UC Security or 9-1-1. You may feel embarrassed, but it's such a smart idea.

**The Buddy System.** Avoid isolating yourself by using the buddy system of walking in groups, or at the least, in pairs and staying on well-lighted streets. Avoid being alone and keep a working cell phone within reach in case an emergency arises. Always go with a friend at night. Male or female, big or small, safe neighborhood or not, this is always a good idea.

**Get background information.** If you plan to meet a stranger, for example for a date or a study partner for the first time, meet in a public place like the library or student center. Ask questions before meeting them - such as what activities they are involved in, who their professors are and where they live. Communicate this information to a

friend or roommate.

**Make sure someone knows where you are at all times.** Heading to a club downtown or out on a date? Going on a hike or a weekend camping trip? Let someone (a friend, a roommate, etc.) know where you're going and what time you expect to get back.

**If you live off-campus, call someone when you get home.** You're studying for finals with a friend late one night at the library. Make a quick agreement that you'll call him when you get home later that evening.

**Stay Alert.** Pay attention to what is going on around you and avoid blocking sounds or using distracting devices such as cell phones. Your ears and eyes are your best defense to being taken by surprise.

**Listen to your instincts.** If you think you are being followed, either on foot or by car, do not ignore the thought. Go to a safe environment. If you feel you are in immediate danger, run, scream, honk your horn, flash your lights - make a scene. Such action could deter a possible attacker from following through with their plans.

**Know the phone number for UC Safety.** You never know; you may need it for yourself or for something you see from far away. Knowing the number off the top of your head (or at least having it in your cell phone) may be the most important thing to remember during an emergency.

*Adapted from "15 Ways to Stay Safe While in College, 15 Quick and Easy Ways to Keep You, and Your Stuff, Safe While at School," by Kelci Lynn Lucier, College Life Expert*

*<http://collegelife.about.com/od/healthwellness/qt/SafetyTips.htm>*

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## **Inclement Weather Policy**

As a residential campus, the University of Charleston does not close completely during extreme weather or other emergency situations. When UC students are present, services must be provided regardless of the circumstances.

When the University is "closed," it means that "classes are cancelled." Students and faculty do not have to be at UC. All administrators and staff, however, are to report to work. If an administrator or staff member cannot report to work due to inclement weather, he or she must contact his/her immediate supervisor as soon as possible.

When the University is "delayed," it means there will be no class meetings prior to the delayed time. This does not mean that the entire instructional day begins at a later time. For example, if we are on a "two hour delay," and the class normally begins at 8 am, that class will not meet on that particular day. If the class normally meets from 9-11 am, the class will begin at 10 am and end at the regular time.

UC does not necessarily follow the actions of the Kanawha County School System. All decisions will be sent out via an emergency messaging system. All local media will also be made aware.

# STUDENT SERVICES

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For 125 years, University of Charleston has been helping students prepare for a life of enlightened living, productive work, and community involvement. UC provides many services for students to fulfill their campus life needs, and all the following services are available to all UC students.

## Academic Success Center (ASC)

The mission of the Academic Success Center is to help students connect with academic resources as well as disability and testing services to become successful, productive citizens who work toward a lifetime of enlightened living and worthwhile community involvement.

The Academic Success Center is located in the Learning Commons at UC-Charleston (2nd floor of the Schoenbaum Library).

### Academic Resources

The ASC provides tutoring in writing, speaking, and discipline-specific areas using professional staff and trained student tutors.

### Peer Tutoring

Peer tutoring is available in a variety of subjects including writing, math, science, economics, accounting, nursing and radiology. Tutors can also assist with study skills and test-taking strategies.

### Online Tutoring

All UC students now have access to the Smarthinking online tutoring tool. A link to this resource is on the UC portal under the Quick Links section. The link to the resource can also be found on the Academic Success Center portion of the UC website:  
<http://www.ucwv.edu/ASC/>

\*Smarthinking utilizes single sign-on technology with the UC portal.

### Standardized Testing Services

The University of Charleston offers a variety of standardized tests for UC students and the public. Tests offered include:

- \*CLEP – College Level Examination Program – Computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit
- \*DSST – DAN TES Subject Standardized Test – Computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit
- TEAS – Test of Essential Academic Skills (for entrance into nursing school)

\*DANTES funding for service members is available

Students can learn about specific exams and register for testing dates at any of our testing locations by visiting our webpage on the UC website. <http://www.ucwv.edu/ASC/>  
Questions about standardized testing can be sent to the Director of the Academic Success Center at [ASC@ucwv.edu](mailto:ASC@ucwv.edu).

## Services for Students with Disabilities

The University of Charleston is committed to achieving equal opportunity for participation in all programs, services and activities. The Disability and Accessibility Coordinator works in collaboration with a variety of University offices (Housing, Dining Services, and the Department of Information and Instructional Technology) to ensure that individuals receive reasonable accommodations for documented disabilities in compliance with provisions in the Americans with Disabilities Act and the Section 504 of the Rehabilitation Act.

Individuals with requests for accommodations for documented disabilities are encouraged to contact the Disability Coordinator as soon as possible.

Disability and Accessibility Services Coordinator  
Director of the Academic Success Center

### Accommodations for Individuals with Disabilities

The following information and a step-by-step procedure for students applying for accommodations can be found on the Academic Success Center website at

<http://www.ucwv.edu/Academics/Services-Programs/Academic-Success-Center/Students-with-Disabilities/>

### *What are accommodations?*

Accommodations are adaptations and changes made to elements of a student's postsecondary program that help to compensate for the student's impairment(s) and provide equal access to students with disabilities. Here are the basics:

- Any student with a documented disability may be eligible to receive accommodations & services from the Academic Success Center.
- The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual's disability.
- Accommodations are not a guarantee for success, but rather seek to promote non-discrimination and equal access opportunities.
- Accommodations are not student preferences; they are determined through an established review process based on documentation received regarding the student's disability.
- The law does not require institutions to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, they are mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability.
- In order to access accommodations, students must disclose their disability to the Academic Success Center and state their requested accommodations.

### *Expectations and Key Participant Roles in Accommodation Process*

It is important for the student, the faculty member, and the disability and accessibility services coordinator to be clear about their roles in the accommodation process. The roles of each participant in this process are as follows:

#### *Student Role*

- Provide medical and/or psychological documentation to the disability coordinator
- Participate in process of determining and implementing reasonable accommodations
- Inform the disability coordinator when accommodations are not working, need to be modified, or symptoms change

#### *Faculty Role*

- Referral to the Academic Success Center/Disability and Accessibility Services Coordinator
- Participate in process to determine and implement reasonable accommodations
- Identify essential course components for accommodations to be determined
- Request assistance (From the disability coordinator) with accommodation, implementation, or consultation

#### *Disability Coordinator Role*

- Maintain medical/psychological documentation in a confidential manner
- Determine if condition(s) are a disability in accordance with state and federal laws
- Identify and assist with implementation of reasonable accommodations
- Request updated documentation when symptoms change to determine if accommodations need to be modified
- Provide information and referral to university and community resources to resolve disability-related issues

\*Adapted from the Association on Higher Education and Disability: <http://ahead.org/>

The University, recognizing that disclosure of a disability is a personal and private decision, relies on individual with the disability to self-identify; the University makes no preadmission inquiries about disabilities. All documentation is held in the strictest confidence and is not shared with other University offices without the consent of the student.

## Disability and Accessibility Services- Documentation Guidelines

The University of Charleston is committed to achieving equal educational opportunity and full participation for persons with disabilities.

The Office of Disability and Accessibility Services (within the Academic Success Center) works to ensure that enrolled students receive reasonable accommodations for documented disabilities in compliance with provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment of 2008

Accommodations are determined based on the specific limitations of the disability. The purpose of documentation may be to substantiate a disability and its severity, to demonstrate the impact of the disability in higher education and to help us understand what accommodations would be most appropriate.

When considering accommodation requests, the University of Charleston follows the documentation guidance of AHEAD (Association on Higher Education and Disability).

Documentation should be completed by an appropriate credentialed professional, such as health care providers, school psychologists, licensed counselors, etc. on their official letterhead or the DAS Verification Form. When needed, documentation can be supplemented with medical reports, psychoeducational testing, IEP's and 504 Plans, or other relevant documents. Diagnoses of Learning Disabilities should be accompanied by copies of the psychoeducational assessment.

Documentation should address the following:

- A diagnosis of the current disability
- The date of the diagnosis
- How the diagnosis was reached (names of relevant test results)
- The severity and functional limitations of the disability and a description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, medically)
- Expected progression or stability
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- Possible recommendations, based on functional limitations for post-secondary education, to ameliorate the limitations
- For convenience, DAS provides a Verification Form that providers may use

Documentation will be kept confidential. Limited information, when needed for legitimate educational interest, is released and/or discussed on a need-to-know basis and is subject to



FERPA guidelines. Outside the FERPA guidelines, no information will be released and/or discussed without consent from the individual.

The Office of Disability & Accessibility Services will keep a student's disability and accommodation related records for five years from the last date a student was enrolled at the University.

## Service Animal Procedures for Students with Disabilities

The University of Charleston (“University”) is committed to assuring equal access to all persons, as required by law. It is the University’s policy to permit Service Animals, as defined by the [Americans with Disabilities Act \(ADA\)](#), on campus in all areas where persons are normally allowed to go with some exceptions. The University of Charleston reserves the right to restrict Service Animals in certain locations due to health, environmental, or safety hazards. Access to restricted areas may be considered on a case-by-case basis by contacting the Disability & Accessibility Services Coordinator.

### I. Definition

A **Service Animal** means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by the Service Animal must be directly related to the individual’s disability and mitigates the impact of the disability. Under West Virginia State law, Service Animals include Service Animals in training. All trainers must have in their personal possession identification verifying that they are trainers of Service Animals.

Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

A dog that provides passive emotional support, well-being, comfort, or companionship, called an **Emotional Support Animal**, is not considered a Service Animal under the ADA. While Emotional Support Animals may be part of a medical treatment plan to alleviate one or more identified symptoms of a person’s disability, they do not have special training to perform tasks that assist people with disabilities and thus are not Service Animals.

### II. Handler’s Responsibilities

1. Care and supervision of the Service Animal are the responsibility of the handler.
2. A handler is responsible for the costs of care necessary for a Service Animal’s well-being.
3. Service Animals must be under the handler’s control at all times. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal’s work or the handler’s disability prevents using these devices. In these cases, the handler must maintain control of the Service Animal through voice, signal, or other effective controls.
4. Service Animals may not be left overnight in university housing to be cared for by another student. Service Animals must be taken with the student if they leave campus for more than one day. Service Animals cannot be cared for by students or staff on behalf of the student.
5. If a Service Animal exhibits unacceptable behavior, the handler must take effective action to correct the situation.
6. The Service Animal must be in good health, vaccinated, and licensed as required by state law and local ordinance. (W.Va. Code §19-20A-2 and Charleston City Ordinance § 10-141). The handler must submit verification to the appropriate staff in Student Housing before bringing the Service Animal onto campus. The handler must agree to and actually provide the Service Animal with appropriate care and treatment.
7. Handlers must ensure the cleanup of the animal’s waste and must use grassy areas as relief areas. Animal waste should be placed in a plastic bag and securely tied up before being disposed of in outside trash dumpsters. Handlers who physically cannot clean up after their own Service Animal are responsible for finding someone to do so for them.
8. The handlers of Service Animals are solely responsible for any injuries to persons or damage to University property or the property of others caused by their animals. The handler may be charged for any damage caused the Service Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear as outlined in the Student Handbook.

### III. Emergency Situations

In the event of an emergency, University of Charleston staff collaborates with the Charleston City Fire and Police Departments and/or other emergency responders and follow their protocol. The University of Charleston and its employees are not responsible for removing a Service Animal during evacuation or caring for a Service Animal during or after an emergency.

Handlers living on campus are encouraged to develop an individual evacuation plan with the University. DAS and/or Student Housing will be available to assist students in this effort. Handlers should also have a designated caretaker for the Service Animal in case of an emergency.

### IV. *Exceptions*

The University may exclude/remove a Service Animal when:

- the Service Animal is out of control and the handler does not take effective action to control it, or
- the Service Animal is not housebroken, or
- the Service Animal is unclean or unkept, or
- the Service Animal's presence results in a fundamental alteration of one or more of the University's programs, or
- the presence of the Service Animal poses a danger to the safety of the handler or other persons (safety considerations must be based on actual risk, rather than on speculation, stereotypes, or generalizations about individuals with disabilities or about a dog's breed; a perceived threat without evidentiary basis will not support exclusion), or
- the handler does not comply with his/her responsibilities as outlined above.

If a Service Animal is excluded from a particular location, the handler will be offered the opportunity to participate in the service, program, or activity without the Service Animal.

### V. Interaction with Service Animals

Service Animals are working animals and not pets. The University asks that members of the University of Charleston community and visitors adhere to the following best practices when interacting with Service Animals. Individuals **should not**:

- Pet/touch a Service Animal unless invited to do so by the handler. Petting distracts them from their responsibilities.
- Feed a Service Animal.
- Restrict the handler and the Service Animal from full participation in programs and activities of the University. This includes off campus activities and activities involving transportation.
- Discriminate against the handler due to the Service Animal and/or disability.
- Ask the handler about the nature or extent of their disability.
- Make assumptions about the necessity of the Service Animal.
- Prioritize the needs of another individual over the needs of an individual with a Service Animal. For example, the access of a Service Animal cannot be restricted based on another community member's allergy or fear of dogs.
- Deliberately startle, tease, or taunt a Service Animal.
- Separate or attempt to separate a Service Animal from his or her handler. Service Animals are trained to be protective of their handler.
- Hesitate to ask the handler if he/she would like assistance if the Service Animal/handler team seems confused about a direction in which to turn, finding an accessible entrance, the location of an elevator, etc.

One may not make any inquiries about a Service Animal when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability (*e.g.*, the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an

individual with an observable mobility disability). If it is not apparent, a University official may ask the handler (1) if the animal is required because of a disability and (2) what work or tasks the animal has been trained to perform, in order to establish the animal falls within the ADA's definition of Service Animal. Staff cannot ask about a person's disability, require medical information, or ask that the dog demonstrate its ability to perform the work or task. Any Staff with questions regarding a Service Animal, or animal claimed to be a Service Animal, must contact the University's Academic Success Center immediately.

## **VI.** Conflicting Disabilities

Conflicts between Service Animals and other persons having severe allergies, phobias, etc., will be addressed on a case-by-case basis. The needs of both persons will be considered in resolving the issue. Persons who have medical conditions affected by the presence of Service Animals are asked to contact DAS. The person negatively impacted by the presence of the animal must provide verifiable documentation to support their claim and to request an accommodation. DAS will endeavor to resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In severe situations of allergic, behavioral, or medical reactions, temporary accommodations might be arranged.

If an allergy/animal conflict within a classroom or residence hall cannot be resolved agreeably between the affected parties, then DAS will collaborate with the appropriate department or program to determine a solution. Ordinarily, if a person using a Service Animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the Service Animal will not be removed to accommodate the second person and vice versa.

## **VII.** Appeals and Grievances

If the decision is made to remove the Service Animal, the handler may file an appeal by contacting the Disability and Accessibility Services Coordinator as outlined in the [Disability and Accessibility Services Grievance Policy](#).

## **VIII.** Confidentiality and Authority

Information regarding disability is considered private and is maintained in secure files in the DAS office. Information from these files is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand and are not subject to challenge by someone other than the person utilizing the service or animal.

Please be aware that limited information may be disclosed to others. For example, roommates/suitemates, if applicable, will be notified to solicit their acknowledgement that an animal will be residing in shared living space. Only information about the existence of the Service Animal, and not the student's disability, will be disclosed.

## Assistance Animal Procedures for Students with Disabilities

The University of Charleston (“University”) is committed to assuring equal access to all persons, as required by law. The University will allow exceptions to the no-pet policy and permit Assistance Animals, as defined by the Fair Housing Act to qualified students with disabilities or their qualified co-residing family member with disabilities who may require the use of such an animal.

### IX. Definitions

#### Assistance Animals

An **Assistance Animal** is not a pet. “It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s documented disability.” FHEO-2013-01 Unlike Service Animals, Assistance Animals do not need to be individually trained.

Examples of functions for Assistance Animals include, but are not limited to, guiding an individual who is blind or has low vision, alerting an individual who is deaf or hearing impaired to sounds, providing non-violent protection or rescue assistance, pulling a wheelchair, retrieving an item, alerting persons to impending seizures, or providing emotional support to an individual with a disability who has a disability-related need for such support.

\*Note: West Virginia fair housing law requires landlords to accommodate assistance animals that weigh less than 150 pounds.

#### Emotional Support Animal

An **Emotional Support Animal** (ESA) is a type of Assistance Animal that is prescribed by a healthcare or mental healthcare provider to an individual with a mental health disability as part of the individual’s treatment plan and deemed by the provider as therapeutically necessary to manage the individual’s mental health. They are sometimes referred to by other labels (such as support animal, comfort animal, companion animal). The University of Charleston uses the term Emotional Support Animal.

Assistance Animals, including Emotional Support Animals, are, following approval, permitted in University of Charleston student housing with certain restrictions. Approved Assistance Animals are not permitted access to campus areas other than the student’s room/residence and common areas connected to the student’s living space. Please see more details under Section III - Student Responsibilities.

Emotional Support Animals do not qualify as Service Animals under the Americans with Disabilities Act (ADA), but they may be an Assistance Animals under the Fair Housing Act. Thus, Emotional Support Animals can be a reasonable accommodation in Student Housing, but may not be used on campus in all areas where persons are normally allowed to go, as a Service Animal would.

#### Service Animals

A **Service Animal** means a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disabilities. Americans with Disabilities Act 1990 (Section 35.136). The work or tasks performed by the Service Dog must be directly related to the individual’s disability.

Examples of work or tasks include, but are not limited to, assisting an individual who is blind or

has low vision with navigation or other tasks, alerting an individual who is deaf or hearing-impaired to the presence of people or sounds, providing non-violent protection or rescue assistance, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disability, or helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Service Animals are permitted in University of Charleston Student Housing and on campus with certain restrictions. Please see UC's Policy on Service Animals for more details.

## **Pets**

A **pet** is an animal kept for pleasure, general use, and companionship. Pets are not considered Assistance Animals or Service Animals.

Pets, other than fish (in a tank of 10 gallons or less) are not permitted in UC Student Housing.

## **X. Procedure for Requesting an Assistance Animal in University of Charleston Student Housing**

With exception of Service Animals, as defined by the Americans with Disabilities Act (ADA), Assistance Animals, including ESAs, may not be brought into Student Housing without prior authorization and approval from the Disability & Accessibility Services (DAS) office. Students living in University of Charleston Student Housing may request permission to have an Assistance Animal. DAS will review each request on a case-by-case basis.

A student requesting the Assistance Animal must follow the steps below:

1. Meet with Disability and Accessibility Services Coordinator to discuss and explain the need for an Assistance Animal, explore the impact the Assistance Animal might have, and talk about all your options. You may call 304-347-6983 to schedule a time convenient to you.
2. Submit documentation that verifies the disability to Disability and Accessibility Services Coordinator.

The healthcare or mental healthcare provider may use the [Disability Verification Form](#) or they may use their own document. The provider must adhere to [Documentation Guidelines](#) if the provider uses their own document.

The provider's documentation can be mailed, faxed, or emailed directly by the provider to the Disability and Accessibility Services Coordinator at 2300 MacCorkle Ave SE, Charleston WV 25304, fax (304) 357-4972, email: [allisongrassie@ucwv.edu](mailto:allisongrassie@ucwv.edu).

3. If an Assistance Animal is requested based on reasons of mental health treatment, submit the [form titled "Request for Emotional Support Animal in Student Housing."](#) The Request Form must be completed by a qualified healthcare or mental healthcare provider who has prescribed the Assistance Animal as part of the requestor's treatment plan and must explain why the Assistance Animal is necessary to provide access to Student Housing.

The form can be mailed, faxed, or emailed directly by the provider or hand-carried in a sealed envelope to 2300 MacCorkle Ave SE, Charleston WV 25304, fax (304) 357-4972, email: [allisongrassie@ucwv.edu](mailto:allisongrassie@ucwv.edu).

The request will not be considered until all required documentation has been received.

4. Once steps 1-3 have been completed, a determination will be made by the Disability and Accessibility Services Coordinator except for requests for Emotional Support Animals, which are handled through a committee. Generally, the Accessibility Services committee meets twice a month. The student will either receive a written decision via University of Charleston student email within 15 business days or are invited by the Disability and Accessibility Services Coordinator to meet if the committee had any questions that require follow-up.
5. Upon approval of the Assistance Animal, the student and University of Charleston Student Housing will be notified via email by the Disability and Accessibility Services Coordinator. The Director of Residence Life & Judicial Affairs will contact the student to arrange a meeting. The Assistance Animal Policy, student's responsibilities, and other considerations, such as possible roommate conflicts or room/hall reassignments, will be discussed in this meeting.  
**The Assistance Animal must not be in student housing prior to this meeting.**
6. All roommates or suitemates of the student will be notified of the approved Assistance Animal to be in residence with them. In the event that there are concerns raised related to the presence of the approved animal, the situation will be evaluated and, if deemed appropriate, either the student and approved animal or the concerned roommates or suitemates, as determined by the appropriate Student Housing staff, may be moved to a different location.
7. The student must promptly notify the Disability and Accessibility Services Coordinator and the appropriate Student Housing staff if an approved Assistance Animal no longer resides in University of Charleston Student Housing.
8. If it is necessary to replace an Approved Assistance Animal, the student must contact the Disability and Accessibility Services Coordinator for approval of the new animal.  
**A replacement animal must not be in Residence halls prior to approval of the new animal.**
9. The student will meet with the Disability and Accessibility Services Coordinator annually in late spring to discuss any issues and/or concerns. Additionally, students may meet with the Disability and Accessibility Services Coordinator anytime if they have questions and/or concerns.

## **XI. Student's Responsibilities**

The student assumes all responsibilities as listed below:

1. **Prior to the Assistance Animal's arrival on campus**, the student must submit the following to the Disability and Accessibility Services Coordinator:
  - a. Verification of an annual exam for the Assistance Animal from a licensed veterinarian that attests that the animal is in good health (absence of communicable diseases, fleas, and parasites), and
  - b. Proof of current vaccination and licensing, as required by West Virginia State Law (W.Va. Code §19-20A-2) and Charleston City ordinance (Sec. 10-141).  
The student agrees to provide the Assistance Animal with appropriate care and treatment and will submit above documentation annually to the Disability and Accessibility Services Coordinator. Vaccination tags should be attached to a harness or collar worn by the animal when appropriate.
2. The Assistance Animal must reside with the student for whom it was approved.

3. Assistance Animals must be kept in student residence halls rooms and are not allowed in public areas of the residence hall except to enter or exit the building and are not allowed in other campus buildings, unless they also qualify as Service Animals. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates does not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Office of Housing and Residence Life, may be moved to a different location.
4. Approved Assistance Animals may not be left overnight in university housing to be cared for by another student. Animals must be taken with the student if they leave campus for more than one day. Assistance Animals are not permitted to go on University of Charleston sponsored trips. Approved animals cannot be cared for by students or staff on behalf of the student.
5. Assistance Animals cannot interfere with the opportunity of other people sharing the space to use and enjoy the residence hall or common space. Assistance Animals may not pose a danger or threat to the health and safety of other students, staff, faculty, or guests.
6. The student assumes all responsibility for the Assistance Animal's actions. The student is solely responsible for any injuries to persons or damage to University property or the property of others caused by the Assistance Animal. The student may be charged for any damage caused the Assistance Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear as outlined in the Student Handbook.
7. The animal's behavior must not be disruptive to its surroundings or other members of the UC community.
8. Assistance Animals must be housebroken, when applicable. The student is personally responsible for cleanup of the animal's waste (both indoors and outdoors) in a prompt manner and properly dispose of any animal waste in a safe and sanitary manner. Animal waste should be placed in a plastic bag and securely tied up before being disposed of in outside trash dumpsters.
9. The student must ensure that the animal is well cared for at all times (food, water, cleanliness, medical attention, adequate exercise, etc.). Should any evidence of neglect, mistreatment, or abuse be discovered, it may result in the immediate removal of the animal.
10. Owners are expected to maintain at their expense the animal's hygiene and keep the animal clean and well groomed. Flea/tick treatments are essential and preventative methods must be given on a routine basis (when applicable). If the University's facilities are used to bathe the animal, the owner or a designee will clean the area when done. The University is not responsible for this task.
11. If fleas, ticks or other pests are detected, the residence will be treated using approved fumigation methods by a University approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
12. The student is responsible for ensuring that the Assistance Animal is appropriately contained or secured when the student is not present in the room while attending classes, or engaged in other activities.  
Since room maintenance or inspections can cause a disturbance in an animal's daily routine,



the student should make efforts to be present during those times. If the student cannot be present, the student must make appropriate arrangements.

## **XII. Emergency Situations**

In the event of an emergency, the University of Charleston staff collaborates with the Charleston City Fire and Police Departments and/or other emergency responders and follow their protocol. University of Charleston and its employees are not responsible for the removal of an animal during evacuation or caring for an animal during or after an emergency.

Please refer to the [Student Handbook](#) for more information on emergency situations.

Students with Assistance Animals are encouraged to develop an individual evacuation plan with the University. The Disability and Accessibility Services Coordinator and/or Student Housing will be available to assist students in this effort. Students should have a designated caretaker for the animal in case of an emergency, such as hospitalization or other prolonged absence of student. This caretaker will then assume responsibility and possession of the animal until the student returns to school. This arrangement should be for unexpected, short-term absences only.

## **XIII. *Exceptions***

The University of Charleston may exclude an Assistance Animal from a specific location or activity or have the animal removed from campus when:

- the Assistance Animal is out of control and the student does not take effective action to control it, or
- the Assistance Animal is not housebroken, or
- the Assistance Animal is unclean or unkempt, or
- the Assistance Animal has caused property damage to the property of other students and/or student housing, or
- the Assistance Animal's presence results in a fundamental alteration of one or more of the University's programs, or
- the presence of the Assistance Animal poses a danger to the safety of the student or other students/members of the campus community (safety considerations must be based on actual risk, rather than on speculation, stereotypes, or generalizations about individuals with disabilities or about a dog's breed; a perceived threat without evidentiary basis will not support exclusion), or
- the student does not comply with his/her responsibilities as outlined above.

The student will have 14 days to correct the situation or remove the Assistant Animal from campus from the date that he or she has been notified by the University of the violation. In case the animal caused serious harm or poses a danger to the safety of the student or others, the University may require immediate removal of the animal. The notification will be in writing to the student's UC email address.

## **XIV. Conflicting Disabilities**

Conflicts between animals and other persons having severe allergies, phobias, etc., will be addressed on a case-by-case basis. The needs of both persons will be considered in resolving the issue. Persons who have medical or psychological conditions affected by the presence of an

Assistance Animal are asked to contact the Disability and Accessibility Services Coordinator. The person negatively impacted by the presence of the animal must provide verifiable documentation to support their claim and to request an accommodation. The Disability and Accessibility Services Coordinator will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In severe situations of allergic, behavioral, or medical reactions, temporary accommodations may be arranged. If an allergy/animal conflict within a student residence hall cannot be resolved agreeably between the affected parties, then Student Housing will collaborate with the Disability and Accessibility Services Coordinator to determine a solution.

Ordinarily, if a person using the Assistance Animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the Assistance Animal will not be removed to accommodate the second person and vice versa.

## **XV. Appeals and Grievances**

The student may file an appeal of any decision regarding Assistance Animals by following [the Disability and Accessibility Services grievance policy](#).

Individuals who have concerns about an Assistance Animal's behavior or rule violation on part of the student/owner may file a report with DAS and/or Student Housing. Reports are reviewed by Student Housing and are handled on a case-by-case basis.

## **XVI. Confidentiality and Authority**

Information regarding disability is considered private and is maintained in secure files in the Office of Disability and Accessibility Services. Information from these files is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand and are not subject to challenge by someone other than the person requesting the service or animal.

Please be aware that limited information may be disclosed to others. For example, roommates/suitemates, if applicable, will be notified to solicit their acknowledgement that an animal will be residing in shared living space. Only information about the existence of the Assistance Animal, and not the student's disability, will be disclosed.

## University of Charleston – Documentation Guidelines

The University of Charleston is committed to achieving equal educational opportunity and full participation for persons with disabilities.

The Office of Disability and Accessibility Services (within the Academic Success Center) works to ensure that enrolled students receive reasonable accommodations for documented disabilities in compliance with provisions of the Fair Housing Act, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment of 2008.

Accommodations are determined based on the specific limitations of the disability. The purpose of documentation may be to substantiate a disability and its severity, to demonstrate the impact of the disability in higher education and to help the University understand what accommodations would be most appropriate.

Documentation can be required for Assistance Animals (as defined by the Fair Housing Act) including Emotional Support Animals. However, inquiries for Service Animals (as defined by the ADA) must be limited to asking two questions: (a) is the animal a service animal required because of a disability, and (b) what work or task has the animal been trained to perform.

When considering accommodation requests, the University of Charleston follows the documentation guidance of AHEAD (Association on Higher Education and Disability), available at: [https://edgecastcdn.net/006FDC/AU/PDF/AHEAD\\_Supporting-Accommodation-Requests%5B2%5D.pdf](https://edgecastcdn.net/006FDC/AU/PDF/AHEAD_Supporting-Accommodation-Requests%5B2%5D.pdf).

Documentation should be completed by an appropriate credentialed professional, such as health care providers, school psychologists, licensed counselors, etc. on their official letterhead or the Verification Form. When needed, documentation can be supplemented with medical reports, psychoeducational testing, IEP's and 504 Plans, or other relevant documents. Diagnoses of Learning Disabilities should be accompanied by copies of the psychoeducational assessment. Documentation should address the following:

- A diagnosis of the current disability
- The date of the diagnosis
- How the diagnosis was reached (names of relevant test results)
- The severity and functional limitations of the disability and a description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, medically)
- Expected progression or stability
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- Possible recommendations, based on functional limitations for post-secondary education, to ameliorate the limitations
- For convenience, DAS provides a Verification Form that providers may use

Documentation will be kept confidential. Limited information, when needed for legitimate educational interest, is released and/or discussed on a need-to-know basis and is subject to

FERPA guidelines. Outside the FERPA guidelines, no information will be released and/or discussed without consent from the individual.

The Disability & Accessibility Services Coordinator will keep a student's disability and accommodation related records for five years from the last date a student was enrolled at the University.

## Disability Grievance Policy and Procedures

Although students are encouraged to solve disputes at the lowest possible level and to use internal procedures to the fullest extent, a student may choose to initiate a formal grievance at any time.

The U.S. Department of Education, Office of Civil Rights (OCR), encourages individuals first to use internal grievance procedures, and when such procedures meet OCR's investigative standards, OCR will generally defer to the results reached if the process provided for fair consideration of the grievance (<http://www2.ed.gov/about/offices/list/ocr/prevention.html>).

### Informal Resolution Procedure

Clear communication between students, faculty/staff, and University of Charleston Disability and Accessibility Services is vital to utilizing services effectively. Where possible, students are encouraged to first address concerns and problems with the individuals most directly involved in the situation: The Disability and Accessibility Services Coordinator regarding eligibility for accommodations and specific accommodations; the individual faculty or staff member in the cases of implementation or lack of approved accommodations.

Students are encouraged to express any concerns with the Disability and Accessibility Services Coordinator.

Students who are experiencing difficulty in receiving authorized accommodations by a faculty or staff member, department, or program should first address their concerns with the faculty or staff member charged with providing the accommodation.

The Disability and Accessibility Services Coordinator is available to offer assistance by discussing and exploring options with the student and/or faculty or staff member, contacting the concerned party in an effort to clarify issues, facilitating a meeting with the concerned parties, and/or advocating for the student's right to receive appropriate and effective accommodations to the extent required under either the Rehabilitation Act or the ADA.

The West Virginia ADA Coordinator is available for consultation in regard to any questions or concern a student may have about one's accommodations (Kim Nuckles, 304-558-4331, [Kim.P.Nuckles@wv.gov](mailto:Kim.P.Nuckles@wv.gov))

A student who is not satisfied with the resolution on this level may choose to file a formal complaint.

### Formal Grievance Procedure

The student may submit a formal written grievance to the Provost and Dean of Students. When making a formal complaint, a student should include specific information about the concern or problem (describe the issue(s), incident(s) and the action(s) taken; state the name of the individual(s) or office(s) involved; and show documented efforts to resolve the complaint).

Either the Provost or Dean of Students will meet with the student to discuss the complaint and will conduct any necessary investigation.

The Provost/Dean of Students will issue a written decision including findings and remedial actions, if any, to be taken by the University of Charleston and/or the student. This decision shall be issued to the student and any others deemed appropriate within fifteen (15) calendar days of the receipt of the complaint. Files and records on all formal grievances shall be maintained by the Provost/Dean of Students.

#### *Appeal Procedure*

If a student is not satisfied with the formal grievance procedure, the student may appeal to the President for *de novo* review of the Provost/Dean of Students. The appeal must be made in writing within five (5) calendar days of the decision. The determination of the President on any such appeal is final.

If the grievance is not resolved internally at the University, the student may choose to file a complaint with the Office of Civil Rights, U.S. Department of Education (100 Penn Square East, Suite 515, Philadelphia, PA 19107; Tel: (215) 656-8541; Fax: (215) 656-8605; [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)).

## Center for Career Development

### About the Center for Career Development

The Center for Career Development (CCD) assists undergraduates, graduates and alumni to achieve their professional goals through assessment, self-awareness, career coaching, and educational events that encourage lifelong professional preparation and career readiness. The CCD, in conjunction with faculty members across the various programs of study, designs services and programs to help students develop competency across six vital areas of professional development:

- **Applied Learning-** Internships and related experiential activities that help students connect classroom learning with real-world situations
- **Mentorship-** Opportunities to gain knowledge and seek feedback from experienced professionals, as well as the opportunity to share knowledge with less experienced peers
- **Certifications-** External designations that demonstrate expertise in a specific industry or area of knowledge
- **Leadership and Networking-** Participation in events and active involvement in organizations on and off campus in which students can practice leadership and build professional networks
- **Exploration and Development-** Assessments, workshops, and individual coaching designed to help students discover professional areas of interest, build confidence, and develop essential career readiness skills
- **Innovation-** Projects and activities that build creativity, critical thinking skills, and entrepreneurial acumen

### Services and Resources

The CCD provides an array of services and resources to 1) address the professional preparation areas described above, and 2) assist students in locating and obtaining employment opportunities. While many classes integrate CCD activities into the curricula, it is highly encouraged for students to make individual appointments with the CCD in their freshman year to begin developing personalized career plans. CCD services include the following:

- **Individual Career Coaching** –By appointment or during walk-in hours, the CCD provides assistance with choosing a major, making career choices, devising a job search plan, resume development, interviewing, and applying to graduate school.
- **Career Seminars & Workshops** – A variety of seminars and workshops are offered to students throughout the year. Topics include resume and cover letter development, interview skills, job search strategies, professional networking, and applying to graduate school. The CCD also holds workshops on leadership, etiquette, and communication.
- **SIGI<sup>3</sup>**- SIGI<sup>3</sup> includes personality and career assessment tests that offer guidance on choosing a major or an occupation. It contains extensive information about hundreds of occupations that relate to the majors offered at UC. SIGI<sup>3</sup> can be found at [www.ucwv.edu/ccd](http://www.ucwv.edu/ccd).
- **Optimal Resume-** Optimal Resume provides assistance to students with building resumes, creating cover letters, preparing for interviews, and developing career portfolios. Optimal Resume can be found at [www.ucwv.edu/ccd](http://www.ucwv.edu/ccd).
- **Handshake** – Employers regularly post full-time, part-time, and internship opportunities via the CCD online job board, Handshake. All students and alumni have access to Handshake. Handshake is also used for event registration and the distribution of surveys relating to CCD areas of interest. Handshake can be found at [www.ucwv.edu/ccd](http://www.ucwv.edu/ccd).
- **Career Fairs** – The CCD organizes career fairs for all majors in the fall and spring. Students can learn about different employers and obtain information on full-time, part-time, temporary, and internship opportunities.
- **Graduate School and Study Abroad Fair-** For students seeking graduate programs and study abroad opportunities, the CCD conducts a graduate school and study abroad fair in the fall. Representatives from several graduate schools throughout the region attend, as well as providers of study abroad experiences.
- **Career Development Week** – Each February, the CCD hosts a week-long series of career workshops and seminars presented by business professionals from the Charleston area and beyond. Topics include

networking, business etiquette, interviewing, resume writing and maintaining a professional online presence.

- **Etiquette Dinner-** Students are nominated by faculty members to attend this formal dinner and etiquette workshop. Local employers and alumni are invited to network with students.
- **Employer Presentations** – Information sessions are provided by HR professionals so that students have opportunities to learn about the companies and their job opportunities. The CCD also works with instructors to organize company presentations in the classroom.
- **Alumni Assistance** – Alumni are encouraged to use the CCD for employment assistance, accessing professional development resources, or posting job opportunities for their organizations at no cost.
- **Graduate Studies** – The CCD provides information and resources on graduate education at UC and beyond.

## Internships

UC encourages all students to complete an internship before they graduate, and some programs require internship hours (see the individual program requirements for more information). The CCD can provide guidance to students on locating internships and ensuring that internships comply with program requirements if using the internship for academic credit. Academic credit is granted at the rate of 40 work hours per 1 credit hour. The grade for the internship will be determined by the supervising faculty member. Some instructors utilize a pass/fail system while others use letter grades.

When doing internships for academic credit, students must complete the CCD Learning Contract with the supervising faculty member, the CCD, and their employer. The Learning Contract connects job duties to academic outcomes to validate academic credit. At the conclusion of the internship, the employer must complete the Internship Evaluation Rubric. The CCD, supervising faculty member, employer, and student must maintain copies of the Learning Contract and Evaluations. Please see the CCD for copies of the Learning Contract and Evaluation Rubric.

## Commitment to Students and Community

The CCD is committed to providing students with the best resources available to enhance professional preparation and career readiness. The CCD staff works with faculty members, alumni, employers, and community leaders to generate high quality opportunities for students. In turn, the CCD is committed to making the greater Charleston community a more vibrant and prosperous area by enabling students to become involved with local employers and organizations.



## **Counseling Center**

### **Making the Adjustment to College**

College life offers unique and rewarding opportunities, as well as new life experiences. Although college is a very positive experience, it can at times be challenging, overwhelming or difficult to manage. You are not alone. The Counseling Center is here to help. The University of Charleston offers an on-site counseling center for students to assist with finding strategies to cope that may be of concern, a listening ear, and a safe haven of support. Together, we can work to find ways to improve your life, your experience on campus, and maximize your success at UC and beyond.

The University of Charleston Counseling and Outreach Services provides on-site individual and group counseling to assist students with finding strategies to cope with concerns such as abuse, substance use/dependence, sleep problems, anxiety, loneliness, depression, relationship/family issues, stress, grief, eating disorders, among others. College life offers unique and rewarding opportunities, as well as new life experiences. Although college is a very positive experience, it can at times be challenging, overwhelming or difficult to manage. You are not alone. The Counseling Center is here to help. The University of Charleston Counseling Center is a safe-haven of support. Together, we can work to find ways to improve your life, your experience on campus, and maximize your success at UC and beyond.

What services does Counseling and Outreach Services provide?

- Individual Counseling
- Group Counseling
- Psychological Assessments
- Community Resource Assistance
- Workshops and trainings
- Team-based/wraparound approach to assist and advocate for students along with other faculty and staff on campus

*To make an appointment please call 304-357-4862, e-mail [uc-counselor@ucwv.edu](mailto:uc-counselor@ucwv.edu), or visit the following link for a referral form: <http://www.ucwv.edu/UC-Life/Student-Services/Wellness-Services/>. Please bring the form to the Counseling Center on the First Floor of the School of Pharmacy Building. Referral forms are also located on the Charleston campus in the Schoenbaum Library, School of Pharmacy, Academic Success Center, Athletic department, and residence halls as well on the Beckley campus in the Student Solutions Center.*

## Dining Services (Charleston Campus)

The University offers three dining options for students located in the Geary Student Union. The hours of operation are as follows:

<b>HOURS</b>	<b>Dining Hall</b>	<b>Mo Harv's Food Court</b>	<b>The CT Coffee Shop</b>
<b>Monday – Friday</b>	Breakfast 7:00 a.m. – 10:00 a.m. Lunch 11:00 a.m. – 2:00 p.m. Dinner 4:00 p.m. – 7:00 p.m.	11:00 a.m. – 11:30 p.m.	7:00 a.m. – 7:00 p.m.
<b>Saturday – Sunday</b>	Brunch 11:00 a.m. – 2:00 p.m. Dinner 4:00 p.m. – 6:30 p.m.		

\*Unless otherwise noted, Dining Services are not available when the University is closed

## **Financial Aid**

The University of Charleston offers a comprehensive financial aid program. Many students miss the opportunity for financial aid during their college years simply because they do not apply. UC uses the Federal Application for Federal Student Aid (FAFSA) as the financial aid application. Every student is encouraged to complete the FAFSA for determination of his or her eligibility for federal aid.

The most current information regarding financial aid may be found on the University's website at:  
<http://www.ucwv.edu/Admissions/Financial-Aid/>

The Office of Financial Aid, located in Riggelman Hall, coordinates all federal, state and institutional aid awarded to students, including academic scholarships, grants, loans, student employment, veteran's benefits, vocational rehabilitation, and external scholarships. Audited courses will not be included for determining financial aid eligibility.

Students interested in being considered for federal financial aid must complete the application procedure every year. Documents which must be submitted include the Free Application for Federal Student Aid (FAFSA). All application materials must be received by March 1 for full consideration for the following academic year. Any applications received after the March 1 deadline will be given consideration only if funds are available.

West Virginia applicants must file the Free Application for Federal Student Aid (FAFSA) and complete the PROMISE scholarship application through [www.cfww.com](http://www.cfww.com) by March 1<sup>st</sup> to receive the scholarship. PROMISE scholarship students are not required to file a FAFSA after the first year. Traditional students are required to file the FAFSA by April 15th for consideration for the West Virginia Higher Education Grant.

## **University of Charleston Scholarships**

The scholarships listed are for undergraduate students only. Scholarships do not apply to graduate programs at the University of Charleston.

### **Endowed Scholarships**

Alumni and friends of Morris Harvey College/University of Charleston often choose to endow scholarships to show support for the university and its students. These scholarships carry varied stipulations and are usually awarded based on demonstrated financial need. These scholarship dollars are used to fund the UC Scholarship Grid Program.

### **Presidential Scholarships**

Requirements:

- High School GPA of 3.8 or higher
- ACT 28 or SAT 1250
- Must live on campus
- Must interview with the President on Scholarship Competition Days

Award Information:

- Full Tuition Covered

### **Welch Innovation Scholarship**

Requirements:

- High School GPA of 3.0 or higher
- Must live on campus
- Compete by participating in a Hack-A-Thon
- Cannot combine this scholarship with any other UC academic or athletic scholarship

Award Information:

- \$20,000

### **Merit Scholarship**

Requirements:

- ACT score of 22 or higher
- GPA of 3.0 or higher
- Selection based upon competition during Scholarship Days

Award Information:

- \$500-4,000 per year

**Student Ambassador Scholarships**

Requirements:

- GPA of 3.0 or higher
- Selection based upon competition during Scholarship Days

Award Information:

- \$500-3,500 per year

**Athletic & Cheerleading Scholarships**

Requirements:

- Must be an outstanding NCAA Division II level athlete and meet UC Admissions requirements
- Offered by athletic coaches
- Can only be combined with academic scholarships awarded at acceptance and no other award

Award Information:

- Various

**Chorus Scholarships**

Requirements:

- Audition for choir required

Award Information:

- Various

\*Note: students can participate on one team and thus may not stack talent scholarships such as athletic, choir, innovation or merit.

Several other scholarship opportunities exist, including Legacy Scholarships, Need Grants, UC Grants, and more. These programs are designed to help make a high quality private university education affordable.

- Scholarship award amounts and requirements are subject to change at the discretion of the University of Charleston.
- The University retains the right to make final decisions about combinations of awards.
- Award amounts may change depending on residential status (on-campus or off-campus).

## Federal and State Grants / Scholarships

### Federal Pell Grants

Federal Pell Grants are available to students who apply and meet the eligibility criteria determined by the U.S. Department of Education. The federal government sets the range for these awards based on the student's financial need.

### Pennsylvania / Rhode Island / Vermont / Delaware Higher Education Grants

State grants that are available to students in the designated states. The grant is based on the student's financial need and determined by the individual state grant agency. Please check with your state on these grants.

### Federal Supplemental Education Opportunity Grants

Federally funded grants for students with exceptional financial need. The grant is based on the student's financial need and students must qualify for Pell Grant to be eligible for SEOG funds. Awards are given to the neediest students first.

### West Virginia National Guard Scholarship Military Discounts

Requirements:

- Soldier to have completed basic training and AIT by enrollment date
- Applies to undergraduate work
- Scholarships for WV Army and Air Guard

- Ask about discounts for prior or current military duty

Award Information:

- \$16,500

### West Virginia Higher Education Grants

State need based grant funds that are available to West Virginia residents. Grants are based on financial need, academic performance, and grade point average (GPA). Applicants must maintain a minimum cumulative grade point average of at least 2.0 (“C”) and earn at least twenty-four (24) credits during an academic year, or twelve (12) credits if only enrolled for one semester. **Summer term is not considered a make-up period for eligibility.**

### Promise Scholarships

The Promise Scholarship is awarded to West Virginia high school seniors with a cumulative high school grade point average of at least 3.0 and an American College Test (ACT) composite score of at least 22 (20 in each category or higher) or a SAT total of at least 1100 (540 in reading/ 510 in math or higher). **Students may use the summer term to improve GPA and hours needed to complete the requirements for continued eligibility.**

Please refer to <http://www.cfww.com> for the most current information on these two West Virginia scholarships/grants.

## Employment

### Federal College Work Study

Federal College Work Study is awarded to students as part of the financial aid package solely based on financial need. A Federal College Work Study Application is required for consideration in the program. The Financial Aid office staff assigns students to positions on the Charleston and Beckley campuses as well with non-profit agencies off-campus. Students employed within this program may earn no more than the amount of the College Work Study award.

### University of Charleston Resident Advisor Awards

Resident Advisor Awards are available to residential upperclassmen. Resident Advisors have responsibilities for providing campus-based programming, as well as peer counseling and tutorial services. Students apply for the RA Awards through the Office of Student Life.

## Federal Loans

### Federal Direct Loans

Federal Stafford Loans have a fixed interest rate, which is set by the federal government. Undergraduates must be enrolled for at least six credits per semester in a degree program. Pharmacy students are required to be enrolled for at least six hours. Other on-line graduate students must be enrolled for three hours to qualify for fulltime loan amounts.

Undergraduate students may qualify for subsidized and unsubsidized loans. Graduate students qualify for unsubsidized loans and the Graduate PLUS Loan program.

### Nursing Student Loans

Nursing Student Loans provide funding for students enrolled in the Baccalaureate BSN Nursing program. No interest is charged while the student is in school. Five percent simple interest is charged after completion of a nine-month grace period. The student must demonstrate financial need and be enrolled in nursing classes to be eligible for this program.

### Federal PLUS Loans

The Parent Loan for Undergraduate Students (PLUS) is a federal loan program. The interest rate is currently fixed and repayment may begin within 60 days after the loan is disbursed, or can be deferred for up to four years. Parents may borrow the total cost of education per year less other financial aid awarded.

### Graduate PLUS Loans

The Grad PLUS Loan is a federal loan program for graduate students. The interest rate is currently fixed and payments are deferred if the student is enrolled at least half-time. Students may borrow the total cost of attendance less other financial aid awarded.

## Additional Outside Financial Aid Programs

### Veterans

Veterans' Benefits are administered through the Veterans Coordinator for full-time and part-time students. Students must carry a course load of 12 credits to be eligible for full-time undergraduate student veterans' benefits. Information on benefits and payment is available from the Veterans' Administration Regional Office in St. Louis, MO. Telephone: 1-888-442-4551 or at <http://www.gibill.va.gov>.

### Reserve Officers Training Corps (ROTC)

Two, three, and four-year scholarships are available for those students who apply and meet the ROTC eligibility requirements. Each award covers tuition, other academic expenses, and a subsistence allowance. These scholarships are offered in cooperation with the ROTC Detachment located at West Virginia State University.

## Satisfactory Academic Progress for Financial Aid

### Introduction

To receive federal and state need based funds administered by the Financial Aid Office at the University of Charleston, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and quantitative academic progress as well as completion of degree objective within 150% of normal time frame.

Satisfactory Academic Progress (SAP) standards are the same for all categories of students, including those students registered with the University's Academic Success Center. Students registered with the Academic Success Center should take advantage of suggested accommodations to meet the SAP standards. Failure to register with Academic Success Center will not be considered an extenuating circumstance. All periods of enrollment will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement.

### Guidelines for Academic Progress

The academic year at the University of Charleston consists of fall, spring, and summer enrollment periods. Fall term begins the academic year and the summer term concludes it. The measurement of academic progress is made at the end of each enrollment period and the status is effective with the next enrollment period.

Students applying at the University of Charleston for the first time (including transfers) are considered initially to be meeting SAP. The measurement of academic progress will be determined when all academic transcripts are received by the Financial Aid Office. All transcripts are to be reviewed prior to any disbursement of federal/state funds. Students who have been academically suspended from the University and who are readmitted are not eligible for financial aid unless meeting the SAP policy. Students who are readmitted may follow the appeal policy if consideration for financial aid is desired. Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades considered as part of the evaluation of academic progress for financial aid.

### GPA

Students must meet a qualitative standard of academic progress measured through cumulative grade point average. Students must have an overall 2.0 GPA to graduate from the University. The required GPA is based upon the total number of attempted credit hours (not earned credit hours):

#### *GPA Required for Undergraduate level students:*

1-25 credit hours attempted	1.60 GPA
26-59 credit hours attempted	1.90 GPA
59 or more credit hours attempted	2.00 GPA

#### *GPA Required for Graduate-level students:*

School of Business	3.00 GPA
School of Pharmacy	2.30 GPA

### Quantitative Standards

Students must meet a quantitative standard of academic progress measured by a percentage completion rate. Students must successfully complete 72% of all attempted credit hours (this allows students to graduate within

150% of the normal timeframe). The calculation is made as follows: earned credit hours/attempted credit hours = completion rate (result will be rounded to the closest whole number). Courses in which a student receives a grade of “W,” “I,” “F,” “FW,” “FX,” “IF,” “NF,” “NR,” and courses taken under the University’s repeat regulations are included in attempted credit hours but are not included in earned credit hours. Credit hours transferred are included in this quantitative measure.

#### Maximum Time Frame for Degree Completion

Students must obtain degree objective within 150% of the normal time frame for degree completion. For example, in a baccalaureate program requiring 120 credit hours, students must obtain degrees within 180 attempted credit hours ( $120 \times 1.50 = 180$ ). For associate programs of 60 credit hours, students must complete within 90 attempted hours. Graduate students in master’s degree programs requiring 68 hours must complete within 102 attempted credit hours. Doctoral students have a maximum of 219 attempted credit hours. This maximum time frame is based upon student classification in the University’s academic records.

Students who are pursuing a course of study with greater credit hour requirements need to notify the Financial Aid Office to have a review done on a case-by-case basis. This request for review will not be considered an appeal. Students who are pursuing second degrees may be considered for financial aid (this is not the same situation as dual degrees). A second undergraduate degree must be obtained within 60 attempted credit hours. A second associate degree must be obtained within 30 attempted credit hours. A second master’s degree must be obtained within 36 credit hours. The attempted hour limitations for a second degree, i.e., 60 attempted credit hours, is measured from the point at which the student earned the initial degree.

Financial aid eligibility is limited to no more the two associate degrees, two undergraduate degrees, two master’s degrees, and one Doctor. Students who wish to pursue degrees beyond these may do so without federal financial assistance.

#### Warning Period

A student who fails to meet SAP (excluding maximum time frame) at the end of the enrollment period will automatically be placed on “warning”, not to exceed one enrollment period. During the “warning” enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the warning period or will be suspended from further financial aid until such time the student meets SAP standards (student must pay for any additional course enrollment after the warning period through personal or private funds) or the student must appeal, and the appeal is granted.

#### Probation Period

“Probation” is the status assigned to a student who fails to meet SAP standards and who had appealed and has had eligibility for aid reinstated. A student on financial aid “probation” may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of the individual academic plan developed in conjunction with an academic advisor.

#### Appeal Process

There may be extenuating circumstances encountered by a student which impact his/her ability to be successful during an enrollment period. These circumstances include personal injury or illness which occurs during an enrollment period; death of an immediate family member or legal guardian during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student. In these cases, cumulative grade point average or completion rate may decline resulting in the student not meeting the minimum qualitative and quantitative standards previously described.

If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted to the Financial Aid office no later than the date listed on the student’s denial letter. The Academic Progress Appeal Form will be available in the Financial Aid Office as well as the MYUC student portal. If the appeal is granted and the student meets the SAP policy within one enrollment term, the advisor/official form needs to state the number of credit hours and semester GPA that a student must obtain to be compliant at the next assessment period. If the student will require more than one enrollment period to become compliant with SAP standards, academic plan must be developed which specifies the course work and term GPA necessary to become compliant within three enrollment periods. A review will be done at the end of each enrollment period to ensure that the student is meeting the terms of the academic plan. If the student is not meeting those terms, further eligibility for aid is suspended immediately. An academic plan should not exceed

three additional terms of enrollment.

In some cases, a student may not complete the degree objective within 150% of the normal time frame, an example is a change in major. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted no later than the deadline listed on the denial letter sent from the Financial Aid Office. This appeal must include an academic plan which specifically identifies remaining required course work and the projected graduation date. Extensions of the maximum timeframe will not exceed three additional enrollment periods. Extensions of the time frame will not be granted to students who have less than an overall 2.0 grade point average or less than 67% completion rate or who received academic forgiveness under the University Academic Forgiveness Policy.

An appeal form must contain a copy of the University academic transcript (unofficial copy is acceptable), appropriate documentation regarding the extenuating circumstance, and a signed University academic advisor/official form. Incomplete appeal forms will not be reviewed.

The appeal will be reviewed as noted below:

Financial Aid Appeals Committee

## Additional Special Requirements

### Report of Graduation Rates

Information about the graduation rates of a variety of student groups, and other information in compliance with the Student-Right-to-Know-Act, is available in the Student Solutions Center and on the UC website's [Student Right-to-Know page](#).

### Withdrawal from the University and Financial Aid – Title IV Refund Policy

When a student withdraws from school before completing an enrollment period, the University must determine whether any of the student's financial aid must be repaid. Students earn Title IV federal student financial aid based on the length of time enrolled. If more than 60% of the enrollment period is completed, all Title IV funds are considered "earned," and no funds are to be repaid.

If charges over and above the amount of retainable Title IV financial aid are not covered by other funds, the University will bill the student to make up for the difference. Students owing a repayment to any federally sponsored student aid program cannot receive any federally supported student financial assistance for future enrollment periods until repayment arrangements have been made with either the University of Charleston or the U.S. Department of Education.

### Residence of the Student

A student who receives financial aid as an on-campus, resident student and who subsequently decides to move off campus will receive a reduction up to twenty-five (25%) in his/her University financial aid. This reduction applies to **all** forms of University scholarship and grant assistance including academic, involvement/ leadership, athletic, and need-based awards. Students who are planning to move off campus should contact the Financial Aid Office to determine the exact amount of aid that will be reduced.

## Student Lending Code of Conduct

The University of Charleston is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and an effort to rule out any perceived or actual conflict of interest between University officers, employees, or agents and education loan lenders, the University has adopted the following:

- The University does not participate in any revenue-sharing arrangements with any lender.
- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor or servicer.
- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of
- educational loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of



value from a lender, guarantor, or group of lenders and/or guarantors. The University does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders, guarantors, or groups of lenders or guarantors.

- The University does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- The University recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The University will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The University will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- The University will not request or accept any assistance with call center or financial aid office staffing.

### **Identity Theft Prevention Policy**

The risk to the University of Charleston's faculty, staff, students, and other applicable constituents from data loss and identity theft is of significant concern to the University. The University of Charleston adopts this Identity Theft Prevention Policy and enacts this program to detect, prevent, and mitigate identity theft, and to help protect its faculty, staff, students, and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft.

Under this policy, the program will:

- Identify patterns, practices, or specific activities ("Red Flags") that could indicate the existence of identity theft with regards to new or existing covered accounts;
- Detect red flags that are incorporated in the program;
- Respond appropriately to any red flags that are detected under this program to prevent and mitigate identity theft;
- Ensure periodic updating of the program, including reviewing the accounts that are covered and the identified red flags that are part of this program; and
- Promote compliance with state and federal laws and regulations regarding identity theft protection.

The program shall, as appropriate, incorporate existing anti-fraud programs and information security programs that control reasonably foreseeable risks.

## **Library**

Email: [librarian@ucwv.edu](mailto:librarian@ucwv.edu)

A skilled, professional reference staff is available to students during regular library hours. Students can also submit reference questions via e-mail.

You will need a password to access our resources from an off-campus location.

Need a password? Request one via [librarian@ucwv.edu](mailto:librarian@ucwv.edu).

The subject guides provide a number of resources related to each major offered at UC.

Subject Guides: <http://library.ucwv.edu/>

The Schoenbaum Library fosters the development of the research, critical thinking, and information literacy skills necessary for students to excel as productive, enlightened, and involved citizens.

The ability to efficiently locate and critically evaluate information is an indispensable skill for the 21st century student. University of Charleston Library faculty work closely with classroom faculty to ensure that students acquire the information and technology skills they will need to live, work and participate in an information society. Students must demonstrate achievement of these skills to meet the Critical Thinking Liberal Learning Outcomes necessary for graduation.

The Schoenbaum Library is a state-of-the-art facility equipped with wireless networking, a technology-rich classroom and four group-study rooms equipped with whiteboards, network ports and video players. Student learning is supported by an array of resources. The combined library has a strong collection of print and electronic resources. The collections include approximately 85,000 books, nearly 200,000 e-books, and over 3,500 audiovisual items. Over 50,000 journal titles are available either in print or electronically and are accessible from any web-enabled computer, on or off our campuses. All resources are available to students in Charleston or to online students either electronically or through document delivery services.

The library also boasts several archival and rare book collections, as well as an outstanding collection of art and sculpture by regional, national and international artists.

## **Morris Fitness Center (Charleston Campus)**

The University offers students a state-of-the-art workout facility that includes cardiovascular, free-weight, and machine weight equipment. In addition, two fitness studios are available for aerobic and fitness classes. The hours of operation are as follows:

Monday – Thursday	6 a.m. – 10 p.m.
Friday	6 a.m. – 6 p.m.
Saturday and Sunday	12 p.m. – 5 p.m.

\*Unless otherwise noted, the Fitness Center is not available when the University is closed

## **Student Solutions**

The Student Solutions Center is located in Riggelman Hall, Room 206. Operating hours are 8:30 a.m. to 5 p.m., Monday through Friday. Payments for tuition, room and board, telephone bills, debit card and other fees are accepted here. Routine requests for money lost in vending machines will be processed by Food Services, GSU 206.

**Check Cashing:** Full-time University of Charleston students may cash personal checks or checks received from parents up to an amount of \$40 by presenting a currently validated ID card. No check for less than \$5 will be cashed and no two-party checks will be cashed.

Checks may be cashed Monday-Friday from 8:30 a.m. to 5 p.m. There is a \$12 service charge if a check is returned to the University for any reason and the privilege of cashing checks will be suspended after a second return.

**Returned Checks:** Checks returned because of insufficient funds or for any other reason are considered a serious matter by the University. The student whose account was credited will be notified that the check has been returned. Returned checks must be redeemed at the Student Solutions Center with cash, cashier's check, or money order by the due date on the notice sent to the student. Personal checks are not acceptable for the redemption of a returned check.

**Payment of Fees:** All fees and expenses are to be paid prior to the beginning of each semester. No student having unpaid fees or fines due for a previous session will be permitted to register until they are paid in full. Tuition and fees and their payment due dates are listed in the current academic Catalog for each academic year.

**Delinquent Accounts:** All unpaid bills are subject to the following regulations which require:

- (1) that no credit for University work may be given to any student for a diploma or a teacher's certificate or for transfer purposes, until all debts to the University, other than student loans, have been paid;
- (2) that students will not be eligible for readmission unless accounts are paid in full for the current session; and
- (3) that upon recommendation of the Vice President for Administration and Finance and with the approval of the Provost, students who are deficient in their accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligations to the University.

## Technology Support Services

Scott Terry, Chief Information Officer

### Help Desk

The University of Charleston Help Desk serves as the single point of contact between students, faculty and staff and the Information Technology Department. The Help Desk staff will assist you with your questions, requests and suggestions or route them to the appropriate area for resolution and provide status of your report. You must be a member of the University of Charleston community in order to take advantage of Help Desk services. Note that the Help Desk support for personally-owned devices (including mobile) is limited to email client setup and network connection.

### Audiovisual Services

Audiovisual Services supports the learning process by assisting students, faculty and the public with the equipment and expertise necessary for making presentations or developing multi-media projects. The department also provides services to external groups holding meetings on University of Charleston campuses. AV will need a 48-hour notice to be able to provide the services needed for requests.

For assistance by:

**Telephone:** call 1-304-357-HELP (4357) or 1-855-248-3416

**Email:** contact [help@ucwv.edu](mailto:help@ucwv.edu)

**In person:** visit the Help Desk located in Clay Tower Building 2<sup>nd</sup> Floor, in the Schoenbaum Library

### Hours

The Help Desk is open five days per week when classes are in session. It is closed during University holidays and for other official University closures such as emergencies and severe weather.

**Help Desk Hours – Classes in Session:**

Monday-Friday 7:00AM-8:00 PM

**Help Desk Hours – Classes Not in Session:**

Monday - Friday, 7:00 AM to 6:00 PM

For computer issues outside the Help Desk hours, please use the online ticket system or send an email to [help@ucwv.edu](mailto:help@ucwv.edu). You will receive a response to your question as soon as possible when the Help Desk reopens.

**Contact the Help Desk if you:**

- Are having trouble with any of your accounts
- Need access to files or printers
- Cannot connect to the network or something on your computer isn't working properly
- Would like to know about options for sharing files, email, or calendars
- Need to purchase software or equipment
- Need service or advice about your personal computer or safe computing practices
- Think you have a virus or other computer problem
- Want to report a problem or place a request concerning a campus telephone
- Having a computer problem in a campus lab or classroom
- Have questions about software licensing or availability
- Have a computing need and don't know who to ask or where to begin

### Need Additional Information

- Classroom technology support
- Campus telephones and voicemail support
- eLearn [Moodlerooms] support
- Report problems with streaming video service

### Password Resets

Password Resets are available during all hours of Help Desk operation for College passwords. Any community member can also reset his or her own password at <http://my.ucwv.edu>, by clicking the *Change Password* link.

# OFFICE OF ADVANCEMENT AND ALUMNI RELATIONS

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The Office of Advancement and Alumni Relations focuses on building and maintaining relationships with alumni and the community through events and other outreach efforts. The Office is responsible for raising money for capital projects like the Russell and Martha Wehrle Innovation Center and for the Annual Fund, which helps to pay for University necessities such as faculty support and the funding of student scholarships. The Office is also the avenue through which University alumni can build and maintain relationships with the University after graduation.

The Office regularly hosts events for UC Alumni Association members and provides general assistance and information to University of Charleston alumni. All University of Charleston graduates are automatically members of the UC Alumni Association, with no dues requirement, and receive benefits specific to UC Alumni Association members.

The Office of Advancement is in Room 133 on the first floor and far west side of Riggleman Hall. For more information on the Office of Advancement, 304-357-4849. You can also reach out to the Office of Advancement at [development@ucwv.edu](mailto:development@ucwv.edu) or [alumni@ucwv.edu](mailto:alumni@ucwv.edu).

# OFFICE OF RESIDENCE LIFE

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## **Mission Statement**

The mission of the Residence Life is to create a safe residential environment, promote the development of meaningful relationships and cultivate community responsibility.

## **Purpose**

The residence halls are designed to be places in which students can learn and grow. The diversity of people, values, and lifestyles creates a dynamic environment in which residents are exposed to a range of new experiences that ultimately further their educational development. The type of community that develops will depend largely on how residents and other members of the community interact. The Residence Life staff is responsible for working with residents to promote a sense of community and to foster the development of meaningful relationships. A live-in Resident Director (RD) oversees the daily operations and wellbeing of each hall. RDs and their staff of student Resident Assistants (RA) coordinate intentional programs and activities, serve as resource persons, and enforce Student Code of Conduct when necessary.



# **Residence Life Calendar**

## **Fall 2019**

August 23	Residence Halls Open for Fall
August 24	New student orientation
August 26	First Day of Classes
November 9	Thanksgiving Break Surveys Due
November 16	Winter Break Surveys Due
December 17	Residence Halls Close at noon

## **Spring 2020**

January 10	Residence Halls Open for Spring
January 11	New student orientation
January 13	First Day of Classes
January 17	RA Applications Open
March 1	All Housing Applications Open for Students registered for Fall 2020
March 1	Roommate Selection Starts
April 1	Room Selection Open for those able to fill desired rooms
April 20	Deadline to request to stay past spring closing
May 2	Residence Halls Close at 8 PM
May 10	East Leases End at Midnight

## **Summer 2020**

March 1	Summer Housing Applications Open
May 11	Summer Housing Opens
July 25	Summer Housing Closes

## **RESIDENCE HALLS**

Our residential community consists of four residence halls, all of which are different in terms of culture and facilities.

### **Brotherton Hall**

Brotherton Hall, completed in September 2000, is designed to house new students. Each room in Brotherton Hall is fully furnished with two beds, two desks, two chests of drawers, and a closet. Each room is occupied by two students, who share a bathroom with two students living in an adjoining room. Each floor of Brotherton contains much space for social and academic engagement with a recreational lounge, study lounge, and laundry facilities. The first floor also has a conference room and a kitchenette area.

### **Ratrie Hall**

Ratrie Hall, completed in October 2003, is designed to house upperclassmen. Here, two students share a furnished double room and a bathroom. As in Brotherton, each floor contains a recreational lounge. A limited number of student apartments are also available, which house four upperclassmen of the same gender and contain two furnished bedrooms, one bath, an unfurnished living room, and a small kitchenette with a microwave, stove, and refrigerator. In addition, Ratrie Hall is the only hall in which the possession and consumption of alcohol is permitted by students age 21 years or older.

### **Middle Hall**

Middle Hall was constructed in two phases with the first completed for students in the fall of 2005 and the second phase completed in August of 2006. It is similar to Ratrie Hall architecturally. As in Ratrie Hall, two students share a furnished double room with a bath. A limited number of suites (similar to an apartment, without the oven) and apartments are available here, as well.

### **East Apartments**

East Apartments is the newest residence hall on campus. East Apartments was completed in the spring of 2011 to house our graduate and doctorate students close to their classes at an affordable rate. East Apartments is home to three types of apartment units.

# HOUSING CONTRACT

## University of Charleston Housing Policy

- A. All Students who choose to reside on campus must sign a Housing Contract and complete an online application in the Housing Portal.
- B. By signing his/her name at the end of this contract, a resident agrees to accept all terms and conditions pertaining to the occupancy of a room in a residence hall at the University of Charleston. In addition, by signing his/her name at the end of this contract, the resident agrees to abide by all University policies found in the *University of Charleston Student Handbook*. Violations of these policies, procedures, and regulations may result in cancellation or suspension of this contract and forfeiture of the housing deposit and the entire cost of the contract year. All students who choose to reside on campus are responsible for knowing and observing all policies set forth in the *University of Charleston Student Handbook*.
- C. **All students are required to have health insurance while residing on campus.** By signing his/her name at the end of this application, a resident certifies that he/she has health care coverage, hospital and major medical. He/she also certifies that his/her health insurance with the aforementioned company is currently in force and will remain in force during the entire enrollment as a residential student at the University of Charleston.
- D. **All residents are required to provide proof of medical insurance and immunizations as outlined in the University's enrollment packet prior to moving into the residence halls.**

Copies of proof of medical insurance and immunizations can be mailed or faxed to the following address or fax number:

Residence Life: Housing Assignments  
University of Charleston  
2300 MacCorkle Ave SE  
Charleston, WV 25304

Fax: 304.357.4915

- E. **By signing his/her name and date at the end of this application, a resident certifies that he/she has or will have before moving onto campus the following immunizations: MMR, Hepatitis B, and Meningitis.** The University strongly recommends that female students, in addition to the aforementioned requirements, get an HPV vaccination.
- F. **By signing his/her name and date at the end of this application, a resident certifies that in the event that he/she need emergency care, University officials will make every attempt to reach his/her emergency contact for authorization. In the event this person cannot be reached, the Director of Residence Life & Judicial Affairs and/or his/her designee may act as his/her representative if deemed necessary until his/her emergency contact is notified. This consent may be revoked in writing at any point during the semester, except to the extent in which actions have already occurred.**

- G. It is the policy of the University that all freshman and sophomores under 21 years of age (as of the first day of classes of the contract year) must reside on campus, unless he/she has completed a on campus exemption form and been approved by the Director of Residence Life & Judicial Affairs or his/her designee.
- H. University of Charleston undergraduate housing and residence life programs are designed for traditional-aged college students, who are at least 18 and no more than 25 on December 31 of a given academic year. Housing for students 26 and over may be available in graduate student housing on a space-available basis with prior permission from the Director of Residence Life & Judicial Affairs or his/her designee.
- I. Students must be admitted to the University and enrolled full time to reside on campus for the duration of each term, unless the Director of Residence Life authorizes an exception. An exception can only be requested for students in their final semester of study preceding graduation. The student must be registered for at least 6 credit hours, have applied for graduation at the end of the term, and be enrolled in at least one course during the duration of the 16 week term.

To apply for an exception, the student will need to write a letter asking for permission to stay on campus without being enrolled fulltime and provide an explanation as to why they are asking for this exception as well as a copy of their application for graduation.

- J. **The resident (and parent, if the resident is under 18 years of age) agrees to pay for room and board charges for the entire academic year in accordance with the University’s established billing dates.**
- K. **This contract is for the full academic year.** This contract is binding on both the University and the resident for the entire academic year and cannot be terminated except under conditions cited in this contract.
- L. **A \$100 housing deposit is required to reserve a room when submitting this contract.** This fee cannot be waived or deferred for any reason. After serving the purpose of reserving a room, the \$100 will be held as a housing deposit. Unless otherwise stated in this contract, the housing deposit may be refunded upon the resident’s final departure from the University, if the resident properly checks out using the guidelines published in the *University of Charleston Student Handbook* and has met all financial obligations to the University.
- M. **All residents residing in Brotherton Hall, Middle Hall, and Ratrie Hall are required to purchase a meal plan.**

### Contract Provisions

1. Continued residence is not guaranteed for future semesters.
2. A resident may occupy their assigned room from the date designated as the official opening of the hall through the day of his/her final examination, **but not during winter recess, unless authorized by the Director of Residence Life & Judicial Affairs or his/her designee.**
3. To the extent reasonably possible, residents will be assigned rooms in accordance with the information stated on the application. No guarantee is made, however, that a resident’s assignment preference or specific request will be honored. The University will try to meet preferences of room assignments; however, no guarantee of a specific assignment is offered, implied, or made hereby. By signing this contract, the resident agrees to accept and pay for the room assigned by the University.
4. The University reserves the right to cancel a resident’s Housing Contract if the resident is deemed by the Director of Residence Life & Judicial Affairs or his/her designee, to be a threat to the safety, welfare, or security of the residence halls and/or its residents.
5. The University also reserves the right to temporarily suspend a resident’s Housing Contract if the Director of Residence Life & Judicial Affairs or his/her designee, has reasonable cause to believe the resident poses a

threat to the safety of him/herself, other persons, or University property in accordance with the University of Charleston Student Handbook.

6. Residents will be held responsible for the condition of their room and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. A resident must sign an electronic Room Condition Report Form upon moving into an assigned room, verifying the condition of the room at the commencement of their occupancy. Upon moving out of a room, a resident must meet with a Residence Life staff member to complete and sign their electronic Room Condition Report Form and to return all assigned keys. Damage billing to individual residents will be based upon the Room Condition Report Form. **Failure to properly check out of a room will result in a forfeiture of the resident's housing deposit, a charge of \$100 fine for improper checkout, as well as the right to contest any assessed damages.**
7. Individuals who intentionally or accidentally cause damage, theft, loss, or special services to be performed in common areas of a residential facility will be assessed the cost of repair, replacement, and/or restoration of damaged property. Such assessment does not preclude imposition of additional disciplinary sanctions. **Where individual responsibility cannot be determined, costs will be assessed to residents who share the common space, floor, or building.**
8. The University reserves the right to enter any room for maintenance repair, to investigate an alleged violation of policies and procedures found in the University of Charleston Student Handbook, during Hall closings, during emergency situations, during fire drills, and for other reasons supported by *just cause*, so long as the entry and search are not done in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection.
9. **During the entire period of the contract—including recesses—the University is not responsible for the loss or damage of personal property of any resident or other individuals due to fire, theft, or other causes. It is suggested that students obtain insurance against loss by fire, theft, or other causes before taking residence in any residence hall.**
10. The University is not responsible for personal property left in the residence halls after the expiration or cancellation of the contract and will not be responsible for property left in common spaces of the building during the contract period. Such property will be considered abandoned and will be discarded by the University. The resident will be responsible for any costs incurred by the college for the removal of abandoned property.
11. **The residents assigned to rooms where not all beds have been assigned, must keep an available space ready for a roommate to move-in.** Assigned furniture needs to be available, and the room needs to be reasonably clean. Any special services required to prepare the room for a new roommate will be charged to the resident currently residing in the room.
12. During the beginning of the semester, as well as throughout the academic year, the University reserves the right to consolidate vacancies or make other changes in room assignments by requiring residents to move and to change assignments if deemed necessary. Any student who refuses reassignment may be referred for disciplinary action.
13. If a resident(s) refuses to accept a roommate or, in the judgment of the University, attempts to force a roommate out of a shared room, the University may require such resident(s) to be responsible for the total cost of the shared room. Residence Life works with roommates in conflict through informal and formal mediation processes to assist residents in embracing differences and learning life skills.

14. **Requests for a roommate change will only be granted after the end of the third week of scheduled classes during the fall and spring terms, if the residents in conflict have exhausted all appropriate mediatory options.**
15. If a student is evicted from the residence halls, withdraws, or is dismissed from the University, he/she must vacate their residence hall 24 hours after the decision, unless the Director of Residence Life & Judicial Affairs or his/her designee grants an extension.

**The following terms and conditions shall apply to all requests for Housing Contract terminations:**

***Full Academic Year.***

Residents who enter into a Housing Contract for entire academic year may terminate their housing contract as follows:

1. If a resident completes a Housing Cancellation Form after June 30, the Housing Contract shall terminate and the resident shall forfeit the full amount of the housing deposit.
2. **If the resident completes a Housing Cancellation Form after he/she has moved into their residence hall assignment, then the resident shall pay a prorated charge for the amount of time he/she resided on campus for both their housing and meal plan.**

***Spring Semester Only.***

Residents who enter into a Housing Contract for the spring term only may terminate the housing contract as follows:

3. If the resident completes a Housing Cancellation Form after December 1, the Housing Contract shall terminate and the resident shall forfeit the full amount of the housing deposit.
4. **If the resident completes a Housing Cancellation Form after he/she has moved into their residence hall assignment, then the resident shall pay a prorated charge for the amount of time he/she resided on campus for both their housing and meal plan.**

***Graduation, Student Teaching, Academic Dismissal, Withdrawal, Eviction, and Expulsion.***

5. Housing contracts for residents who graduate from the University in the spring shall be automatically terminated upon graduation.
6. Housing contracts for residents who graduate from the University in the fall shall be terminated at the end of the fall semester, once the resident has completed a Housing Cancellation Form.
7. Housing contracts for residents who begin student teaching in the spring semester can be terminated at the end of the fall semester, if the resident completes a Housing Cancellation Form.
8. Housing contracts for residents who are dismissed from the University for Academic Reasons at the end of the fall semester shall be terminated at the end of the fall semester, once the resident has completed a Housing Cancellation Form.
9. Residents who withdraw from the University in the fall semester refer to contract provisions 15 and the Full Academic Year Cancellations for applicable provisions.
10. Residents who withdraw from the University in the spring semester refer to contract provisions 15 as well as Spring Semester Only Cancellations for applicable provisions.

11. Residents who are evicted from housing and residents who are expelled from the University shall be responsible for paying the full amount of the room he/she was assigned to and resided in on campus. The cost of the meal plan will be prorated. Students can seek an exemption by contacting the Dean of Students before they move out.

### General Housing Policies

Rules and regulations are authorized by the Director of Residence Life & Judicial Affairs- and are subject to change. As set forth in this Housing Contract and the *University of Charleston Student Handbook*, students are required to comply with all regulations and policies including, but not limited to, the following:

- A. **Alcohol Policy:** Student usage of alcoholic beverages must be consistent with West Virginia State Laws and with policies established by the University. No alcoholic beverages or paraphernalia will be permitted in Brotherton Hall, Cox Hall, or Middle Hall. The University permits individual consumption of alcoholic beverages in Rattie Hall for students 21 years or older, whose roommates are 21 years or older, as long as the consumption takes place within the room, not in public areas. Alcohol may not be consumed by individuals in public areas of the residence halls, in academic buildings, or on the campus grounds. Students who take responsibility for organizing social events must follow proper registration procedures which comply both with the alcohol policies of their hall, the University, and West Virginia State Laws.
- B. **Appliance Policy:** The University discourages the use of electrical appliances in student rooms. The following are prohibited in the residence halls: halogen lamps, hot plates, electric coils, sun lamps, air conditioners, electric blankets, heaters, toaster ovens, electric percolators, hot pots, **and any electrical appliance which has an open heating element.** Appliances such as curling irons and clothing irons should be used with care and may not be left unattended while in use.
- C. **Fire Safety:** Failure to evacuate a building during a fire alarm and the theft or improper use of firefighting equipment, detection, and alarm equipment is prohibited. **The use of candles and incense is also prohibited.**
- D. **Disruptive Behavior:** Disruptive behavior, including physical abuse, assault, harassment, threats, and excessive noise is prohibited. Further, acts that compromise the peace, safety and health of the residential community or compromise the educational efforts of the university are prohibited.
- E. **Drugs:** It is the position of the University of Charleston that illegal possession or the use of drugs adversely affects the university educational efforts. The possession and use of illegal drugs or K2 (including but not limited to the smell or use of marijuana and all other hallucinogens) on campus is a violation of University policy. Drugs or drug-related paraphernalia will be confiscated and used as evidence for judicial proceedings.
- F. **Guest/Visitor Registration:** For the Guest Visitation Policy please refer to the *University of Charleston Student Handbook*.
- G. **Keys:** The unauthorized use or reproduction of a key for any residence hall room or facility is prohibited. Lost keys must be reported to the Residence Director immediately and will result in a lock change. The resident responsible for the lost room key will be billed \$150 per door for the lock change.
- H. **Pets:** Out of consideration for others (and for pets), the only pets that will be allowed in the residence halls are fish kept in an aquarium no larger than two gallons.
- I. **Quiet Hours:** Campus-wide quiet hours are established and observed in all residence halls from 10 p.m.-10 a.m. Sunday through Thursday. Friday and Saturday quiet hours are from midnight-10 a.m. Campus-wide quiet

hours are observed 24 hours per day during the week of final examinations. Residents are expected to abide by the quiet hour policy.

- J. **Security:** Residents are responsible for the general security of their residence hall. Acts that compromise building security are prohibited. Specifically, residents are prohibited from propping open any exterior doors that are typically closed for security purposes. Residents are expected to lock their room doors and to report thefts and vandalism immediately to their Residence Director. Residents of a room are responsible for the security and use of the room in accordance with University policies, rules and regulations.
- K. **Solicitation:** Solicitation and/or sales by residents or outside agents are not permitted in residence or dining halls without the prior approval of the Office of Student Life.
- L. **Windows:** Residents are prohibited from: (1) removing or damaging window screens in student rooms or public areas in residence halls; (2) placing any objects outside the window, including aerials and similar equipment; (3) placing themselves on building ledges or roofs; (4) throwing objects or shouting from windows.

**By submitting a housing application after reading this contract it constitutes an agreement to comply with the terms and conditions of the Housing Contract and all policies and procedures of the University of Charleston.**



## **IDENTIFICATIONS CARDS (ID) AND BUILDING ACCESS INFORMATION**

- Residence hall main entrances utilize card access for entry.
- All guests should be accompanied by their resident host at all times.
- A resident should keep his/her ID in good shape. Scratches, bends, etc. will affect access.
- IDs can be generated in the Student Solutions Center.
- If a resident loses their ID when the Student Solutions Center is closed, they may obtain a temporary ID from Residence Life. The temporary ID only allows access to the residence halls and will remain active for two (2) business days. The resident must have a new, permanent ID made within that time frame and return the temporary ID to Residence Life or a fee of \$55.00 will be assessed to the student.

## **TRESPASSING**

Only authorized persons are allowed in the residence halls. Unauthorized persons will be asked to leave immediately. Failure to comply will result in trespassing charges. Guests must be accompanied by a resident at all times. Guests must be accompanied by a resident at all times.

## **KEY DUPLICATION AND POSSESSION OF MASTER KEY**

The University of Charleston prohibits key duplication. Residents who lose a room key should go to their RD. A temporary emergency key may be obtained; however, to replace the key a core change may be needed at a \$50 charge. Any student found with an unauthorized master or building key will be subject to strict disciplinary action as well as a fine of \$1000 for unauthorized master key possession. If any student uses a master key to enter a student's room, college office, or other facilities, they will be subject to the penalties of the Charleston City Code and West Virginia State Statutes.

## **LOCK-OUTS**

When locked out of his/her room, residents should contact their RA, the RD/RA on duty for assistance or the Office of Student Life. In an effort to encourage students to carry their keys, there will be a \$5 fine each time after the first time that a student requires staff to key into his/her room. Lock out fees will be added to the student's university account at the end of each semester.

## **CHECK-IN AND CHECK-OUT PROCEDURES**

### **Check-in**

Students will check into their respective halls on a pre-assigned move-in day. Prior to that move-in day, Facilities Services will inspect and clean each room. On move-in days, RAs will staff check-in stations located in the lobby of their residence hall. At these stations, students will be given their room assignment and any forms or other documentation that needs to be completed. With an RA, the student will complete a Room Condition Report (RCR) form. Any damages or missing items will be noted on the RCR at that time to prevent charges when residents check out. Once the RCR form has been completed and signed, the RA will provide room keys and the bathroom code (Brotherton Hall only).

### **Check-out**

Residents must consult a RA to check-out of their room at the end of each academic year, for winter graduation, room changes, and withdrawal. Except at the end of the academic year, when the Housing Contract automatically terminates, before checking-out of their room, a resident must visit their respective RD to complete a "Housing Contract Cancellation Form." Once the "Housing Contract Cancellation Form" has been completed, a resident will need to contact a Resident Assistant in their building for assistance. The RA will complete the "check-out condition" portion of the RCR and note all damages and/or missing furniture. The inventory completed by the RA at check-in is used to determine damages. All expenses incurred as a result of damages are the responsibility of the resident. After, the RA and resident sign the RCR form, the RA will collect the resident's keys. Failure to meet with a staff member and follow the proper check-out procedures will result in a charge of \$100 and forfeiture of the right to contest any room damage charges. Failure to turn in a room key will result in a \$50 charge to change the lock and make new keys. Failure to turn in a mailbox key will result in a \$5 charge. Late check-out is considered an improper check-out and will result in a fine of \$100, unless special arrangements have been made with the Director of Residence Life by Tuesday of finals week at 5 p.m. In addition, residents are responsible for cleaning their room before checking out. Leaving a room excessively unclean will result in a \$100 fine cleaning fee. Residents should do the following before checking out to ensure that the room is not excessively unclean:

- Remove all trash from the room
- Remove all food from the room
- Remove all personal items from the room(all personal furniture must be removed from campus or a removal fee will be charged)
- Sweep and mop Floors
- Clean bathroom
- Dust university furniture

For residents living in apartments and suites:

- Remove all food from refrigerator and cabinets
- Clean the inside of the refrigerator
- Clean stove top and oven

## **PERSONALIZING YOUR RESIDENCE HALL ROOM**

The condition of walls and floors in the room is the student's responsibility. When hanging pictures, posters, etc. on the wall, it should be noted that thumbtacks, nails, and screws will cause holes which the student will be responsible for repairing. Students should be aware of the possible charges for such repairs. Fees are determined by the amount and seriousness of the damage.

Residence hall room furnishings may not be removed from the room. In no case may furniture be removed from the room without the explicit permission of the Director of Residence Life. Room furniture which is removed without the permission of the Director of Residence Life will be considered room damage and will be charged to the student's account.

Students wishing to place couches, chairs or other upholstered furniture in rooms/living rooms of areas must provide unhampered access to exits. All student furnishings must be removed from the student's room and campus by the student when checking out of the residence hall. Any student furnishings left in a student's room or on campus will be considered an improper check out and the student will be charged a \$100.00 removal fee.

Rooms are checked upon arrival, upon departure and during the academic year for health and safety purposes. During this time Residence Life staff will be checking for room damages and cleanliness of each room.

## ROOM CHANGE POLICY

Requests for a roommate change will only be granted after the end of the fifth week of scheduled classes during the fall and spring terms, if the residents in conflict have exhausted all appropriate mediatory options. The University believes that learning to confront and resolve conflict in a healthy way is an integral part of its resident's education. To that end, residents in conflict are provided several opportunities to learn effective conflict management skills before a room change is granted.

### Causes for Roommate Conflict

Living with another person in a residence hall room takes compromise by all roommates involved. Most conflicts between roommates occur due to poor communication prior to the conflict. Many residents make the mistake of assuming that their roommate should think, feel, or act the way they do, and the moment that their roommate does or says something differently, a conflict begins to build. From that point on differences build up until the resident either gets angry and verbally lashes out or avoids their roommate completely. Unfortunately, this scenario is very common and very unhealthy. A better idea is for roommates to build an open communication process right from the beginning of the year, and this is where the RA is integral.

### Procedure for Room Change

Residents should make every effort to work through any roommate conflicts with all parties involved. If a conflict arises, the residents involved should visit their RA for assistance. The RA will attempt to mediate the conflict with the residents involved. The RA may request for the residents in conflict to create a mutual contract to help clarify expectations and to foster open communication. If future conflict arises after the initial mediatory session, then the residents involved should visit their RD. The RD will explore new strategies for resolving the conflict. After this mediatory effort, if the residents involved are still interested in changing rooms, a room change will be granted. Support for roommate conflicts is also available through the Counseling office, located in GSU 309.

Room changes will not be granted if based upon race, ethnicity, or religion. Room changes will not be granted if the residents in conflict fail to follow the process outlined above. Failure to complete all room change procedures by the determined date may result in permission being rescinded. A fine of \$100 will be assessed for any resident who fails to comply with this guideline.

### Breaks

Residents are permitted to remain in the residence halls during the fall, Thanksgiving, and Spring breaks; however, residents are not permitted to remain on campus during Winter Break or Summer Break. **Students planning to remain in the residence halls during Fall Break, Thanksgiving, and Spring Break must notify their RA one week prior to the first day of break.** Students choosing to remain on campus for the duration of a break are reminded that they are expected to follow the Student Code of Conduct and visitation is suspended during this period.

*How to prepare rooms for breaks:*

Students leaving campus for break must perform the following prior to departure:

- Unplug all electrical appliances and products.
- Lock all windows and lower window blinds.
- Properly dispose of any perishable food items.
- Remove ALL items around heating units, so filters may be changed.
- Turn off lights.
- Lock all doors.
- Prepare bathroom for inspection.

Bathroom and room inspections will be performed during each break. Items that are not permitted will be confiscated and the student may be subject to the imposition of sanctions. Electrical items will be unplugged during the checks. The University is not responsible for items that may be damaged or lost due to improper departure preparation. Entering a residence hall during winter and Summer Breaks without expressed permission from the Department of Residence Life is prohibited and will be considered trespassing. This precaution is for the safety and protection of those students authorized to remain on campus and other students' possessions left in residence hall rooms.

#### Quiet Hours

The following are established quiet hours in the residence halls:

Sunday - Thursday, 10 p.m. - 10 a.m.

Friday - Saturday, midnight - 10 a.m.

Enforcement of these quiet hours is an expectation of community members and hall staff as well as other community members. Students who are caught in violation of quiet hours may be subject to judicial action.

#### Visitation Policy

The visitation policy for the University of Charleston residence halls is designed to espouse the following ideas: First, the University understands that the residential community is an educational one and therefore seeks to preserve the academic integrity of the residential experience. Second, the University has a strong commitment to maintaining a safe and secure environment for its residents. Third, the University recognizes the value of guests in a vibrant educational community and therefore seeks to create opportunities for residents to have guests. Fourth, the University recognizes that residents have different desires regarding visitation arrangements and therefore seeks to protect the privacy and comfort of all its residents.

The guidelines listed below are applicable to all persons, including University of Charleston students and residents, except where otherwise expressed:

## Visitation Guidelines

### *Definitions*

Non-residential guest – any guest in the Residence Halls who is not a resident of the University of Charleston.

Residential guest – a guest in a Residence Hall who is currently a resident of the University of Charleston.

### *Non-overnight Guests*

- Residential students may have guests from 12:00 p.m. to 2:00 a.m. seven days a week, if mutual consent from all roommates is acquired. If mutual consent is not acquired, the appropriate resident may be subject to judicial action.
- If a resident chooses to have a non-residential guest past 10:00 p.m., the non-residential guest must check-in with the Desk Assistant, who is stationed at the front desk, and the non-residential guest must leave a picture I.D and complete a Guest Registration Form. The non-residential guest will be required to possess their Guest Registration Form at all times, and a staff member may ask the non-residential guest to display it. If a non-residential guest does not check-in accordingly, the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. **Residential guests are not required to check-in or to complete a Guest Registration Form, but they must be accompanied by their resident host at all times.**
- All non-residential guests must check-out with the Desk Assistant and collect their I.D. before 2:00 a.m. If a non-residential guest does not check-out and collect their I.D., the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. Residential guests are not required to check-out with the Desk Assistant, but must return to their assigned residence hall by 2 a.m. also.

### *Overnight Guests*

- Residents may have overnight non-residential and residential guests, only on Friday and Saturday nights, if mutual consent from all roommates is acquired. If mutual consent is not acquired, the appropriate resident may be subject to judicial action.
- If a resident chooses to have a non-residential overnight guest, at 10:00 p.m. the non-residential guest must check-in with the Desk Assistant, who is stationed at the front desk and the non-residential guest must complete a Guest Registration Form. The non-residential guest will be required to possess their Guest Registration Form at all times, and a staff member may ask the non-residential guest to display it. If a non-residential guest does not check-in accordingly, the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. Residential guests are not required to check-in or complete a Guest Registration Form, but they must be accompanied by their resident host at all times.
- If a resident chooses to have the same non-residential overnight guest for two nights, the non-residential guest must check in at 10:00 p.m. each night.

### *Guest Behavior*

- Guests must be escorted by their resident host at all times. Residents are responsible for ensuring that their guests do not impose any inconvenience on other residents and that their guests do not violate University policy.
- If a guest fails to comply with any University policy, they may be asked to leave the residence hall immediately. A guest may be prohibited from future visits if he or she creates a disturbance or repeatedly violates University policy.

### *Cohabitation*

- Cohabitation is a violation of Student Code of Conduct, and all violations will be adjudicated.
- Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there.
- Examples of cohabitation include excessive visitation, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in a room to which one is not assigned, or when a guest's continual presence hinders a roommate's ability to study, sleep, and or occupy their room.

### **WINDOW DISPLAY**

Students are not permitted to display any hanging posters or items in the residence halls windows. Screens must remain in place at all times.

### **MAIL**

All residents will be assigned a residence hall mailbox upon checking in each year. Mail is distributed Monday through Friday only. Residents are asked to give forwarding and summer addresses before departure from the University to the Mailroom in Riggelman Hall. Residents who lose a mailbox key should go to their RD. A resident must pay \$5 to have the mailbox key replaced.

# **HEALTH AND SAFETY INSPECTION**

## **Room Inspection**

At the University of Charleston, each resident will be held responsible for the cleanliness of their residence hall room/suite/apartment. It is the responsibility of all residents of each room/suite/apartment to make sure their room has been dusted, floors have been swept and mopped or vacuumed, their sink, stove, and microwave has been cleaned. The RD and RA will also be checking each smoke detector to make it is working properly during this time.

A monthly health and safety inspection will take place during the last full week of each month. The Resident Director and RA for each floor will be entering each room to check for cleanliness of the room and to make sure each smoke detector is working properly. The Resident Director or their designee will post signs at least 48 hours in advance on each floor to make residents aware of the date and time of their inspection.

The Resident Director and RA will use the following scale to judge the condition of the room:

- Excellent: Furniture and counter tops have been dusted  
Floor(s) have been swept and mopped or vacuumed  
Stove has been cleaned  
Microwave has been cleaned  
Sink is clean and does not have dirty dishes in it  
Garbage has been removed from room
- Good: Furniture and counter tops do not have visible dust  
Floor(s) have been swept or vacuumed  
Stove does not have food or build up on it  
Microwave does not have food or build up inside it  
Sink is clean, but may have a few dishes in it  
Garbage can is not overflowing from top of trashcan
- Poor: Furniture and counter tops have dust covering them  
Floor(s) are dirty and dusty  
Stove has food and build up on it  
Microwave has food and build up in it  
Sink is dirty and piled with dishes  
Garbage is overflowing from top of trashcan

A room will pass inspection, if each area is Good or Excellent. A room will fail inspection, if at least one area is Poor. The first time that a resident fails a room inspection, he/she will be fined \$30. The second time that a resident fails a room inspection, he/she will be fined \$60. The third time that a resident fails a room inspection, he/she will be fined \$90 and a conference with the Resident Director will take place. The fourth time that a resident fails a room inspection; the resident will enter the University of Charleston judicial process for violating standard E-12. It should be noted that, if a room fails inspection, every resident responsible for cleaning the space will be held responsible. The Department of Residence Life believes that this policy coincides with the departmental mission to promote community responsibility.



## Bathroom Inspection

Each resident is held responsible for the cleanliness of their bathroom and is expected to maintain reasonable health and safety standards. It is the responsibility of the resident to ensure that his/her bathroom meets these reasonable standards. Mirrors must remain free from build-up; sinks—including faucet, basin, pipes, and countertops—must remain free from soap scum, mildew, and build-up; shower walls and floor must remain free from soap scum, mildew, and build-up; shower curtain must remain free from soap scum, mildew, and build-up; toilet—including walls and floor—must remain clean; general floor area must remain free from dirt, mildew, and build-up; and garbage must be disposed of properly. It is also the resident's responsibility to acquire the supplies for cleaning. **Supplies for cleaning will NOT be provided by the University of Charleston under any circumstances.**

A monthly inspection of each bathroom will be conducted by the RA staff, using the University of Charleston Bathroom Inspection Form. The following areas will be assessed each month: mirror, sink, shower walls, shower curtain, shower head, toilet, floor, and garbage. The following rubric will be used in the assessment of each of the areas:

**Poor**= the area has been seemingly neglected; dirt, trash, mildew, mold, or buildup pervades the area.

**Good**=although not spotless, the area has been cleaned and therefore dirt, mildew, mold, and build-up for the most part do not exist.

**Excellent**=the area is simply spotless.

A bathroom will pass inspection, if each area is **Good** or **Excellent**. A bathroom will fail inspection, if at least one area is **Poor**. The first time that a resident fails a bathroom inspection, he/she will be fined \$20. The second time that a resident fails a bathroom inspection, he/she will be fined \$40. The third time that a resident fails a bathroom inspection, he/she will be fined \$60 and a conference with the hall resident director will take place. The fourth time that a resident fails a bathroom inspection, the resident will enter the University of Charleston judicial process. It should be noted that, if a bathroom fails inspection, every resident responsible for cleaning the bathroom will be held responsible. The Department of Residence Life believes that this policy coincides with the departmental mission to promote community responsibility.

## **TECHNOLOGY**

### Telephones

Each room is equipped with a phone line; however, students must furnish the phone itself. The institution does not provide voice mail; however, a resident may provide and utilize an answering machine.

### Television

Extended basic cable service is included in the residence hall room rate.  
Extended basic cable reception is available for one television per room.  
Students may not purchase their own cable package from any outside vendor.

### Internet

Each room is equipped with a network jack for each resident in the room to connect to the campus network and the internet, as well as wireless internet capabilities. Residents must provide their own computer and Ethernet cable. In addition, residents are responsible for all repairs to their equipment.

## **ETHERNET AND PHONE ISSUES**

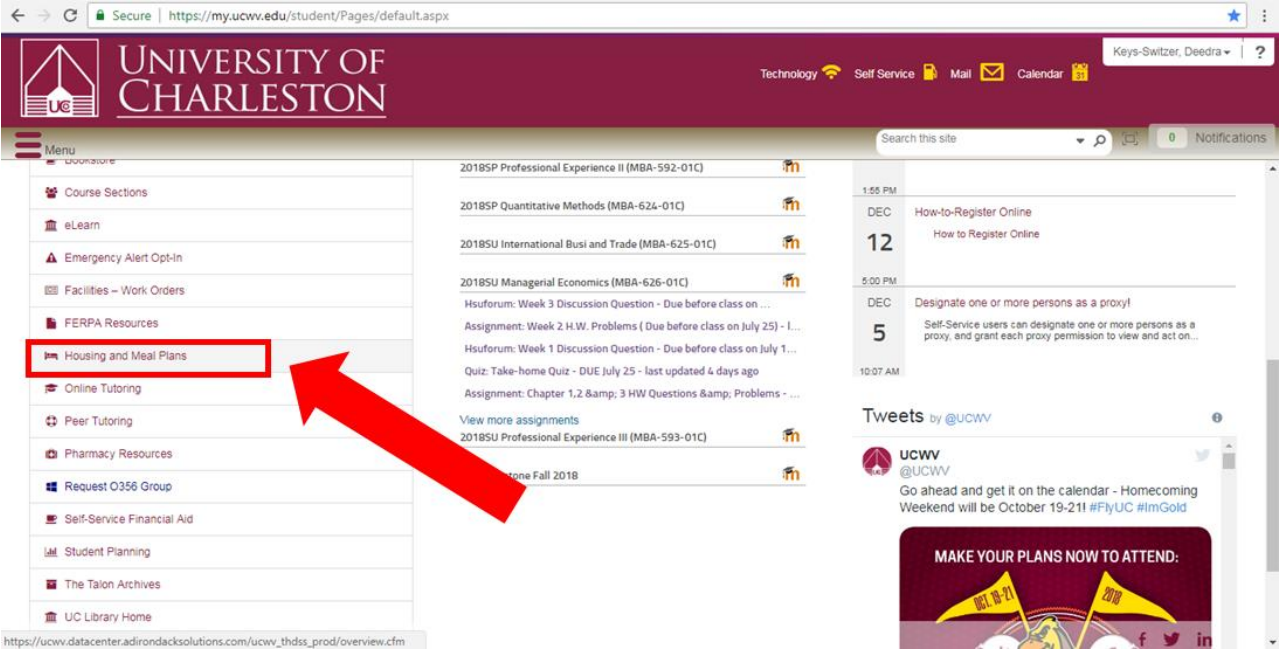
If a resident encounters an Ethernet or phone issue, he or she should prepare the following information to convey to their RD in the form of an email:

- Nature of the problem (what is the problem and when did it occur)
- Location of the problem (room and hall)
- Contact information (room phone, cell phone, and email address)
- 3 dates and times when student would be available to meet a University Computing staff member

If a resident does not possess a computer or if a resident's issue is such that their personal computer is not functioning, the resident may choose to use the computers in the labs or in the library. If all internet options are unavailable, then the resident may visit their RD personally to convey the appropriate information.

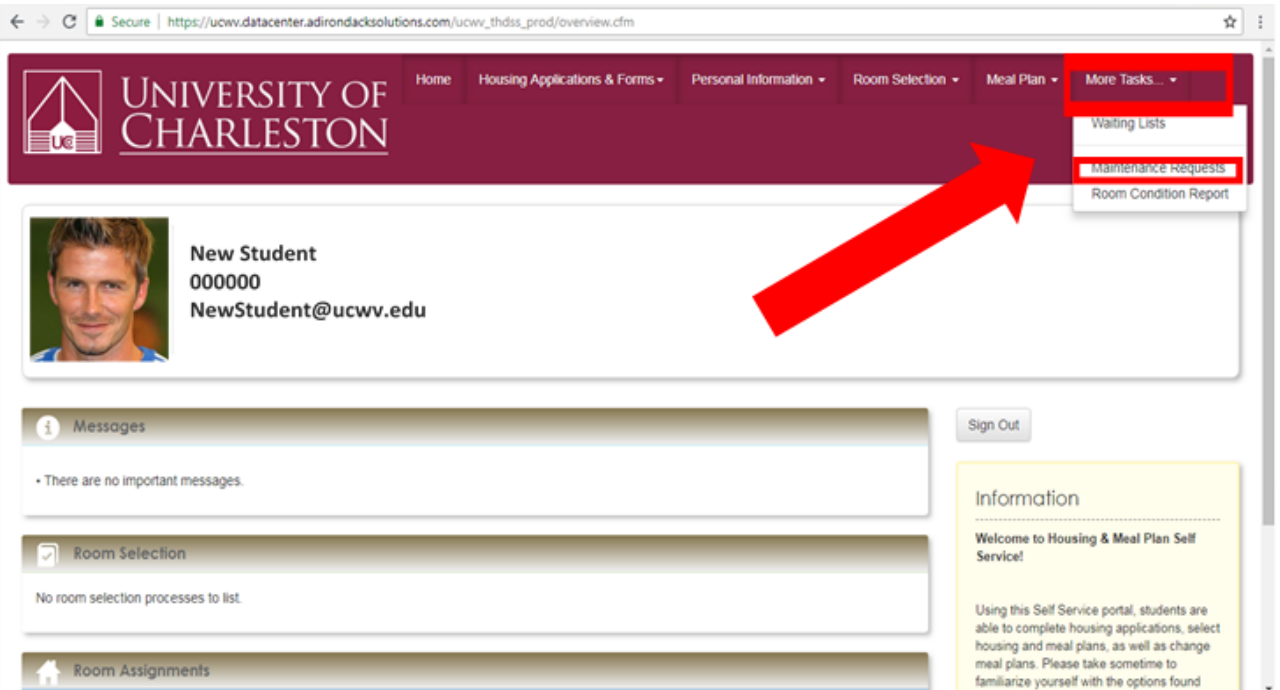
# MAINTENANCE REQUEST


If there is anything in need of repair in a residence hall room, the student should put in a maintenance request through the Housing and Meal Plans tabs that can be found under MyUcww Student's Home. Students can follow the followings steps:




After selecting “Housing and Meal Plans” Students will then directed to the housing page. In the top right corner, there is a “More Tasks” tab and a dropdown where “Maintenance Requests” will appear.

After selecting “Maintenance Request”, complete the form as shown with a relevant “problem title” and a detailed “Problem Description.”



 Maintenance Requests

There are no current maintenance requests for your room.

 Submit a New Maintenance Request


**Hall:** Ratrie Hall

**Room Number:** 207

**Category:** Plumbing

**Problem Title:**  
Leaking Sink Pipes Ratrie 207

**Problem Description:**  
The bathroom sink of Ratrie 207 is leaking at a consistent drip from the pipes underneath the cabinet. Sink has been leaking since yesterday. Water is being contained by towel.

**Submit**  **PRESS SUBMIT WHEN EVERYTHING IS COMPLETED**

If the work order is an emergency (ex. Water is flooding the floor, lock on their door is not working correctly, window is broken, etc), the student should contact their RD or Security immediately. The RD or Security will then assess the situation and determine what course of action needs to be taken.

## **CRIME PREVENTION AND SELF-PROTECTION**

Security is everyone's responsibility on campus. The following information provides you with quick and easy methods to combat crime on campus. It is suggested that extremely expensive items and heirlooms be left at home.

- Utilize the Operation ID program by engraving and recording all valuables. An inventory list is available through the security office.
- **MAKE SURE THE DOOR IS LOCKED BOTH WHILE ASLEEP IN YOUR ROOM AND WHILE AWAY.** Even if making a brief trip to the restroom or some other room, be sure to lock the door.
- It is the resident's responsibility to maintain control of his/her room key. Do not loan keys to anyone. Don't leave keys lying around in plain view. If a key is lost or stolen, report it immediately to Security and Residence Life.
- Although leaving notes on the door (such as "gone for the weekend") is convenient information for friends, it also provides a potential thief the same convenience. Use discretion in what information is posted on the door.
- Do not prop outside perimeter doors open for friends or anyone else. All side doors, except the main entrance doors, are alarmed. Residents will be expected to keep an I.D. at all times and use the regularly designated entrances.
- Do not leave valuables unattended in automobiles. Automobiles should be locked.
- Always find out who is knocking before opening a door.
- Report any and all suspicious persons to security immediately.

*CHARLESTON CAMPUS - SECURITY OFFICE: 304-357-4857*

*CHARLESTON CAMPUS - SECURITY CELL #1: 304-859-2757*

*CHARLESTON CAMPUS - SECURITY CELL #2: 304-348-2755*

*BECKLEY CAMPUS - SECURITY CELL: 304-890-2722*

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## **FIRE SAFETY**

### Prevention

As part of the University's responsibility toward encouraging safe residence halls, the residence hall staff is fully prepared to support and encourage all students in promoting fire safety. Students should feel free to present their concerns or ideas that could result in safer residence halls. The following regulations are in effect for safety:

- The use or possession of any dangerous chemical or explosive materials such as fireworks, gun powder, gasoline or incendiary devices is prohibited.
- The burning of candles, oil lamps, incense, or other open-flamed items is prohibited.
- Motorcycles and bicycles may not be kept in hallways/stairwells, sidewalks, attached to fire equipment, or stored in any manner that interferes with exiting from the building. Bicycles should be stored and secured in designated areas.
- Parachutes, sheets, and other large flammable items are not permitted to be suspended from resident hall ceilings.
- All electrical appliances such as hair dryers, curling irons, curlers, razors, etc., should be connected directly into receptacles. Unplug when not in use.
- Please do not use extension cords. Use surge protectors instead.
- Refrigerators must be plugged directly into receptacles.
- No toasters, hot plates or other open coil appliances may be used.
- All wires must be clear of traffic routes in room, beds and around or under furniture or items.
- Wires should never be taped to metal beds. Conduction can and will occur.
- Grilling appliances, such as a Foreman Grill, may only be used in the kitchenette areas of each hall.
- Things should not be draped over lights to dry or decorate.
- Frayed cords or lamps without shades should not be used.
- Halogen lamps are not permitted due to recent fire safety concerns raised by the Underwriter's Laboratories.

Fire drills are scheduled throughout the school year as required by state law. Participation in drills is mandatory. All fire alarms should be considered as fire alerts and the buildings must be evacuated immediately. Persons refusing to evacuate constitute a hazard to fire officials and will face disciplinary action. Anyone who causes a false fire alarm will be fined a minimum of \$100 and a maximum of \$500. If the responsible individual cannot be identified, the residents of the section where the alarm was activated will be charged a \$500 group damage bill. Tampering with or setting off fire alarms, smoke detectors, fire extinguishers, or intentionally lighting a fire in a University building is prohibited. This will be handled in accordance with the ordinances and penalties of the Charleston Fire Department and the West Virginia State Code.

### Evacuation Procedures

In the event of a fire or emergency evacuation, the following steps should be taken:

Secure doors quickly if conditions permit. Stay low to the floor if smoke is present.

1. Move to the nearest exit. If blocked by fire or smoke, take an alternate exit. Plan ahead.
2. Exit building quickly and in an orderly fashion through designated fire exits, closing each room door.
3. If it is not safe to leave the room:
4. Close room door.
  - a. Place blankets or sheets around door to prevent smoke from entering.
  - b. Open windows to allow fresh air to enter room.
  - c. Hang a bright object from the window to attract attention.
  - d. Await rescue.
5. Once outside the building move to the front steps of GSU

6. Do not go back inside to salvage belongings.
7. Stay clear of building until security, Residence Life staff, or the fire department gives authorization to return to the building.
8. Please be ready to receive additional instruction from Residence Life staff.

## **GROUP BILLING**

The University has found it in the best interest of both itself and the residents to implement group billing instead of charging a general/auxiliary fee to pay for unknown damages. In all cases of vandalism and or theft every effort will be made to make the resident(s) responsible for the damage accountable for the costs. If the responsible parties are not identified, costs for damages on a floor will be split among all residents of the section/floor where the damage occurred. Damage to common areas (TV lounge, study room, etc.) will be billed to all residents of the hall. If the responsible individual cannot be identified, false fire alarm expenses will be billed in the amount of \$500 to the members of the section where the alarm was activated.



# OFFICE OF STUDENT LIFE

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## **Mission Statement**

The mission of the Office of Student Life is to support all students through co-curricular activities designed to promote individual and professional growth, social responsibility, and leadership development for a life of productive work, enlightened living, and community involvement.

## **Purpose**

A significant portion of the total learning experience of each student is acquired outside the classroom. The ability to communicate well with others, to develop, promote, implement, and evaluate ideas and activities, and to initiate change when desirable are obvious necessities for every educated person. UC graduates are expected to be able to function effectively as team members and be involved, contributing citizens in the community in which they live or work. The types of experiences needed to develop these skills are made available to our students primarily through co-curricular programs and student leadership, with active involvement in recognized clubs and organizations as a key element.

All students **MUST** maintain a cumulative 2.5 grade point average to be a member of any UC student organization. Officers for any UC student organization **MUST** maintain a cumulative 2.7 grade point average.

## **Student Organizations**

The University of Charleston has a population of diverse and interesting student organizations. Of the 34 organizations, we hope to have something for everyone! If we don't, the process is easy. Refer to the information in this handbook regarding New Student Organizations or stop in the Office of Student Life and get your questions answered. We are here to ensure student organization success!

### *Departmental / Professional Organizations*

- American Chemical Society (ACS)
- Business and Leadership Association (BLA)
- Pre-Pharmacy CLUB
- Psychology Club
- Public Relations Student Society of America (PRSSA)
- Radiology Club
- Student Accounting Society
- Student-Athlete Advisory Committee (SAAC)
- Student Education Advisory Council (SEAC)
- Student Nurses Association (SNA)
- UC PA Student Association

### *Governing Organizations*

- Student Government Association
- Greek Council
- \*SGA's Student Organization Council (SOC)

### *Greek Organizations*

- Beta Tau Epsilon (Local Sorority)
- Delta Phi Delta (Local Sorority)
- Tau Omega (Local Fraternity)
- Theta Kappa Pi (Local Sorority)

### *Honorary Societies*

- Chi Beta Phi (Science)
- Gamma Beta Phi (Community Service)
- Pi Gamma Mu (Political Science)
- Psi Chi (Psychology)
- Sigma Beta Delta (Business)
- Sigma Tau Delta (English)

### *Programming Organizations*

- Student Activities Board (SAB)

### *Special Interest Groups*

- Because Christ Matters (BCM)
- Catholic Campus Ministries (CCM)
- College Republicans
- Global Student Organization (GSO)
- Inspire West Virginia
- InterVarsity
- Phi Beta Lambda
- Young Americans for Liberty (YAL)
- Young Life

## **Registration of Student Organizations**

### **Policies and Procedures**

Each fall semester, all student organizations are required to re-apply for recognition with the Office of Student Life on the Presence app. Organization presidents must log-in to the app and up load their up to date roster and constitution. Once registered as an official student organization, recognition and participation in campus events can be granted.

Privileges of registration include but are not limited to the following:

- Office of Student Life Mailbox use.
- Office of Student Life and Fax use.
- Use of UC facilities and catering services.
- Possible funding through the Student Government Association's SOFA funds.
- Participation in Student Involvement Fair and Student Ability to hold events and fundraisers on and off campus.

The procedure for annual registration is as follows for all student organizations wishing to be recognized as an official student organization.

1. Complete the Student Organization Registration Form on the Presence App in the organizations specific section
2. Submit a current Membership List though the Presence App in the organizations specific section
3. Submit a current copy of the organization's Constitution/By Laws though the Presence App in the organizations specific section.
4. Attend a Student Organization Orientation session with the Coordinator of Student Involvement.

Once you have completed everything listed above, you will receive a confirmation email, indicating that you successfully completed the Student Organization Registration process and are a recognized UC Student Organization for the school year.

Student organizations applying for official recognition must comply with all policies of the Office of Student Life and the University of Charleston. Recognition can be withheld if the applying organization violates any of the policies governing student groups, or if the student organization duplicates the purpose of another group already registered on campus. Recognition is granted by the Coordinator of Student Involvement.

*All student organizations must abide by the following policies:*

1. All student organizations must be registered with the Office of Student Life.
2. All student organizations must have at least 5 members in the organization.
3. All students must maintain a 2.5 GPA to remain a member of the organization.
4. Each student organization must submit an updated membership list at the beginning of each semester. The membership list must include a list of current officers, a membership roster in excel format, and the name of the required faculty/staff advisor.
5. All registered student organizations MUST have an Advisor who is a UC Staff/Faculty member for their

organization by first completed month of each semester. If an organization does not have an advisor by this time, the organization will only be allowed to hold meetings, sponsor events or fundraisers, or go on trips.

6. It is the policy of the University of Charleston that all organization leaders must maintain a cumulative GPA of 2.7 or above. If a student falls below the required cumulative GPA, they are to be removed from the membership list and their position if on the Executive Board, immediately. The individual will not be allowed to attend organization meetings or participate in organization events and fundraisers; however, they will be allowed to participate in community service opportunities.
7. It is the responsibility of the Office of Student Life to ensure grade checks have been properly completed at the beginning of each semester. Student organization may adopt higher standards, as in the case of honor societies, but may not lower the required cumulative GPA.
8. The purpose, objectives, and activities of the organization must be consistent with the objectives and mission of the University of Charleston and with all municipal, state, and federal laws.
9. The organization will not discriminate or harass on the basis of race, creed, national, origin, sex, age, disability, veteran status, sexual preference, or religion in the selection of its members or in its programs unless federal or state laws allow for such exception (Fraternities and Sororities exception of gender).
10. The organization agrees to register all activities on and off campus including those involving alcohol and fundraising with the Office of Student Life by submitting the appropriate forms 5 business days prior to the event through Presence.
11. Every voting member of the organization must currently be enrolled as a student at the University of Charleston.
12. Student organizations and individuals that do not follow the policies listed in this Student Involvement handbook or the University of Charleston Student Handbook are subject to disciplinary action through the Student Code of Conduct stated in the most current Student Handbook.

*In addition to the above policies all student organizations must have the following items listed in their constitutions:*

1. **Adherence:** This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.
2. **Non-exclusionary Membership Clause:** This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization must be open to all currently registered students without regard to gender, unless exempt under Title IX.
3. **Non Profit Clause:** (Name of Organization) is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.

#### Temporary Suspension of University of Charleston Student Organizations

The Office of Student Life may temporarily suspend the registration status of a student organization upon reasonable belief that the organization has violated or intends to violate the policies governing use of University of Charleston facilities, or violated the Student Code of Conduct.

In event of an organization being temporarily suspended, the Coordinator of Student Involvement will notify the head Judicial Officer, who will then follow the judicial procedure as outlined in the Student Rights under the Student Code of Conduct.

The organization on temporary suspension will remain suspended until the current President meets with the Judicial Officer. The Judicial Officer and the Coordinator of Student Involvement will then host a meeting to decide further action.

#### Managing Student Organization Funds & Bank Accounts

The constitution for each student organization should identify the officer with the responsibility of maintaining financial records. Responsibility for managing and dispersing the funds of student organizations lies with the student members and elected officers. Each organization must keep track of its own expenditures and balances.

A few student organizations are funded through the University (Student Activities Board & Student Government Association) and don't require an outside bank account. Those organizations that are not funded through the university are individually responsible for maintaining a bank account at a local bank.

In order for your group to be eligible to open a bank account, most banks require a Tax EIN number, a university letter stating that your organization is an official organization of the University of Charleston, and one or two forms of identification.

Please see the Coordinator of Student Involvement for your organization's official letter of recognition.

Organizations with national affiliation may check with their national organization to see if they fall under their national Tax EIN number.

#### *Tax Exemption Status*

Student organizations are not automatically tax exempt. It is the responsibility of each organization to file the appropriate paperwork to receive tax exempt status. Student organizations may NOT use the University of Charleston's Tax-Exempt Number.

#### *Registration of Events*

All student organizations wishing to hold an event on or off campus must register the event with the Office of Student Life. The event must be registered at least 5 business days prior to the scheduled date by using the Event Request form which is available online through Presence. This policy makes it possible for the Office of Student Life to assist with coordination of campus events and to supply additional publicity for student organization sponsored events. The guidelines of event registration include:

1. All activities should be consistent with the university standards and policies as well as the mission/purpose

of your organization.

2. Only one large campus activity will be allowed to be sponsored each night.
3. Events are not confirmed until you receive an e-mail notification of approval from the Coordinator of Student Involvement.
4. There must be 2 chaperones present at dance events and events involving alcohol. A chaperone must be a current staff or faculty member of UC. It is the responsibility of student organization to recruit the chaperones. All chaperones must sign the Chaperone Agreement form at least 72 hours in advance of the event.

*Student Organizations need to independently reserve a room, audio visual equipment, food and beverages (if needed) through the Catering and AV Offices.*

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#### *Policies and Procedures for Events Involving Non-UC Students*

Current UC students will have to show their UC identification card upon entry. Each student may bring one non-UC student as a guest if that individual has a valid form of identification, which must be shown and recorded at the same time of admittance.

UC chaperones or other responsible parties as identified by the organization will be responsible for monitoring the guest list.

When current student organization, current students, or the Office of Student Life has a party where there will likely be non-UC students in attendance, a minimum of one off-duty police officer must be obtained for the event. A scheduled meeting with campus security and the hired officer must take place prior to the event to discuss expectations and procedures should problems arise.

NO outside containers are allowed into an event.

University of Charleston students and organizations are responsible for their actions and the actions of their guests.

#### **Fundraising Policy**

Organizations find it necessary to hold fundraisers as means of revenue in order to operate. So that all organizations can hold fundraisers without conflict with other organizations or without duplication, all fundraisers must meet the criteria listed below and must be approved and registered by the Coordinator of Student Involvement. All fundraisers must also be appropriate and in good taste. The guidelines for holding a fundraiser are as follows:

1. No more than 2 registered fundraisers can occur during the same week. One can be scheduled in the Rotunda and another in the GSU.
2. No outside organization may raise money at the University venues/events such as sporting events, concerts, speaker series, special events, etc. Students may use UC venues/events to raise money for University sanctioned student organizations per the guidelines established by the Office of Student Life, but may not use UC venues/events to raise money for outside organizations except as specified below.
3. Raising money for outside organizations is not an authorized form of community service, unless sanctioned by the University through the Coordinator of Student Involvement and the Dean of Students. The University may sanction a fundraising event if the activity has direct impact on student learning and/or the student experience. This policy is not meant to prohibit food drives, clothing drives, flood relief drives,

benefit walks, or similar efforts.

4. All fundraising activities for student organizations must be approved by the Coordinator of Student Involvement. The Coordinator of Student Involvement may consult the Dean of Students on any fundraising activities by student organizations and appearance of fundraising activities by outside organizations that are not covered by this policy.
5. If any organization fails to assume responsibility for any or all of the above guidelines, the organization risks temporary suspension or other sanctions for violations of policy.

#### Facility Usage Policies for Student Organizations

1. Arrangements for borrowing equipment must be made 7-10 business days in advance with the Catering Office or the IT department.
2. Room reservations must be made with the Catering Office. All rooms are reserved on a first come, first serve basis. All cancellations should be done 48 hours in advance. Rooms can be set for the amount of people designated for each room in the following set-up:
  - Theatre style- chairs in rows
  - Classroom style- small tables with 2 chairs each OR 6ft. tables with 3 chairs each
  - Banquet – Round tables with 10 chairs each for buffet
  - Round tables with 8 chairs each for sit down meals

For any other set up a diagram is required. Set-ups should be given at the time of room reservation OR no less than two weeks prior to the event. If you would like a table to be set-up on campus, please notify the Catering Office at least 48 hours in advance.

3. All events requiring menus are done in the catering office. Guaranteed amounts are due on all functions 48 hours prior to the event.
4. If alcohol is to be served at the event, you must abide by the policy for events involving alcohol established for student organizations and comply with the West Virginia laws governing alcohol. The sponsoring organization is responsible for proper control, supervision, and observance of these laws.
5. Organizations are responsible for the physical condition of the space used, the good behavior of the participants, and compliance with University rules and regulations. Organizations will be responsible for discarding any trash brought into the room, pushing in all chairs used, turning out the lights and shutting the door of the room when leaving.
6. Any damage to the room should be reported to the Catering Office and the Office of Facility Services within a 24-hour period. There will be a charge billed to the organization if there are damages.
7. Any reservation or use of the residence hall facilities must first be approved by the Residence Director in the building where the facility is located.

#### Student Organizations Policy for Events Involving Alcohol

##### *What is an Event Involving Alcohol?*

An event involving alcohol at the University of Charleston is defined as a social gathering at which alcohol is available for purchase and consumption by those in attendance over the age of 21.

##### *Special Requirements for an Event Involving Alcohol:*

1. The event must be registered with the Office of Student Life.
2. The event must have a minimum of two faculty/staff chaperones (which may include the advisor of the student organization, but excludes the Office of Student Life staff) present from the beginning to the end of the activity. It is the responsibility of the student organization to recruit chaperones for the event. Those agreeing to serve as chaperones must complete the chaperone agreement and meet with the Coordinator of Student Involvement at least 3 days prior to the event. The completed Chaperone Agreement must be completed and turned in at this meeting.
3. It is the student organization's responsibility to appoint two student organization door monitors to assist the chaperones throughout the event. The door monitors must be members of the student organization and should not drink alcohol throughout the event and should help insure that no minors are being provided or drinking alcoholic beverages at the event.
4. The student organization must provide food and non-alcoholic beverages to be ordered through the Catering Office at the event. Details about type of food, time table and quantity specifications are listed below and are available from the Catering Office.
5. The student organization must reserve any alcohol through the Catering Office. Alcohol from student organization functions is defined as canned beer (either imported or domestic). No common source alcohol, grain alcohol, wine or liquor is permitted without expressed permission by the Coordinator of Student Involvement. No alcoholic beverages may be purchased through the student organization treasury, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. Any alcohol that is consumed at the event must be purchased by the specific individual consuming the alcohol.
6. Serving of alcohol will end at Midnight (last call 11:30 p.m.). Last call should be announced.
7. Any official student organization function occurring off campus must be registered in the Office of Student Life and must also adhere to the following policy. Third party vendors (providers of alcohol in place of the Catering Office) must be approved by the Office of Student Life.
8. All nationally affiliated organizations must adhere to alcohol policies and party policies which are required of them through their affiliation.
9. When a student organization decides to hold an event involving alcohol, it assumes responsibility for the safety and welfare of its members and guests.
10. Security will be notified of all events involving alcohol and will be available for assistance should incidents occur.
11. To host an event involving alcohol, at least 50% of the student organization membership sponsoring the event must be 21 years old or older.

#### *Planning an Event Involving Alcohol*

1. The Event Registration Form must be completed and an appointment must be made to see the Coordinator of Student Involvement at least two weeks prior to the event for review of the Event Registration Form and the Event Involving Alcohol Policy. Completion of the items mentioned entails appointing student organization door monitors from the sponsoring student organization to be available to work throughout the entire event and be contacts for the appointed chaperones. These monitors are required to sign the Event Registration Form.
2. Contact the Catering Office to reserve a room and order the food for the event. Room reservations should be made as soon as possible as room space is limited. Food and beverages must be ordered at least 10



business days in advance.

3. Contact the Faculty/Staff Chaperones who will be present during the entire event. Have those individuals sign the Event Registration form and the Chaperone Agreement. Each person agreeing to serve as a chaperone must make an appointment to meet with the Coordinator of Student Involvement no later than three days prior to the event. A minimum of two chaperones is required at any event involving alcohol.
4. The Coordinator of Student Involvement will review and approve the Event Registration Form.
5. The approved Event Registration Form should be taken to the Catering Office (GSU 205) at least 1 week in advance. Final arrangements for food service, room reservation, TIPS certified beverage server, kitchen equipment and/or any needed catering should be made at this time.
6. Following the approval of the Event Registration Form, wristbands and the student "21 List" (a listing of those students over the legal drinking age of 21) may be collected from the Office of Student Life by one of the appointed chaperones or the student organization door monitor on the afternoon of the scheduled event (or the Friday before the event should it fall on a weekend). If the wristbands are not retrieved by 5:00 p.m. on this day, the event will be cancelled. All extra wristbands and record lists must be returned by the first business day following the social event.
7. Alcohol will be distributed according to the TIPS Guidelines and the following University rules:
  - a. ID's must be checked at the door by the door monitors and chaperones.
  - b. Individuals must have a valid Driver's License which states their age or a UC picture ID to verify their name on the "21 List".
  - c. Students who do not have a valid Driver's License may use a Non-Operator's ID card.
  - d. Individuals who may legitimately purchase/drink alcohol must receive a wristband at the door upon entrance to the party.
  - e. Door monitors and chaperones shall not consume alcoholic beverages throughout the event
  - f. Non-UC students may come to campus events if they are with a UC student. Guests must sign a Guest Register at the door and be "co-signed" by their host/hostess. The UC host/hostess is responsible for the behavior of his/her guest.
8. Alcohol Distribution
  - a. Each can of alcohol will be distributed only after it is purchased by an eligible (21 and older) individual. Only those individuals with appropriate wristbands may obtain alcohol.
  - b. The Catering Office will be responsible for, and the direct benefactor of, any money generated through the sale of alcohol.
  - c. Only one can of alcohol will be distributed to each guest at one time.
  - d. UC students or student organizations are prohibited from bringing their own alcohol to an event involving alcohol. Exceptions may be granted by the Dean of Student Life if in those instances specific guidelines must be followed.

*During the Event Involving Alcohol*

1. The appointed chaperones must be present before alcohol is served and remain until alcohol is no longer

being served.

2. Food and non- alcoholic beverages must be present throughout the entire event.
  - a. These must be available at no charge to the attendees.
  - b. Arrangements for food and beverages should be made with Food Services Office. Food is not defined as chips and pretzels. Low salt items are recommended and encouraged. A list of appropriate food items is available with the Director of Catering.
  - c. Individuals who appear to be intoxicated will not be served additional alcohol. The sponsoring organization is responsible for the behavior of individuals who become intoxicated at their event.
3. TIPS trained servers will be provided by Food Service.
  - a. Servers will not consume alcohol before or during their duty time.
  - b. Students may not bring their own beverages into an event where beverages are being served.
  - c. All alcohol must be purchased from UC Food Service/Catering Office by the individuals wishing to drink at the event involving alcohol.
  - d. Servers will have the obligation to distribute alcohol according to TIPS training certification. This includes revoking the right for an individual to drink alcohol if circumstances require such action.
4. At least one door monitor from the sponsoring organization or the one appointed chaperone must be at the door from the beginning of the event until the last guest leaves.
5. Alcoholic beverages must be consumed within the specified event area as defined by event coordinators:
  - a. Beverages may not be taken out of the event area.
  - b. The event area does not include the restrooms.
  - c. The sponsoring organization, the chaperones, and the door monitors are responsible for enforcing this policy.
6. At any time during the event should a chaperone, TIPS servers, security or an Office of Student Life staff member see alcohol being consumed by an underage drinker, or any situation that signifies a problem or potential problem the following event should take place:
  - a. Give a warning to the individual and confiscate the alcohol
  - b. Have the individual leave the event.
  - c. Cease the serving of alcohol
  - d. Close the event

This will be done at the discretion of the staff member, chaperone, or security. It is strongly suggested that the student organization door monitors survey such situations to avoid any of these steps being invoked upon the event. The chaperone and an organization representative should be notified before any action is taken.

### *Guidelines for Student Traveling*

All student organizations, student groups, and classroom field trips must register their trip with the Office of Student Life.

All student organizations must fill out the Trip Itinerary Form and the Travel Agreement and Contract form for each member partaking in the trip. One copy stays with a chaperone and another copy must then be given to the Office of Student Life.

- Some things to think about when traveling:
- Insurance Cards
- Allergies – Check to see who has what allergy.

You are representing the University of Charleston while on the trip, so please be on your best behavior. The Student Code of Conduct still applies on University sanctioned trips and outings.

### *Posting Policy*

There are many ways to communicate events and activities on campus. One of the most widely used medium in the environment of the University of Charleston is a poster. Because posters are used extensively by the entire community, the following guidelines are necessary to allow all events and activities to be advertised in an effective manner and to protect the walls and facilities at UC. Any posters for student organizations, departmental or administrative offices, or community groups must follow the following guidelines.

1. All posters must be in good taste and contain no offensive language, threat of violence, or advertisements of alcohol.
2. There is a limit of 10 8 ½” x 11” or 14” flyers.
3. All posters must be stamped by the Office of Student Life with a date for removal. Please have the original stamped before making numerous copies.
4. Posters will be approved for a two-week period. It is the responsibility of the organization or officers to remove the poster before the stamped date expire.
5. Posters can only be hung only in the following areas on the Academic side of campus:
  - Riggleman Hall bulletin boards
  - Catwalk between Riggleman Hall & GSU (Cork Strip Only – Not windows)
  - GSU Student Organization Boards
  - Front inside windows of GSU Lobby (Not the front doors of GSU)
  - Wooden Spaces (Not wooden doors)
  - Tiled Spaces
6. You may **NOT** hang posters, flyers, banners, etc. on painted walls, in elevators, or on windows.
7. Promoting in the Residence Halls: You must gain approval from the Resident Director in order to hand out flyers or hang up posters in the building.
8. Banners must be approved by the Office of Student Life and can be hung for a period of 3-5 days in the cafeteria or the catwalk between Riggleman and Geary Student Union.
9. Any organization, departmental/administrative office, or community group which does not follow the

above guidelines will be penalized in the following ways:

10. Poster that are illegally posted will be removed immediately

11. Those organizations may lose posting privileges in the future.

Organizations may create a PowerPoint to be displayed on the TV screens in the GSU and Riggelman Hall Lobbies. Please contact the Communications Department to set-up the PowerPoint.

## Community Service

### Community Service Project Form

The University of Charleston encourages students to perform community service hours and complete service projects during each academic year they are in attendance. Community service opportunities and placements are coordinated by the Office of Student Life. The Office of Student Life is responsible for tracking and reporting community service hours performed by individuals and organizations. All University of Charleston students are encouraged to complete their service projects and hours in the Charleston area and other communities. All community service hours must be approved by the Coordinator of Student Involvement.

How do students benefit from community service? Students will:

Obtain skills that are transferable to the classroom, future work experiences, and their work with student organizations.

Learn more about the community and each by connecting with a network of people.

Experience a feeling of “giving to others” and “community belonging.”

Build and enhance their teamwork and leadership skills.

The Office of Student Life assists with community service by:

Matching service opportunities with individual student organization interests.

Being a contact point for non-profit agencies in need of volunteers.

Planning, coordinating, and assisting with the administration of campus-wide co-curricular service learning experiences.

Students and student organizations that are interested in completing service hours may use the Coordinator of Student Involvement as a resource to find projects and organizations in which to serve.

### What Counts as Community Service?

Many students have questions about what counts as community service. Please follow these guidelines in regard to community service hours. The following are examples of what can count as community service:

- Any project or service that a student completes benefitting the community (i.e. working with children, elderly, picking up trash in the community) is considered service.
  - Examples: Volunteering at a nursing home, daycare, non-profit such as the Ronald McDonald House
  - The service is only considered “community service” if you are unaffiliated with this organization, i.e. you are not an intern at the non-profit, your grandparent is not a resident at the nursing home.
- Donations of food or goods may count as community service. When documenting the hours, there will be specific number of hours allotted for the items donated:
  - \$10 = 1 hour
  - 10 cans of food = 1 hour
  - 10 holiday cards = 1 hour
- Community service hours can be completed on campus in addition to a student’s hometown, in Charleston area, or even out of the country.

The following are examples of what is NOT counted as community service:

- Any event that is used to promote student organizations for the purpose of gaining new members (i.e. EUC Days, Involvement Fair).
- Projects in which the organization receives monetary compensation for services and keeps the money for the organization.
- Projects that are or promote ideas against federal, state or local laws.
- Projects done in a student's own home (i.e. babysitting, cleaning out closets etc.)
- Working with an organization or business that you are directly affiliated with

Examples:

- Providing a service for the church you attend
- Cleaning out the office you intern with, a family home, family friend home/business
- Helping an event on campus that is put on by your campus organization/department or office.

## Documentation of Service Hours

All University of Charleston community service hours are to be documented in the Office of Student Life. Student organizations completing University of Charleston service hours must abide by the following guidelines:

- Any service project that is to be open to the entire UC campus MUST be approved in the Office of Student Life. Students are to fill out the Event Request Form at least two weeks before the project begins. Any project that does not have an Event Request Form may be cancelled. If a community service project is limited to the organization, an Event Request Form is not needed.
- All students and student organization members MUST fill out the Apply for Opportunity Form through Presence when projects or hours are completed for hours to be counted.
  - No SOFA forms will be signed unless the hours have been documented by the Coordinator of Student Involvement. Students and student organizations may not use undocumented hours when applying for end of the year awards.
- Community services hours will only be accepted up to sixty (60) days after the date of service.
- Community service days must be broken down into date, hours worked, total days worked.
- Students may claim up to three organizations in their submission to apply their community service hours.

## Policies for Community Service

Student organizations representing the University of Charleston must abide by the following guidelines:

1. Students must dress appropriately for the project they are completing. No obscene language, drug, alcohol, pornography, or violence should be on the clothing students wear.
2. Students should limit the time spent talking on cell phones or listening to electronic devices unless permitted by the organization in which the student is serving.
3. Students should use appropriate language when serving an organization. Many of the facilities in which students will be visiting house children and the elderly.
4. Students should be respectful to the supervisor of the organization in which they are serving.
5. Students should not complete any task in which they feel uncomfortable.

## **Office of International Programs**

### **Mission Statement**

The mission of the Office of International Programs is to prepare, engage, and support international students, encourage internationally related educational opportunities to all students, and internationalize the campus and by extension the community.

F-1 Immigration Responsibilities - The United States Citizenship and Immigration Service places responsibility on the student to understand and comply with immigration law. The U.S. Immigration and Customs Enforcement and Study in the States websites are excellent resources for future and current UC international students.

The following sections provides general immigration information. If current students have questions regarding their immigration status, they should contact the Director of International Students in the International Office on the third floor of the Geary Student Union (GSU).

### **What is SEVIS?**

SEVIS is the Student and Exchange Visitor Information System. It involves computerized processes to collect, maintain, and manage information about international students and exchange visitors during their stay in the United States. SEVIS enables schools and exchange programs to transmit electronic information and event notifications, via the Internet, to the DHS (Department of Homeland Security) and the Department of State throughout the student's or exchange visitor's stay in the United States.

The SEVIS system ensures that all legitimate foreign students be able to enter the United States and reduces the exploitation of immigration laws by those attempting to enter our country for reasons other than attending schools here. All schools that accept international students must be SEVIS (Student and Exchange Visitor Information System) approved schools. All new F-1 students are issued an immigration document (an I-20) through the SEVIS system.

### **Maintaining Status**

Students should NOT rely on friends, professors, or staff in your academic department for advice on immigration matters. While these people are well-intentioned, they do not know all the regulations pertaining to a specific student's immigration status and situation. Following inappropriate advice may jeopardize legal status in the U.S. or may cause students to lose available opportunities.



The following is a general summary of what students need to know to maintain legal status in the U. S.:

- Maintain a valid passport
- Attend the school the students were last authorized to attend by the Citizenship and Immigration Service (CIS)
- Be registered as a full-time student
- Apply for extensions of program when necessary
- Do not work without necessary authorization
- Inform the Director of International Students whenever students change their address and/or telephone number. It is mandatory that changes of address be reported in the SEVIS system within 10 days of a move.

## Important Documents

International students and scholars in the U.S. should be aware of the immigration regulations applicable to their stay here and should be certain to keep all documents appropriately updated and valid. You should be familiar with the following documents:

### Passport

The passport is the legal document issued by your country of citizenship and must be kept valid always. The passport can be renewed through your Embassy or one of your Consulates in the United States. Check with the Director of International Students for details.

### Visa

The U.S. visa is the stamp on a page of your passport, which permits you to enter the U.S. Students will have an F-1 visa. Exchange visitors will have a J-1 visa. The U.S. visa may expire while you are in the U.S.; you cannot and need not renew it while on Duration of Status (D/S) in the United States. A new visa will be required if the original one expires, and you travel outside and then reenter the U.S. You must present the I-20 from your school in order to obtain an F-1 visa. A valid visa may not be necessary for reentry from Canada, Mexico, or adjacent islands other than Cuba, if you will be staying less than thirty days.

## I-94 Departure Record

The I-94 is the white card that you complete before passing U.S. border officials upon entrance to the U.S. This is the document that authorizes you to be in the U.S. as a student or scholar for Duration of Status (D/S). Duration of Status (D/S) implies the date of program completion. Keep your I-94 in your passport. The I-94 is a critical document that serves as proof that you entered the U.S. legally after inspection at a port of entry. It will be surrendered to immigration officials when you travel outside the continent and a new I-94 will be issued upon reentry to the U.S. When traveling to Canada and Mexico, the I-94 may not be surrendered but must be valid for 30 days beyond the date you will reenter the U.S. or D/S. Recent changes to this process have created an electronic I-94. Some students may not be given a paper I-94.

## I-20

The I-20 form (for F-1 immigration status) is the document issued by the agency or institution with which you are affiliated (i.e. University of Charleston) which you present to the U.S. Embassy or Consulate abroad to obtain a visa and which you present to border officials in order to enter the U.S. each time you travel abroad and come back. A Designated School Official (DSO) endorsement/signature is required after your initial entry. If you travel outside of the U.S. during your "Duration of Status", you will need to have the signature updated if the date of the most recent endorsement will be more than six months from the date of your reentry. See the Director of International Students if you have any questions.

The I-20 form is now regarded as the permanent record of your stay in the United States so be careful not to lose it. Keep your I-20 stored with your other important papers (preferably with your passport).

*PLEASE NOTE: A change in major field of study or degree objective requires issuance of a new I-20. Discussion with the Director of International Students is required.*

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## Duration of Status/Permission to Stay

The Department of Homeland Security Grants Duration of Status to F-1 students by entering the notation "D/S" (Duration of Status) in the upper right corner of the Certificate of Eligibility for Nonimmigrant (F-1) Student Status (USCIS Form I-20), and the Departure Record (U.S. Citizenship & Immigration Service/USCIS form I-94).

In order to meet the Duration of Status (D/S) requirements, you must fulfill one of the following:

- Pursue a full course of study and make normal progress toward completing that course,
- Be authorized for "practical training" after you complete your studies, or
- Be within the sixty (60) day grace period you must depart the country after you have completed your studies or program.

## Limitations on Duration of Status

The "completion of studies" date in item #5 of the USCIS form I-20 is the date by which the USCIS expects you to complete requirements for your current program. However, if you complete your studies prior to that date, your permission to stay in the United States will end after you have completed your studies, regardless of what the I-20 might indicate, unless practical training authorization has been applied for and granted.

If you are unable to complete your program of study by that date, consult with Director of International Students at least thirty (30) days before reaching the I-20 completion date. If you are eligible for an extension of your time limit, she will assist you in complying with extension requirements.

## Extending your Program of Study

You may apply for an extension of your study program if you meet all of the following requirements:

- You have not yet exceeded the time limitation placed upon your study by the expected completion of studies date in item #5 on your I-20.
- You have continuously maintained lawful F-1 status.
- The delay in completing program requirements has been caused by compelling academic reasons such as changes in major field of study or research topics, unexpected research problems, or documented medical reasons. Delays in completing program requirements, which are caused by academic probation or suspension, are not acceptable reasons for extension of a program of study.

If your completion of studies date has expired or if you do not meet the eligibility requirements to apply for program extension, you may need to apply for reinstatement to lawful F-1 status. In this case, immediate consultation with the Director of International Students is necessary. Reinstatement is at the discretion of DHS.

## Application Procedures

You must apply for an extension of a study program within the thirty (30) day period before the completion date on your I-20. You should contact the Director of International Students at least thirty (30) days before your I-20 completion date so that you will have sufficient time to have your extension completed. If your completion date has already passed, please contact the Director of International Students immediately.

- Academic Advisor's Recommendation. A recommendation letter from your academic advisor must verify the reason(s) for the delay in your completion of study requirements, and recommend an extension for your program with a new expected completion date.
- Financial Verification. You are required to provide updated financial support documents before the new document can be prepared.
- New Documents. You will be given a new I-20 that will replace your previous I-20 but, remember all previous I-20s must be kept.

## Failure to Comply with Program Extension Regulations

If you fail to comply with your responsibilities, you may not be eligible to continue any type of employment (even on-campus employment) or to apply for school transfer, practical training, or other F-1 benefits without a reinstatement.

## Transfer of Degree Programs

If you are changing degrees from undergraduate to masters, you will need to provide a letter of acceptance to the new program so that your SEVIS record can be updated.

## Transferring to Another University

If you wish to transfer from our university to another you need to:

1. Bring an acceptance letter from the new university to the Student Life and International Coordinator
2. Obtain a transfer form from the new school and have the Coordinator complete it.
3. Sign and submit the UC Transfer Out Release form.
4. Once the first two requirements have been met and as long as you have a zero balance on your account at UC, the University will transfer your record.
5. Meet with the DSO at your new school to ensure that all paperwork is in order.

If you have always maintained your status while studying here at the University of Charleston, you should have no problems transferring to a new school. If you have not maintained your status, you may have to ask the new school to apply for a reinstatement for you.

## International Student Employment

Students often inquire as to the possibility for employment while studying in the U.S. Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food or any other benefit. If you receive no pay or other benefit for work performed, this activity is not defined as employment and is considered to be volunteer work.

A fundamental eligibility requirement for all types of employment is that you must continuously maintain lawful F-1 status. Maintaining eligibility for most types of F-1 employment means that you must limit your work to no more than twenty (20) hours per week while school is in session. Do not assume that you are eligible to work without first contacting the Student Life and International Coordinator.

There are several categories of employment available for students: on-campus employment, off-campus employment, Curricular Practical Training (CPT) and Optional Practical Training (OPT).

## Full-Time Status and Reporting

International students in F-1 immigration status are required by Immigration regulation to be full-time students for two consecutive terms each year. Generally, students register full-time for fall and spring terms.

Full-time undergraduate status is defined as enrollment for a minimum of 12 credits each term. Students who wish to take online courses may do so provided that they are taken in addition to a minimum of 9 credit hours of in-seat coursework. Full-time graduate status varies by program.

There are exceptions to this regulation made for students who fit into certain classifications.

One such classification includes students in the final term of their academic program who need less than the minimum full-time load to complete their program.

Another classification includes Master's degree students who have completed all course work and are enrolled only for 1 to 3 credits or continuous registration per term for thesis/dissertation work. In this case, international students must be certain to enroll for the 1-3 credits or continuous registration each of the two terms to retain "active" status as per immigration regulations.

A third classification includes students who encounter serious health, academic, or personal problems, which must be verified with the Director of International Programs for permission to withdraw or drop below full-time status.

## Health Insurance

As an F-1 student, you are required to carry health insurance. You are automatically enrolled in the University of Charleston's affiliate health insurance plan at the start of every school year. If you have a private plan that you wish to substitute, you are expected to complete your UC health insurance waiver process prior to the start of the school year. Or, a non-refundable charge for UC's affiliate health insurance plan will occur.

The UC health insurance waiver must be submitted to the Office of International Programs in person or by e-mail approximately 3 weeks before the start of each school year. To qualify for a health insurance waiver, the coverage must meet health insurance requirements set forth by the University of Charleston and the U.S. Government.

The requirements are as follows:

- Is valid for the entire year;
- Provides medical benefits of at least \$100,000 per accident or illness;
- Offers repatriation benefits of at least \$25,000;
- Offers medical evacuation benefits of at least \$50,000;
- Offers a deductible that does not exceed \$500 per accident or illness.

Documentation which includes a copy of your policy and insurance card indicating the enrollment period must be submitted with the waiver documents. Waiver documents for the following school year and detailed instructions are e-mailed to returning students before the end of the current school year.

## Immunization Policy

The following immunizations are required:

- MMR (measles, mumps and rubella)
- Hepatitis B
- Meningococcal Meningitis

In addition to the required immunizations listed above, all international students must provide documentation of having had a Tuberculin Skin (PPD) or T-spot blood test to screen for tuberculosis (TB) within six months prior to enrollment in the university regardless of prior BCG immunizations. If the results of either test are positive, a chest x-ray is required.

Students who choose to leave the country during any of the school breaks or holidays will need to complete a Tuberculosis Screening Form upon their return. Students who do not comply with the TB policy will be unable to enroll for classes in the subsequent semester and will be asked to live off campus until compliance is documented. A student may request a waiver from tuberculin skin testing if the student is from a country that has been identified by the Centers for Disease Control as having low prevalence of tuberculosis.

## Penalty for Noncompliance

If a student fails to comply with the immunization policy, the university will notify Student Solutions who will place a hold on the student's registration until the requirements are met and assess a fee for no more than \$50 to the student's account to cover the administrative expenses entailed.

Additionally, if the student is a resident in university housing and fails to comply with the immunization requirements, he/she will be removed from university housing until such time as the student comes into compliance and can provide appropriate documentation.

## Tuition/Financial Aid/Scholarships

If you have specific questions about your invoice or tuition including payment deadlines, please contact the Student Solutions Center at 304-357-4947. If you have inquiries about financial aid or scholarships, you can contact Financial Aid at 304-357-4944 for assistance.

## Holidays and Spring Break

You are permitted to remain on campus over the breaks and holidays; however, you will be charged a nominal fee for your room during the Christmas and summer breaks. Additionally, meals will not be available in the Dining Hall when classes are not in session.

## English as a Second Language Bridge Program

Students whose native language is not English, who have not met the minimum TOEFL requirement for admission, must complete the *CaMLA English Placement Test (EPT)* and writing sample to determine if they will enroll in the ESL bridge program. Please see scores and corresponding course placement below:

- < 61 Advanced Level ENSL course required – ENSL 096
- 70+ ENSL requirement waived

Completion of the ENSL program includes the following:

- ENSL 096 – Advanced English Integrated Skills with a grade of pass or fail unless the student was not required to take this course based on a diagnostic evaluation by the ESL Program Director.

Students who score higher than 70 on the placement test but desire ESL instruction may opt to enroll in ENSL 096.

Students enrolled in the courses (ENSL 096) who have a passing score of 70% or higher will complete an exit assessment portfolio at the end of the semester. The portfolio will consist of three parts:

1. *CaMLA EPT*
2. *Nelson Denny*
3. Writing Sample

- If the student scores a 70 or above on the *CaMLA*, scores above a 10<sup>th</sup> grade reading level on the *Nelson Denny*, and scores above a 3 on the writing sample, the student will have achieved the level of proficiency needed to fully integrate into the undergraduate curriculum and may enroll in any undergraduate classes the academic advisor deems appropriate.
- If the student scores below a 70 on the *CaMLA*, the student may receive a grade of “F” in ENSL 096 and subsequently be required to repeat both courses.
- If the student scores below a 10<sup>th</sup> grade reading level on the *Nelson Denny*, s/he will be placed in ASC 100 College Reading in addition to regular classes.
- If the student scores below a 3 (UC Writing Rubric) on the writing sample, the student will be placed in standalone COMM 101 in addition to regular classes. These students will be permitted to take FYE courses after successful completion of COMM 101.

For any questions regarding International Student Programs, please contact:

**Position:** Director of International Students  
**Phone:** 304-357-4758  
**On Campus Address:** Geary Student Union 309  
 2300 MacCorkle Ave. SE Charleston, WV 25304

# STUDENT RIGHTS AND RESPONSIBILITIES

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The University of Charleston affirms the right of academic freedom for each student and faculty member. The University of Charleston also has an obligation to provide an appropriate atmosphere and the necessary educational opportunities to those who have enrolled as students. The University of Charleston, in recognizing these rights, assumes the responsibility to specify the time, place and manner of the exercise of these rights to assure that the University of Charleston is able to fulfill its obligations to its students who are pursuing an educational program. The University of Charleston insists that every student and faculty member abide by the laws of the United States, the State of West Virginia, and established institutional rules and regulations.

Students and faculty should be aware of the inherent responsibility of free speech and the possible consequences when free speech is used as a license to disrupt the normal academic activities of the institution. Student and/or faculty demonstrations which disrupt normal activities of the institution will not be tolerated by the University of Charleston.

Any student who participates in any form of disruptive action is subject to immediate interim suspension and lawful prosecution in the courts. The University does not at any time tolerate and will not permit uninvited outsiders to remain on campus for the purpose of inciting students to disruptive activity. Any such person on campus will be prosecuted to the fullest extent of the law. Students must make themselves aware of the philosophy, standards and rules of the University of Charleston as contained in both the Academic Catalog and student handbook.

Criticism and suggestions are always welcomed; however, threats, disturbances, force of any kind by a single student, a minority, or majority will not be tolerated. The trustees, administration, faculty, and student body all have the obligation to protect the rights of students to the peaceful and orderly use of its resources, personnel and facilities.

The University of Charleston affirms the right of each student to have an atmosphere conducive to study. The University of Charleston believes disruptive action should be controlled from within the University of Charleston community without involvement from outside authorities; however, if such instances should occur where outside enforcement of basic laws is necessary, local law enforcement agencies will be contacted.



# UNIVERSITY POLICIES AND GUIDELINES

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The University of Charleston is primarily a community of individuals who have come together for the purpose of education. As with any community, the University of Charleston must establish guidelines for behavior which will produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purpose of rules, regulations, and related enforcement procedures must, of necessity, be to support and maintain an environment in which learning, growth and maturity can take place.

The following pages contain an alphabetical listing of many areas that have required definitive regulation in the past. In cases not specifically covered here, students will be expected to govern their behavior to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the University of Charleston community.

The administration reserves the right to change any policy, rule or regulation without prior notice, when it determines that such a change is in the best interests of the University of Charleston, its students and/or faculty.

## **STUDENT COMMUNICATION AND CHANGE PROCESS**

**A. Rationale.** Students live in a time of rapid change, and the curriculum, the social environment and other aspects of campus life must undergo constant scrutiny. Consequently, the trustees and administration of the University of Charleston support change that comes about in an orderly manner. The University affirms and encourages the right of students to have a voice in the decision-making process. The procedure set out below allows for ideas to flow from the students to the elected class senators, to the Student Government Association, to the University administration and ultimately to the Board of Trustees.

### **B. Student-Initiated Policy Change Process**

1. A student or students may make suggestions about changes to University policy to their elected SGA senators.
2. After due consideration and preparation, members of the Student Government Association may present to the Dean of Student Leadership & Engagement or his/her designee those changes that they and their student constituents deem to be appropriate priorities.
3. The Dean of Student Leadership & Engagement or his/her designee will review proposals and recommendations submitted by the Student Government Association that show evidence of consultation with appropriate administrators, faculty committees and affected students. The Dean of Student Leadership & Engagement or his/her designee is responsible for taking action or making the appropriate referral to either the President or other University committees.
4. The President will review proposals and consider recommendations forwarded by the Dean of Student Leadership & Engagement or his/her designee. The President may take action, or refer proposals to others as he/she deems appropriate.

**NOTE:** Health Sciences students are further directed to any change procedures set out in their respective academic department's student handbook. More stringent requirements will supersede the responsibilities and requirements of the UC Student Handbook. Students with questions about their individual professional program's responsibilities and obligations are encouraged to discuss their questions with their faculty advisor or the program chair.

## **ABSENCE POLICY**

If a student has an emergency (e.g. incapacitating illness, death in the family) that will result in three or more missed class days, he or she may utilize the Office of Student Life in order to notify the relevant instructors by emailing the Dean of Students. Be advised that the Office of Student Life does not excuse the absence; but simply notifies the instructor of the student's reported issue. The student is then expected to contact faculty via email or phone when missing any classes. Documentation must be provided by a physician in health-related absences to faculty.

## **AMOROUS RELATIONSHIPS**

It is not possible for faculty and staff members to abdicate the influence they have and the roles which they play vis-à-vis students. Consequently, amorous relationships between faculty/staff members and students are strictly prohibited. These relationships obliterate objectivity and equity and undermine the atmosphere of trust, which is essential to an academic enterprise. They are by their nature unequal relationships and they allow other students to infer that University employees may exercise differential treatment toward students. Due to the diversity of students and faculty/staff at the University of Charleston, the proper University official will review the circumstances concerning an amorous relationship to determine what, if any, disciplinary action it may impose as provided by the University's Employee handbook, which may include dismissal from University employment.

# **Non-Discrimination Policy (Title VI)**

*(July 1, 2018)*

The University of Charleston does not discriminate against any person because of race, color, religion, sex, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia.

## **Purpose**

It is the policy of the University of Charleston to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The University of Charleston is an equal opportunity employer.

## **Procedures for Reporting**

The following procedures, to the extent reasonably practicable under the circumstances, are to be applied upon an incident occurring:

- Determine whether emergency medical treatment is necessary. If medical attention is necessary, immediately contact 911 and Campus Safety (304.357.4857) for assistance.
- The Campus Safety Officer responding to the bias-related activity is to, if possible, photograph physical injuries, offensive graffiti, and evidence of vandalism. In addition, he/she should record where and when the activity occurred and document names of witnesses if applicable. Further, the Campus Safety Officer should document detailed information about the perpetrator(s), if available. He/she should also retain any physical evidence of the incident, if possible, or, in the case of a crime, turn the incident over to public law enforcement officials. All reports of this nature will be retained in the appropriate staff member listed below.
- All discriminatory or biased-related activity shall be considered confidential, to the extent permitted by law. Every reasonable effort will be made by the University of Charleston to preserve any personal information obtained during the investigation or adjudication of the matter. However, maintaining full confidentiality may be challenging in this context.

### **Student Reporting**

Name: Virginia Moore  
Position: Dean of Students

On Campus Address: Geary Student Union 309  
2300 MacCorkle Ave. SE Charleston, WV 25304

Email: [virginiamoore@ucwv.edu](mailto:virginiamoore@ucwv.edu)  
Phone Number: 304-357-4987

### **Staff & Faculty Reporting**

Name: Janice Gwinn  
Position: Director of Human Resources

On Campus Address: 202 Riggleman Hall  
2300 MacCorkle Ave. SE, Charleston, WV 25304

Email: [janicegwinn@ucwv.edu](mailto:janicegwinn@ucwv.edu)  
Phone Number: 304 357-4383

## Handling of Complaints

- Complaints between students will be handled in accordance with the University judicial processes as outlined in Student Expectations & Accountability.
- Complaints filed by a student reporting a faculty or staff person will be reported to the Dean of Students who will work in conjunction with the Director of Human Resources.
- Complaints between faculty and/or staff will be will be handled in accordance with the University complaint/resolution processes as outlined in the Employee handbook.

You may also file a complaint with the US Department of Education:

Name: Philadelphia Office  
Office for Civil Rights  
US Department of Education

Address: The Wanamaker Building  
100 Pen Square East, Suite 515,  
Philadelphia, PA 19107-3323

Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

Phone Number: 215.656.8541

Fax: 215.656.8605

Name: US Department of Education  
Office for Civil Rights

Address: Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Ave, SW  
Washington, DC 20202-1100

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Phone Number: 800.421.4381

Fax: 202.453.6012

## **Sexual Harassment and Sexual Assault / Violence Policy (TITLE IX)**

*(July 1, 2018)*

### **Introduction and Non- Discrimination Notice**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state laws, the University of Charleston has developed policies that prohibit discrimination and misconduct on the basis of gender, such as sexual misconduct, sexual assault, sexual harassment, intimate partner violence, stalking and any other gender-based harassment or misconduct.

The University of Charleston does not discriminate against any person because of race, color, religion, sex, sexual identity, sexual orientation, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia.

### **Purpose**

The University of Charleston is committed to providing an environment free from gender-based or sexual discrimination and misconduct. Members of the University community, guests and visitors have a right to be free from sexual harassment, sexual assault/violence and gender-based discrimination and harassment. When an allegation of misconduct is investigated, and a responding community member is found to have violated this policy, serious sanctions may be used in an effort to ensure that such actions are not repeated. This policy is intended to define community standards and to outline the investigation and grievance process when those standards are violated.

Any attempts to violate this policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this policy. These policies apply regardless of the complainant's or respondent's sexual orientation, sex, gender identity, age, race, nationality, religion, or ability. Harassment or discrimination based upon an individual's sexual orientation may be considered gender-based and be subject to this policy. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom or academic course of study.

### **Scope of the Policy**

This policy applies to all University of Charleston community members, including students, faculty, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the University or on its property.

The University strongly encourages reports of Title IX misconduct regardless of who engaged in the conduct. Even if the University does not have authority over the alleged respondent, the University will take prompt action to provide for the safety and wellbeing of the complainant and the broader campus community.

This policy applies to conduct that occurs on any part of the Universities campus or property. It also applies when students, faculty, or staff travel off campus as part of a University activity, team, organization, event, or University sponsored study aboard program.

### **Definitions**

#### *Sexual Harassment*

Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or depriving someone of the ability to participate in or benefit from the University's educational program, activities and/or employment; it and is based on power (*quid pro quo*), the creation of a hostile environment, or retaliation. Examples of sexual harassment include, but are not limited to:

- Subtle or persistent pressure for sexual activity;
- Unnecessary touching, pinching or brushing against a person;
- Requesting or demanding sexual favors concerning employment, academic activities or other University activities;
- Unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
- Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior.

#### *Non-consensual sexual contact*

Non-consensual sexual contact, including any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force. Examples of non-consensual sexual contact include, but are not limited to:

- Intentional contact with the breasts, buttocks, groin, or genitals;
- Intentional touching of another with breasts, buttocks, groin, or genitals;
- Making another person touch someone or themselves in a sexual manner;
- Any intentional bodily contact in a sexual manner. Non-consensual sexual intercourse includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without consent and/or by force.

#### *Non-consensual sexual intercourse*

Non-consensual sexual intercourse, including but not limited to:

- Vaginal penetration by a penis, object, tongue or finger;
- Anal penetration by a penis, object, tongue or finger;
- Oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual exploitation includes but is not limited to:
- Invasion of sexual privacy and voyeurism (in-person or through audio or video recording);
- Knowingly transmitting a sexually transmitted infection;
- Exposing of a person's body or genitals;
- Prostituting or soliciting another community member.

#### *Intimate Partner Violence*

Relationship violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional, and/or physical. Examples include but are not limited to: striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats.

#### *Stalking*

Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person's safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (i.e., face to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom, residence or workplace.

#### *Other Forms of Misconduct*

Other forms of misconduct, when gender-based, will fall under this harassment policy. These include, but are not limited to:

- Conduct that interferes with the rights of others and/or demonstrates disregard for the University community;
- Assisting another person in committing a violation of this policy;
- Personal harassment and/or verbal abuse;
- The threat of physical harm, physical abuse, mental distress, or injury;
- Inflicting physical harm, physical abuse, mental distress, or injury;

- Slanderous, false, or malicious statement(s) about a person or defamation of character;
- Endangerment of the health and safety of others;
- Hazing;
- Damage and/or vandalism to another’s property.

*Consent*

Consent is an active, knowing, and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity. Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

Sexual activity with someone who is or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy.

A person who is incapacitated due to mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs or alcohol cannot give consent.

In order to give consent, a person must be of the legal age of consent.

Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication.

Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, and odor of alcohol on a person’s breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes resistance or produces consent. Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

**Procedures for Reporting**

ALL reports of sexual harassment, sexual discrimination and sexual assault/violence made to any University employee or mandated reporter must be reported to the University’s Title IX Coordinator.

*The University Title IX Coordinator*

Name:	Virginia Moore
Position:	Dean of Students
On Campus Address:	Geary Student Union 309 2300 MacCorkle Ave. SE Charleston, WV 25304
Email:	<a href="mailto:virginiamoore@ucwv.edu">virginiamoore@ucwv.edu</a>
Phone Number:	304-357-4987



### *Deputy Title IX Coordinators*

Name: Dr. Kim Spiezio  
Position: Provost  
  
On Campus Address: 201 Riggleman Hall  
2300 MacCorkle Ave. SE, Charleston, WV 25304  
Email: [kimspiezio@ucwv.edu](mailto:kimspiezio@ucwv.edu)  
Phone Number: 304 357-4711

Name: Janice Gwinn  
Position: Director of Human Resources  
  
On Campus Address: 202 Riggleman Hall  
2300 MacCorkle Ave. SE, Charleston, WV 25304  
Email: [janicegwinn@ucwv.edu](mailto:janicegwinn@ucwv.edu)  
Phone Number: 304 357-4383

Name: Todd Diuguid  
Position: Associate Director of Athletics  
  
On Campus Address: 115 Cox Hall  
2300 MacCorkle Ave. SE, Charleston, WV 25304  
Email: [todddiuguid@ucwv.edu](mailto:todddiuguid@ucwv.edu)  
Phone Number: 304 357-4827

Name: Nicole Rupe-Harold  
Position: Regional Records Manager  
  
On Campus Address: Student Solutions Center Worley Building  
167 Dye Drive, Beckley, WV 25801  
Email: [nicolerupe@ucwv.edu](mailto:nicolerupe@ucwv.edu)  
Phone Number: 304 352-0047

Also, any person who believes he or she has been subject to sexual harassment, sexual discrimination or sexual assault/violence may contact the University Title IX Coordinator or a deputy Title IX Coordinator directly. The Title IX Coordinator will conduct an investigation, determine possible interim measures, find a resolution, and ensure complainants have access to medical, mental health, law enforcement, and other resources that may be required.

### *Handling of Complaints*

Complaints between students will be handled in accordance with the University judicial processes as outlined in Student Expectations & Accountability.

Complaints between a student and a faculty/staff person will be handled in accordance with Title IX policy, Student Expectations & Accountability Standards, and Employee Handbook.

Complaints between faculty and/or staff will be handled in accordance with the Title IX policy and the Employee Handbook.

In situations where a complaint is filed against a community member who embodies more than one status at the University (i.e. community member is a student and an employee), the University Title IX Coordinator has the authority to appoint investigators (possibly from different areas of the institution) and determine the grievance

process for the reported incident (student, faculty, or non- faculty employee). The selected grievance process shall have the authority to make final determinations affecting all individual statuses at the University.

### *Confidentiality and Privacy in Reporting*

When reporting a violation of this policy there are resources that can provide confidentiality, sharing options and advice without any obligation to inform other University staff members unless requested. Such on-campus confidential resources include Counseling Services, Health Services, and/or Campus Ministry staff. Additionally, community members can seek out assistance from an off-campus crisis center, which can maintain confidentiality. Faculty members are not confidential resources and must contact the University Title IX Coordinator.

### *Confidential Reports*

Position: Campus Pastor  
On Campus Address: Geary Student Union 309  
2300 MacCorkle Ave. SE, Charleston, WV 25304  
Phone Number: 304 357-4873

Position: Campus Counselor  
On Campus Address: Geary Student Union 301  
2300 MacCorkle Ave. SE, Charleston, WV 25304  
Email: [uc-counselor@ucwv.edu](mailto:uc-counselor@ucwv.edu)  
Phone Number: 304-357-4862

## University of Charleston Resources

Counseling and Outreach Services located in the School of Pharmacy, Charleston  
304-357-4862

Campus Pastor located in Geary Student Union Office 309, Charleston  
304-357-4873

Security located in Geary Student Union 1st Floor, Charleston  
Office of Safety and Security  
304-357-4857 or 304-859-2755

Security located at 158 Dye Drive, Beckley  
UC – Beckley Office of Safety and Security  
304-929-1653 or 304-890-2722

### **Off-Campus Resources**

REACH- Rape Education, Advocacy, Counseling, and Healing  
1021 Quarrier Street, Suite 414  
Charleston, WV 25301  
304-340-3676  
Confidential Toll Free 24-Hour Hotline 1-800-656-HOPE

Shenandoah Women’s Center- Martinsburg  
304-263-8292

Women’s Resource Center- Beckley  
1-888-825-7836

Rape, Abuse, and Incest National Network (RAINN)

Crisis hotline – 1-800-656-HOPE

Rape, Abuse, and Incest National Network (RAINN) online hotline – <https://ohl.rainn.org/online/>

### **Retaliation Clause**

It is a violation of this policy to retaliate against any person making a complaint or report of any alleged violations, against any person participating in the investigation of (including testifying as a witness to) any such allegation. Individuals engaging in retaliation are subject to discipline in accordance of the policy in the Student Code of Conduct or the Employee Handbook. Retaliation includes direct or indirect intimidation, threats, coercion, harassment, or other forms of discrimination against any individual who has brought forward a concern or participated in the University’s conduct process.

### **False Reporting**

It is a violation of these procedures to knowingly provide false information to a University Official resulting in an investigation, conduct proceeding, or interim actions are against University Policy. Without minimizing the injury that can be suffered by the complainant, the University also recognizes that the filing of a complaint can have serious consequences for the person accused. That person, too, has rights that must be preserved and protected. Therefore, any person who abuses these procedures by knowingly filing a false complaint will be subject to the Student Code of Conduct or Human Resources if the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.

### **Timely Warning Disclosure**

If a report of misconduct discloses a serious or continuing threat to the University of Charleston, the University may issue a campus wide timely warning (which can take the form of an email to campus) to protect the health or safety of the campus community. The timely warning will not include identifying information about the victim.

At no time will the University release the name of the victim to the general public without the express written consent of the victim. The release of the respondent’s name, if a student, to the general public is guided by the Family Educational Rights and Privacy Act (FERPA) and Clery Act.

All University proceedings are conducted in good faith compliance with the requirements of FERPA, the Clery Act, Title IX, and other federal laws. No information shall be released from such proceedings except as required or permitted by law and University policy.

### **If You are the First Contact**

Members of the University community are encouraged to speak to University staff and administration (such as Title IX staff listed above, supervisors, advisers, Security, Residence Life and Student Life staff, academic administration, faculty, etc.) to make formal reports of incidents. Notice to a University employee constitutes official notice to the University and must be communicated to the Title IX Coordinator.

Regardless of which office initially receives the first report from the victim (i.e. residential staff, Student Life, faculty, administrative staff, and student staff), the contact person at this stage should provide immediate support and short-term problem-solving. The primary goal is to help the victim secure needed professional services. This individual will complete the Sexual Harassment/Sexual Discrimination/Sexual Assault/Violence Protocol Checklist and report allegations to the Title IX Coordinator at 304-357-4987 or after hours at 304-541-6438.

The successful contact-victim interaction is one in which the contact has shared information concerning services available to them and the victim feels free to make a choice as to what, if anything should happen next. A good contact person will listen objectively and not blame the victim. Self-blame is common. The victim needs your support, guidance and understanding. Assure them that it was not their fault.

Confidentiality is a very important issue. Discuss the limits to confidentiality prior to discussing the details of an

alleged sexual harassment, sexual discrimination or sexual assault/violence incident. Under no circumstances should the individual be given the impression that the fact that a Title IX incident occurred will remain with you. Explain to the victim that basic information about the incident will be shared with the Title IX Coordinator for the University. The Title IX Coordinator will compile information on reported Title IX issues for the institution and will share the information with others on a “need to know” basis only.

The victim of sexual harassment, sexual discrimination, or sexual assault/violence may be in shock when you speak with him or her. S/he may have trouble staying focused on your instructions. Be patient, speak slowly, and repeat information as necessary. Provide handouts to the victim whenever possible.

Reported incidents will be investigated and may be resolved through the appropriate grievance procedures. Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. Reports that are made anonymously or by third parties may not initiate grievance procedures; however, Title IX requires the University to investigate all incidents about which the University knows or has reason to know in order to protect the health and safety of the University community. The University will undertake an investigation even in cases where the alleged victim and/or complainant choose not to cooperate.

Throughout this process, every effort is made to ensure confidentiality.

# **Employee and/or Student Involved Process Pursuant to the University Sexual Harassment and Sexual Assault / Violence Policy (TITLE IX)**

*(July 1, 2019)*

## **Introduction**

The University of Charleston provides impartial and reliable processes to address Complaints of alleged violation of the University Sexual Harassment and Sexual Assault/Violence Policy (Title IX policy). This document describes the University's process for addressing prohibited conduct regarding the Title IX policy alleged to have been committed by an employee and/or student. The process is grounded in fairness and support for all parties and includes procedural protections that ensure notice and meaningful opportunities to participate, and recognizes the dynamics involved in Title IX.

## **To Whom This Process Applies**

This process applies to alleged acts of prohibited conduct committed by any University of Charleston part-time or full-time employee, student, or volunteer when:

- (1) the conduct occurs on the University of Charleston premises; and/or
  - (2) the conduct occurs in the context of a University of Charleston employment, education, or program activity, including but not limited to the University of Charleston-sponsored study abroad, internship, mentorship, summer session, or other affiliated programs or premises; and/or
  - (3) the conduct occurs outside the context of a University of Charleston employment, education, or program activity, but has a direct adverse effect on a University of Charleston employment, education, or program activity.
- This process governs when the alleged prohibited conduct by an employee, student, or volunteer arguably violates Title IX of the Education Amendments of 1972.

## **Initial Assessment**

When the Title IX Compliance Coordinator becomes aware directly by a potential complainant or a third party of an incident which may involve a violation of the Title IX policy by an employee, student, or volunteer, an Initial Assessment meeting will be conducted by the Title IX Coordinator (or her/his designee) with the potential complainant and/or third party to gain a basic understanding of the nature and circumstances of the report. The complainant and/or third party will be provided with information about resources, procedural options, and remedial measures and an opportunity to discuss the University's policies. After this meeting, the Title IX Coordinator will meet with the employee's direct supervisor and the Cabinet member to whom the employee reports or with the student to inform them that a complaint has been filed.

A reasonable assessment of the safety of the individual and of the campus community will be made by the President and the Title IX Coordinator. They will consider the interest of the complainant and the complainant's expressed preference for the manner of resolution. Where possible and as warranted by the facts and circumstances, the University will seek action consistent with the complainant's request.

## **Filing a Complaint**

If the potential complainant wishes to proceed with a resolution process, the potential complainant will submit a written Complaint to the Title IX Compliance Coordinator. Upon receipt of a Complaint, the Title IX Compliance Coordinator will be responsible for making the following determinations in consultation with the employee's director supervisor and the appropriate Cabinet member or the student:

- (1) Is the respondent a covered person as defined in this policy (To Whom This Process Applies)?; and
- (2) Do the facts set forth by the potential complainant, if substantiated, constitute a violation of the University's Title IX Policy?

If the answer to both questions is affirmative, the Title IX Compliance Coordinator or his/her designee has the authority to investigate the Complaint and to make a recommendation to the President concerning the respondent's responsibility and a proposed sanction.

## Standard of Evidence

In all stages of the process, the University of Charleston will apply the preponderance of the evidence standard (more likely than not) when determining whether the University Title IX policy has been violated.

## Resolution Process

When a written Complaint is submitted to the Title IX Coordinator or her/his designee, the respondent employee or student will receive notice of the allegations and a summary of the Complaint at a meeting with the Title IX Coordinator or her/his designee.

1. The respondent employee or student has ten (10) business days, from the date of receiving notice of the allegations and a summary of the Complaint, to submit a statement in writing to the Title IX Coordinator.
2. The investigation is conducted, witnesses are interviewed (a list of witnesses can be provided by both the complainant and the respondent employee), information/evidence is gathered (evidence includes any facts or information presented in support of an assertion and may include but is not limited to text messages, email exchanges, timelines, receipts, and photographs), and an initial investigation report is prepared and shared with both the complainant and the respondent employee as well as the President, appropriate Cabinet member, and the employee's direct supervisor or the respondent student.
3. Within five (5) business days following receipt of the investigation report, both the complainant and the respondent employee or student may provide a written response to the investigation.
4. The investigation report is finalized and shared with both the complainant and the respondent employee, as well as the President, appropriate Cabinet member, and the direct supervisor or the respondent student.
5. If there is a recommended finding of responsibility for any violations, the Title IX Coordinator will deliberate and make a recommendation to the President as to an appropriate sanction.
  1. In the case of an employee, if the Title IX Coordinator determines that there is adequate cause for the termination of a term appointment and that such should be the sanction, then such a determination will be a recommendation to the President that such sanction be imposed.
  2. In the case of a student, if the if the Title IX Coordinator determines that there is adequate cause for expulsion and that such should be the sanction, then such a determination will be a recommendation to the President that such sanction be imposed.
6. The Title IX Coordinator will prepare Title IX Decision Letters to be shared simultaneously with the parties involved.
  1. In the case of an employee, the Title IX Decision Letter will also be shared with the President, appropriate Cabinet member, the employee's direct supervisor, and the Director of Human Resources.

## **Appeals Process**

The complainant and respondent have the right to appeal the Title IX Coordinator's final determination of responsibility for violation of the University Title IX policy based on the limited grounds of substantial procedural error that materially affected the outcome and/or new evidence not reasonably available at the time of the hearing. Written requests for appeal must be submitted within two (2) business days following delivery of the notice of the outcome.

Appeals are heard by the President, who will determine if there was substantial procedural error that materially affected the outcome and/or new evidence not reasonably available at the time of the hearing. If the President finds either or both grounds, then the appeal will be granted. If the appeal is denied, the matter is closed.

## **Withdrawal of a Complaint**

The complainant may request to withdraw a Complaint at any time. The University reserves the right to make a determination whether to approve or deny this request but will strongly consider the complainant's wishes.

## **Retaliation Clause**

It is a violation of this policy to retaliate against any person making a complaint or report of any alleged violations, against any person participating in the investigation of (including testifying as a witness to) any such allegation. Individuals engaging in retaliation are subject to discipline in accordance of the policy in the Employee Handbook or the Student Handbook. Retaliation includes direct or indirect intimidation, threats, coercion, harassment, or other forms of discrimination against any individual who has brought forward a concern or participated in the University's conduct process.

## **False Reporting**

It is a violation of these procedures to knowingly provide false information to a University Official resulting in an investigation, conduct proceeding, or interim actions. Without minimizing the injury that can be suffered by the complainant, the University also recognizes that the filing of a complaint can have serious consequences for the person accused. That person, too, has rights that must be preserved and protected. Therefore, any person who abuses these procedures by knowingly filing a false complaint will be subject to disciplinary action if the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints.

## **Timely Warning Disclosure**

If a report of misconduct discloses a serious or continuing threat to the University of Charleston, the University may issue a campus wide timely warning (which can take the form of an email to campus) to protect the health or safety of the campus community. The timely warning will not include identifying information about the victim.

At no time will the University release the name of the victim to the public without the express written consent of the victim.

All University proceedings are conducted in good faith compliance with the requirements of the Clery Act, Title IX, and other federal laws. No information shall be released from such proceedings except as required or permitted by law and University policy.

## **Timeline for Completion of Investigation and Disciplinary Process**

The University cannot promise the definitive timeframe of this process, but ordinarily will complete its investigation and disciplinary process, if any, within sixty (60) days. This time period does not include the time for an appeal. The U.S. Department of Education has made clear that the length of investigations may vary with the complexity and unique factors in each case. Accordingly, all timeframes set forth in this policy may be altered by the Title IX Coordinator or her/his designee for good cause. The University's overarching goal is that all Complaints be investigated in a prompt, fair, and impartial manner.

### **Interim Suspension of an Employee or Student Pending Determination**

The President or his/her designee shall have the power to suspend an employee or student accused of any conduct which could warrant dismissal if there is a threat of immediate harm to the member or others or sustained harm to the University by his/her continued active participation at the University during the intervening period. For an employee, during the period of this suspension, the regular salary and benefits of the employee shall be continued.



# **POLICY AND GUIDELINES CONCERNING AIDS, HIV AND HEPATITIS B**

## **General Policies**

Current knowledge indicates that persons with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. Based upon the current medical knowledge which indicates HIV may only be transmitted by intimate sexual contact and by exposure to contaminated blood, the University of Charleston establishes the following policy guidelines applicable to the University of Charleston students, student applicants, employees, or employment applicants who are known to have AIDS, AIDS Related Complex (ARC) or those who test positive for HIV. Since these facts also apply to Hepatitis B, this policy shall also apply to students, faculty or staff members who are known or suspected to be infected with Hepatitis B. In the context of these guidelines, students and employees are expected to uphold the same standards of conduct and act in accordance with the policies and procedures outlined in the Student or Employee Handbook. Consistent with its desire not to discriminate and to preserve the sanctity of human rights, the University reaffirms its respect for the individuals' confidentiality of information and their personal goals and objectives regardless of their personal afflictions or disabling conditions. It also recognizes that such persons may wish to maintain their student or employee status for as long as their medical condition allows. To this end, the University will apply the following guidelines, adopted from the American College Health Association, in analyzing and responding to each person's condition and circumstances in determining the extent to which the person can remain associated with the University.

## **Institutional Committee**

The University designates the Vice President for Administration and Finance, the Provost and Dean of Students as the principal administrators charged with managing the process of evaluating individual cases, to organize and oversee the educational program, and to provide a mechanism for making such policy decisions as become necessary. The Vice President for Administration and Finance will make the evaluation for decisions regarding employees, the Provost for decisions regarding faculty, and the Dean of Student Life for decisions regarding students.

## **Handicapping Conditions**

The University will apply the same handicapped statutes, policies, procedures, and regulations to students, employees, and applicants with AIDS, Hepatitis B (or related conditions) as are applied to persons with other disabling conditions.

## **Admissions**

The University of Charleston will not include consideration of the existence of any form of HIV infection or Hepatitis B in the initial admissions decision for people applying to the institution. The University affirms that the exclusion of people with HIV infection for reason of that infection constitutes unwarranted discrimination.

## **Attendance**

University of Charleston students or employees who have HIV infection or Hepatitis B, whether they are symptomatic or not, will be allowed regular classroom or work attendance in an unrestricted manner as long as they are physically and mentally able to attend classes or perform the responsibilities of his/her position. Students and employees are subject to the same attendance expectations as their colleagues.

## Access to Facilities

Access of persons with HIV infection will not be restricted in the student union, auditorium, snack bar, dining hall, gymnasiums, swimming pool, recreational facilities, classrooms, offices, or other common areas. Where applicable and under the meaning of reasonable accommodation as specified by law, the University will reasonably accommodate the environmental restrictions or medical limitations of the affected person, provided the individual can perform the essential functions of his or her normal responsibilities with the accommodation. All accommodations will be considered on an individual basis.

## Residential Housing

Decisions about housing for students with HIV infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. In some circumstances, however, there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious disease (e.g., measles or chicken pox) in a close living situation. When there is flexibility to provide private rooms, student affairs administrators may wish to recommend that students with immune deficiencies be assigned private rooms in order to protect the health of the immune deficient student.

## Medical Care

The University will not ask students or employees to respond to questions about the existence of HIV infection or Hepatitis B. If this information is voluntarily provided it will be handled like any other medical information, in a strictly confidential manner. The following recommendations pertain to the provision of clinical services to people with HIV infection:

## Contagious Diseases

Special precautions to protect the health of immunologically compromised individuals should be applied during periods of prevalence of certain casually contagious diseases, such as measles and chicken pox.

## Immunizations

Persons known to have HIV infection or Hepatitis B should receive measles and rubella vaccination and need not be exempted from institutional requirements for those vaccinations. However, administrators should be aware of current recommendations for other immunizations in persons with HIV infection because of potentially serious consequences of their receiving live virus vaccines.

## HIV Antibody Testing

University of Charleston officials will not undertake programs of mandatory testing of either employees or students for antibody to HIV or Hepatitis B nor will this test be included in health examinations, which may be required for prospective employees.

## Confidentiality of Information

The University requires that confidential information concerning any aspect of HIV infection or Hepatitis B be handled with extraordinary care.

## Release of Information

Disclosures to faculty, administrators, insurers, or even parents without the expressed written consent of patients in such cases are prohibited by law in West Virginia. Disclosures may only be made to the subject of the test, persons who secure a specific release of the test results executed by the subject, a funeral director, licensed medical personnel providing care to the subject, but only to the extent that such is medically necessary, the department of health or the center for disease control, certain health facilities, including those which may handle organs, blood or bodily fluids of the subject, health staff committees and those obtaining access pursuant to a court order.

### “Need to know.”

There is no medical or other circumstance that would warrant the University to advise students living in a residence hall of the presence there of students with HIV or Hepatitis B infection. Similarly, University officials will not reveal the identity of students or employees with HIV infection or Hepatitis B in any other setting. Any recommendations regarding Aids, HIV Infection or Hepatitis B will be based on guidelines from the United States Public Health Service, the Centers for Disease Control, and the American College Health Association.

## Public Health Reporting Requirements

University of Charleston administrators must strictly observe public health reporting requirements. In all jurisdictions, cases of AIDS meeting the criteria of the surveillance definition of the Centers for Disease Control must be reported to the local public health authorities. In a few areas, seropositive for antibody to HIV is also reportable but must be kept confidential.

## Safety Precautions

The University of Charleston adopts the following safety guidelines as proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV infection or Hepatitis B. These “universal precautions” are necessary because many people with HIV infection or Hepatitis B are not identified in advance. The same procedures should thus be followed for the handling of blood and body fluids of any student or employee.

### *Public Health Service Procedures*

In order to prevent the accidental transmission of HIV or Hepatitis B in health care settings, the University of Charleston will implement current recommendations from the Public Health Service for infection control except to the extent limited by state law and should monitor compliance with these procedures. The University of Charleston will provide educational programs about HIV infection and its transmission in health care settings to all clinical personnel. Medical and nursing professionals and other clinical service providers handling blood or body fluids should be familiar with recommended infection control procedures and should follow them consistently.

### *Teaching Laboratories*

The University of Charleston adopts the recommendations of the Public Health Service safety guidelines for the handling of blood and body fluids in teaching laboratories. Laboratory courses requiring exposure to blood, such as biology courses in which blood is obtained by finger prick for typing or examination will use disposable equipment and no lancets or other blood-letting devices should be re-used or shared. No students should be required to obtain or process the blood of others without direct faculty supervision and prior approval of the Institutional Review Board. In campus or clinical laboratories, health science students will use disposable, one-user needles and other equipment whenever such equipment will puncture the skin or mucous membranes of another student or patient. Extreme caution should be exercised when handling sharp objects, particularly in disposing of needles. Health

science students in the clinical agencies are expected to follow the universal precautions as prescribed by agency procedures and protocols. In the event of exposure to blood or body fluids of another individual in the clinical setting, the student and faculty member will complete the appropriate incident forms and seek evaluation and/or consultation with the Employee Health Service of the agency.

## Support Services

Through its Student & Employee Assistance programs, the University will provide support services through which concerned persons can receive counseling and assistance in locating resources and referrals. Contact the Office of Student Life at 304 -357-4862 or 304- 357-4745 for more information.

## Harassment

As a result of the fear, anxiety and anger that many people feel in reaction to AIDS or Hepatitis B, some students or employees who are either known to be or suspected of being infected with HIV or Hepatitis B may be subjected to either emotional or physical abuse. This University will consider all such occurrences as intolerable and respond to them quickly by treating them as violations of University policy, subject to student or employee disciplinary action.

# IMMUNIZATION POLICY

## Rationale

Vaccine-preventable diseases continue to occur on US campuses and pose a significant threat to the public health of the campus community. Outbreaks not only impose a significant cost to infected individuals in terms of mortality and morbidity, but can also be costly to the University and students by disrupting university activities and preventing students from being able to attend scheduled classes.

The goal of the University is to provide adequate protection to the campus community against vaccine-preventable diseases by requiring students to be vaccinated against and/or screened for certain highly contagious diseases. This goal can best be achieved through a mandatory pre- matriculation immunization requirement.

## Requirements Consistent with State Law and Other Organizations

The following requirements are consistent with West Virginia State Law and with the recommendations of the American College Health Association and the Advisory Committee on Immunization Practices.

*Students who fail to provide appropriate documentation for the following immunizations will be prohibited from moving into the residence halls until the documentation is provided, and the University is under no obligation to prorate or forgive room charges for any delayed entry.*

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## Immunizations Required for All Students

- **MMR** (measles, mumps and rubella). All entering full-time students born after 1956 must provide documentation of immunization against measles, mumps, and rubella.

## Immunizations Required for Residential Students

- **Hepatitis B.** If you live in university housing, you must provide documentation of immunization for Hepatitis B. You must provide one of the following:
  - Documentation of having initiated the series of Hepatitis B immunizations and updates indicating that you are continuing to receive the series of immunizations, on schedule, until all three immunizations have been given. The student is expected to complete the immunizations within six months of initiation of the series.
  - Documentation of completion of a three-shot series for Hepatitis B.
  - Documentation of a titer indicating immunity to Hepatitis B.
- **Meningococcal Meningitis.** If you live in university housing, you must provide documentation of your immunity to meningococcal meningitis.
  - Students age 21 years or younger must provide documentation of receipt of a dose of Meningococcal Vaccine not more than 5 years before enrollment in the institution. If the primary dose was administered before the students 16th birthday, a booster dose should be administered within the year prior to the student moving into the residence hall.

## Female Students

All female students are strongly encouraged to receive the Human Papillomavirus vaccine HPV prior to matriculation. Much like the Hepatitis B vaccine, the HPV vaccine is a three-part series of shots that has been shown to drastically reduce the risk of cervical cancer.

## Health Science and Pharmacy Students

Please consult your individual programs to see if they have specific additional immunization requirements that may differ from those of the University.

## International Students

Tuberculosis (TB). All full-time international students must provide documentation of having had a Tuberculin skin test (PPD) or blood test to screen for tuberculosis (TB) within six months prior to enrollment in the university regardless of prior BCG immunizations. If the results of either test are positive, a chest x-ray is required. A student may request a waiver from tuberculin skin testing if the student is from a country that has been identified by the Centers for Disease Control as having low prevalence of tuberculosis.

## Request for Waiver

A student may request a waiver from any vaccination for medical reasons. Application for a waiver is to be made in writing to the University of Charleston at least two weeks prior to the student arriving on campus for his/her first semester of attendance at the University. In the case of an outbreak of a contagious disease on campus for which the student has not been immunized, the University reserves the right to ask the student to leave campus until the outbreak is over.

Contact: Questions should be directed to Office of Student Life or the Director of Residence Life and Judicial Affairs, (304) 357-4745.

## Additional recommendations

A PPD skin test for tuberculosis is recommended for domestic students who have traveled to an area where tuberculosis is endemic. All students should have a booster dose of tetanus/diphtheria every ten years after completion of the primary series. The American College Health Association and the Centers for Disease Control and Prevention recommend that college students consider getting immunizations to prevent influenza (the flu) provided on campus in the fall, hepatitis B, chicken pox, and meningococcal disease.

# **MANDATORY MEDICAL LEAVE**

## **Rationale**

The University of Charleston strives to establish a community environment that is safe, orderly, and contributes toward the personal and intellectual growth of its students. Students enter the University with the understanding that they accept the University's basic principles and standards of conduct. Consequently, the University reserves the right to require a medical leave of absence of any student, if the Dean of Students or his/her designee concludes that the student possesses a physical or psychological condition that:

- poses a significant danger of causing imminent harm to him/herself or to others;
- substantially impedes the learning opportunities or lawful activity of other members of the campus community;
- reasonably indicates that he/she is unable to meet minimal standards of academic performance and/or social requirements of the University, or

University procedures regarding mandatory medical leave of absence are as follows:

1. The Dean of Students or his/her designee will, except in cases of emergencies, notify the student that he/she may be subject to a mandatory withdrawal from the University based upon his/her behavior.
2. The Dean of Students or his/her designee will determine the status of the student in relation to the University after meeting with all parties involved. In University reserves the right to notify the student's parent, guardian, or appropriate relative in the case of an act of self-destructive behavior or an apparent threat of serious harm. Such cases will be handled on an individual basis.
3. If a medical leave of absence is required, the Dean of Students or his/her designee shall inform the student, in writing, of the reason for the University's action, the terms and conditions of the medical leave of absence and the terms and conditions for readmission to the University.
4. If a medical leave of absence is required, the student will be given the opportunity to elect voluntary withdrawal.
5. In case of medical leave of absence, the student shall be eligible for a refund of tuition and room and board charges on a prorated basis as described by the University refund policy on student withdrawals as stated in the University's academic catalog.
6. A request for readmission following a medical withdrawal for psychological reasons, whether voluntary or required, will require the student to submit a report of a psychologist or psychiatrist indicating diagnosis, prognosis and recommendations. This report, submitted to the Dean of Students or his/her designee, must indicate completion of recommended treatment and reasonable expectation of ability to continue with the student's academic and social responsibilities at the University. The Dean of Students or his/her designee, in consultation with the counselor or physician, will decide upon the request for readmission.
7. A request for readmission following a medical withdrawal for physical reasons, whether voluntary or required, will require the student to submit a report of a physician indicating diagnosis, prognosis and recommendations. This report, submitted to the Dean of Students or his/her designee, must indicate reasonable expectation of ability to continue with the student's academic and social responsibilities at the University. The Dean of Students or his/her designee, in consultation with the physician, will decide upon the request for readmission. In some medical or psychological conditions it is in the best interest of the student and the institution to take emergency action without delay. In such a circumstance, the student will be taken to a nearby medical or psychiatric emergency facility.

## **Alcohol & Other Drugs Policy and Guidelines:**

### Understanding Substance Abuse

Substance abuse is prevalent on college campuses today and often hinders community members' ability to lead lives of productive work, enlightened living, and community involvement. The University of Charleston believes that individual responsibility is extremely important in social choices. The University has implemented and strictly enforces a policy of alcohol and other drugs (AOD) that provides penalties for abuses but places major responsibility on the student for responsible decision making. The regulations and practices governing the use of alcohol and other drugs apply to all members of the University of Charleston as well as their guests. The primary responsibility for knowing and abiding by the provisions of the AOD policy rests with each individual.

### Assistance Programs

The University is interested in providing education, support and/or treatment for its students. Consequently, it provides counseling services free of charge to all students. Contact the Office of Student Life at (304) 357-4745 for more information. The Charleston Alcoholics Anonymous/AL-Anon organization can be reached at (304) 342-4315.

The University strives to educate its students and employees on issues surrounding substance use and abuse through the following means:

- Health and wellness issues are addressed through campus wide educational information/programs;
- At least two statewide alcohol and drug awareness conferences have previously included UC representatives; and
- The Residence Life Staff receives in-service training.

### Alcohol

Possession or consumption of alcoholic beverages is expected to conform to the laws of West Virginia and the Student Code of Conduct for UC. In summary, the University of Charleston prohibits:

- Possession, use, or purchase of liquor, wine, or beer, by persons under 21 years of age.
- Consumption of alcoholic beverages in unlicensed public places.
- Sale or advertisement of sale of alcoholic beverages without a license.
- Public intoxication.
- Providing liquor, wine, or beer to an underage person.
- Possession of an alcoholic beverage in open containers in public (including campus grounds and residence hall lounges/hallways).
- Drinking that negatively affects property or others.
- Excessive drinking that is harmful to oneself.
- Sources of alcohol, including but not limited to, kegs and "trash can punch" in the residence halls.



## Drugs

The University of Charleston considers the use of illegal drugs and abuse of legal drugs by its employees and students to be a very serious matter and one that cannot be tolerated. In compliance with the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act of 1989*, the University of Charleston prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or any controlled substance on University property or at any University activity.

## Reporting Procedures and Sanctions

In order to foster a safe, supportive and law abiding community, the University of Charleston encourages all students and employees to report any suspected or observed policy violations. In the case of students, reports should be directed to Director of Residence Life & Judicial Affairs. Regarding issues involving non-faculty employees, reports should be directed to their direct supervisor or Vice President for Administration and Finance. In situations involving faculty members, reports should be directed to the Provost. The University of Charleston supports all legal sanctions against controlled substances under local, state and federal law. Examples of such sanctions include the following:

- Conviction for possession of illegal drugs is a misdemeanor with a maximum fine of \$1,000 and/or a jail sentence ranging from 90 days to six months.
- The sale, manufacture, or possession with intent to sell a controlled substance is a felony with a fine up to \$10,000 and/or a jail term of one to three years. Penalties increase in severity according to the drug classification.

In addition to legal sanctions imposed by civil law, disciplinary action for students may include, but is not limited to: disciplinary probation (which would prohibit the student from participating in varsity athletics or holding office in a campus organization), community service requirements, removal from campus residence halls, referral for counseling or rehabilitation, fines, suspension, and expulsion. Student violations may also result in the loss of federal financial assistance.

## **University Computer Use and Internet Policy:**

The University of Charleston provides computer equipment and network services for the benefit of students. The equipment and the network belong to the University of Charleston and, as such, the University insists that neither be used for inappropriate purposes. A student or employee who is found responsible for any of the following acts involving misuse of the computer network and the University computer system shall be subject to the maximum sanction of dismissal or any lesser sanction deemed appropriate:

- Users are not to employ University information systems for ancillary profit-making activities, partisan political events where prohibited by law, or other non-core purposes that could violate the 501(c)(3) charitable organization status of the University.
- It is inappropriate to obstruct the work of others through any action that consumes large amounts of system resources.
- Users shall not accept, use, retrieve, modify, copy, delete, discard, or view information other than their own without explicit authorization from the owner or their supervisor.
- Users shall under no circumstances represent themselves as others for the purpose of circumventing established policies or security measures, or for any reason without explicit permission of the others. Sharing accounts and/or passwords is strongly discouraged.
- It is unacceptable to violate copyright and licensing agreements for any electronic resources, including software, games, music, videos, and academic works, or to facilitate others in such acts.
- Users are not by any means to infiltrate, or attempt to infiltrate, a computing system or network on the University campus or elsewhere.
- Computing personnel are responsible for the support of campus computer equipment. No users are to install any additional hardware or software without specific approval from Technology Services. This includes games, screensavers, instant messenger clients, network switches, wireless access points, and printers.
- Users are not to participate in the proliferation of spam by forwarding or generating email chain letters and other such messages to large numbers of people.
- It is inappropriate for faculty, staff, students, and administrative personnel to view, download, or distribute pornographic or other generally offensive materials, unless such actions are germane to University-related research or other job responsibilities. No such materials may be viewed or accessed in public areas.
- Students should have no expectation of privacy when using the University of Charleston's computers and/or network and the University reserves the right to monitor computer and/or network usage.
- Students are not permitted to use wireless routers in their residence halls. These items will be confiscated.

# STUDENT CODE OF CONDUCT

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## *IGNORANCE IS NO EXCUSE*

The Code of Conduct exists to assist in providing the best possible learning and living environment for all students. The intent is to foster the growth and development of each individual as well as enhance and enrich the entire university community. The philosophy, principles, and procedures of the system are reflective of this attitude and spirit, and it is expected that each person who becomes involved with it in any way will reflect the same.

The student conduct process educates students about their responsibilities as members of an academic community and imposes sanctions when student conduct puts the members of the community in jeopardy or when the University has a clear and distinct interest in addressing the student behavior. As a tool, the University Code of Conduct helps promote growth and learning as students interact with their environment and accept responsibility for decision-making.

The motto of the Student Code of Conduct is, "Ignorance is No Excuse." This motto illustrates that each student, as a Member of the University Community, is responsible for being familiar with the policies of the University of Charleston, including the University Code of Conduct, and with local, state, and federal laws. Failure to abide by these Standards may result in sanctions, including termination of a Student's academic career at the University of Charleston.

It is not intended to be a duplicate of the criminal proceedings of a court of law, but rather a fair and equitable process of developing responsible citizenship and protecting the rights and property of the individual members of the University of Charleston community. The Code of Conduct has been established to deal with all inappropriate behavior and unacceptable activity, whether specified or unspecified.

The Student Code of Conduct is designed to:

- Promote a safe and healthy campus environment for all students;
- Protect the rights of students, clubs, or organizations accused of violating the Student Code of Conduct;
- Reinforce the mission of the University;
- Protect the rights of alleged victims;
- Educate students;
- And deter and prevent further violations.

## **Purpose:**

Generally, these standards govern and regulate Student conduct that occurs on the University's main campus or any building or property owned or used by the University in connection with its educational and other programs; or Student conduct that occurs off-campus that is disruptive, harmful, poses a reasonable concern for the safety and well-being of Students, faculty and/or staff, or that otherwise is harmful to the University's purposes, mission and objectives. The Code regulates off-campus Student conduct to promote and reinforce the following values and University goals:

- To prevent and reduce behavior that undermines Student academic success and that negatively detracts from the educational mission of the University;
- To promote and protect the health and safety of Students and other University community members;
- To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues;
- And to address Student conduct and activities that clearly conflict with the University's interests and mission.

## **Jurisdiction:**

The Student Code of Conduct applies to the conduct of all individual students, both undergraduate and graduate while enrolled at the University of Charleston at any location, and all University-affiliated student organizations.

1. The Student Code of Conduct applies to behaviors that take place on any University of Charleston premises (as defined in this Student Code of Conduct), at University-sponsored events, and off the University premises when a Student Conduct Administrator determines that the off-premise conduct affects a clear and distinct University interest. The term “off-campus” or “off-premise” includes anywhere that is not on University premises. Specifically included within the University’s clear and distinct interest are violations that:
  - a. Involve conduct directed at other Members of the University Community or that significantly impinges upon the rights, property, or achievement of self or others, or significantly breaches the peace and/or causes social disorder;
  - b. Disrupt educational programs or activities or other functions of the University;
  - c. Occur during or at University-sponsored events;
  - d. Occur during the events of an organization associated with the University including the events of a student group, whether officially recognized or not ;
  - e. Occur during any academic course requirements or any credit-bearing experiences such as internships, service-learning, clerkships, field trips, or student teaching;
  - f. Occur during a study abroad program, field trip, internship, field placement or clinical assignment;
  - g. Occur during any activity supporting the pursuit of a degree, such as research at another institution, or a professional practice assignment;
  - h. Cause or pose a threat of destruction to property belonging to the University or any Member of the University Community;
  - i. Pose a threat to the health and/or safety of a member of the University Community; or
  - j. Involve an activity for which a police report is filed and a summons or charge is issued, or an arrest for a crime.
  
2. The Student Code of Conduct applies to behavior conducted online, via email or via any other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of Student Code of Conduct violations if there is information that the Student Code of Conduct was violated. While most online speech by students not involving University networks or technology is protected as free expression and not subject to the Student Code of Conduct, there are three notable exceptions:
  - a. A threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual;
  - b. Speech posted online about the University or its community members that causes a substantial negative effect to a University living and/or learning environments;
  - c. Information indicating a crime has occurred.
  
3. Actions against Visitors and / or guests of, the University may seek resolution of violations of the Student Code of Conduct committed against them by University students through the Office of the Student Life.

## Off Campus Conduct

This document governs student conduct off campus when such behavior impairs University functioning, impacts another member of the University community, has a negative impact upon the reputation of the University, and/or endangers any member of the University community.

The University may conduct an on-campus hearing or conference independent of, and without waiting for, the result of any off-campus proceedings. The University also may report, and in some cases has the responsibility to report, violations of criminal law, to civil authorities.

## **Authority:**

These Standards are established under the authority of the Board of Trustees at the University of Charleston, in conjunction with the staff in the Office of Student Life.

The Student Code of Conduct is not a code of criminal law; criminal law concepts, processes, and procedures do not apply to it. The University will take appropriate action when student conduct runs contrary to the University's mission or a clear and distinct University interest, regardless of whether a criminal offense has occurred. The University reserves the right to take necessary and appropriate action to protect the health, safety and well-being of the University Community.

Students and student organizations are subject to the provisions of local, state, and federal law and to all legal and judicial authorities as part of their responsibilities to the larger society. If a visitor or guest of a University student or organization does not comply with University policies, and/or with local, state, or federal law, the student or organization may be subject to Student Code of Conduct sanctions, as well as to the provisions of local, state, or federal law. Those who believe a crime has occurred should inform the University's Department of Public Safety and/or a local law enforcement agency. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

## **Student Rights & Responsibilities:**

### **Accountability**

A student is accountable to University jurisdiction as long as he or she is enrolled in the University. Each student shall be charged with notice and knowledge of, and shall be required to comply with the contents and provisions of the Universities policies concerning Student Expectation and Accountability Standards.

### **Communication with University**

University email is the University of Charleston's primary means of communication with students. Students are responsible for receiving and reading all communication delivered to their University email address in a timely manner.

### **Confidentiality**

All members of the University community involved in any way with a Student Conduct Proceeding are expected to keep strictly confidential the existence of a Student Conduct Proceeding; all information included in an Incident Report, Appeals Process, or presented to either the Director of Residence Life & Judicial Affairs and / or designee during a Student Conduct Proceeding, and the outcome of the Student Conduct Proceeding or Appeal including any sanctions imposed. If you have been notified that an incident report has been submitted against you, this means an official Student Conduct Proceeding will be initiated and Confidentiality applies.

### **Equal Treatment**

The University has an obligation to apply its rules equally to all students. This does not mean, however, that the University is required to refrain from engaging in the Student Conduct process with some students because there are others who cannot be identified, or who are not similarly charged. Procedural fairness incorporates adequate notice of the charges, the opportunity to respond to the charges, and the right of appeal.

### **General Expectations**

Each student shall be expected to:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Respect the rights and privileges of other students, faculty, and other University staff and designees;
- Respect the property of others, including University property and facilities; and
- Cooperate with and assist the University staff in maintaining safety, order, and discipline.

### **Group Conduct**

In an effort to promote community responsibility, students who are present while others compromise the behavioral standards of the University and /or Local, State, or Federal Law(s), may become subject to judiciary action. Students are encouraged to take ownership in the perpetuation of a healthy campus community by holding one another accountable.



## Local, State, and Federal Laws

All students shall obey the law, show respect for properly constituted authority, and observe correct Student Expectation and Accountability Standards.

## Nondiscrimination

For purposes of this policy, the following characteristics are considered protected and, to the extent permitted by applicable law, individuals and groups cannot and will not be discriminated against based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, or any other status protected under applicable federal, state, or local law.

## Responsibility for Guests

All University students, clubs and organizations are responsible for the behavior of their guests whether on University property or at University events off-campus. They must use their best efforts to ensure that guests comply with the Student Code of Conduct and other University policies. This includes, but is not limited to, guests attending University-sponsored events on or off University premises, visitors to University Housing, or attendees of activities sponsored by recognized student organizations. Should a guest(s) fail to adhere to University policies and procedures, this may lead to their removal from campus and / or the event. This may include, but is not limited to, the issuing of a criminal trespass warning (CTW) for a designated period of time.

## Student Leader Expectations

Student leadership is a privilege at the University, and student leaders are expected to serve as an ambassador of the institution at all times. Failure to comply with Student Expectations & Accountability Standards will result in judiciary action, and may result in probation or administrative removal from student leadership role(s). The latter will be determined based on the severity of the Student Expectations & Accountability Standards violation and/or the culmination of Standards violations.

## **Search & Seizure Policy:**

Because universities are viewed as educational communities with special behavioral requirements, the courts have upheld the University's right to enter and search student rooms and suites with just cause, so long as the entry and search are not done in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each University of Charleston resident, while simultaneously providing University officials the means to maintain and protect the educational environment necessary for the University to fulfill its mission.

Rooms can be entered by the Department of Safety and Security and/or Residence Life professional staff for the following reasons and others after approval is given by the Chief of Security and Dean of Students:

- Suspected violation of University Student Expectations and Accountability Standards or civil law or;
- Emergency situations.

In the event of suspected vandalism, arson, assault, or other violations of University policy which may have occurred in a room, appropriate University officials may be called in to conduct an investigation. The results of such an investigation may result in disciplinary action and/or criminal prosecution.

## **Search and Seizure Guidelines**

### *Emergency Entry*

University officials may, without verbal or written authorization from a higher authority, enter a resident's room either forcibly or with a building master key in cases of fire, explosion, bomb threat, attempted or suspected suicide, or other situations which call for the immediate entry to protect the safety and security of the residents of the room and the community at large.

### *Reasonable Cause*

When a University official has reasonable cause to believe that a student has violated University policy and relevant or prohibited materials remain in his/her room, any authorized member of Student Life and/or any authorized member of the campus Safety and Security Department will complete an entry and search form. A copy of the completed form would be given to the residents of the room if they are present.

### *Search Warrant Entry*

In those cases where an individual has personal knowledge or other information of a violation of a criminal nature such as theft or acts of violence, campus security is to be contacted. The police or security will then determine whether or not sufficient evidence exists to request a search warrant.

### *Confiscation*

The University has the right to confiscate any items at any time that would violate health or safety standards. Random health and safety checks will be conducted throughout the semester to ensure the safety of the community. Confiscated item(s) may be claimed at the discretion of the Chief of Safety and Security at the end of the academic year. Items that pose a risk to the safety of the University or the student and / or items that violate local, state, or federal ordinances or laws may be destroyed at the direction of the Chief of Safety and Security.

## **Medical Amnesty:**

The University's priority is the safety and well-being of the students who attend the University. As such, medical amnesty is in effect to ensure that those individuals who require assistance for themselves or a friend who may have consumed excessive alcohol or drugs on or off campus will turn to the appropriate personnel to seek emergency medical assistance without fear of reprisal for doing so.

Students who seek emergency medical attention for themselves or someone else related to consumption of alcohol or drugs will not be charged with violations of the Code of Community Standards related to that consumption (specifically those violations as defined under Class C Violations: Conduct that Relates to Alcohol, Illegal, and Other Controlled Substances), provided that the student subsequently complies with any designated educational intervention and/ or behavioral assessment. Failure to complete this intervention/assessment may result in charges being filed with the Director of Residence Life & Judicial Affairs.

Additionally, students will be held accountable for any other violations of the Student Code of Conduct related to the incident (endangering the health or safety of others, fire safety/emergency violations, failure to comply, vandalism, etc.).

This policy only provides amnesty from violations of the Student Code of Conduct. It does not grant amnesty for criminal or civil consequences for violations of federal, state, or local law.

This policy is not intended to shield or protect those students who repeatedly violate Student Code of Conduct. In cases where repeated violations occur, the University reserves the right to initiate conduct action on a case-by-case basis, regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are considered especially egregious.

## **Definitions:**

### **Administrative Hearing/Conference**

An Administrative Hearing / Conference is a formal hearing conducted by the Director of Residence Life & Judicial Affairs, a member of the Office of Residence Life, and the Dean of Students or his or her designee. An Administrative Hearing/Conference is normally conducted to adjudicate alleged violations that may engender sanctions, such as expulsion, suspension, eviction, social probation, residence hall probation, community service, restitution, a fine, threat of eviction, a written warning, etc. The format of the Administrative Hearing/Conference is further defined and described under the Conduct Process section of this document.

### **Consent**

Consent in the context of sexual activity is an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack or absence of a negative response is not consent. A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

Incapacitation is a state in which someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (i.e., to understand the “who, what, when, where, why, and how” of the sexual interaction).

### **Disciplinary Action**

Any action taken or sanction imposed by the University under the Student Code of Conduct.

### **Hearing**

An Administrative Conference or Administrative Hearing.

### **Hearing Letter**

Notice delivered to the Reported Student, Group, or Organization via their ucwv.edu email that notifies him/her/it of any scheduled judicial hearing. This letter will include the time, date, and location of the hearing, hearing officer, and the violations in question.

### **Hearing Officer**

University staff member who conducts an Administrative Conference or Administrative Hearing.

### **Interim Sanctions**

Interim sanctions include certain sanctions, including eviction or suspension that may be imposed without a Hearing when a student’s or organization’s continued presence at the University presents unreasonable risk of danger to himself/herself and/or others.

## Member of the University Community

The term “Member of the University Community” includes any person who is:

- A University Student;
- A University Employee (Faculty, Staff);
- A University contractor or vendor;
- A University Affiliate or volunteer; or
- Guests, to include but not limited to, event attendees, participants in University- sponsored co-curricular or auxiliary programs, visitors, and customers.

Determination of whether an individual is a member of the University community may be decided by the Dean of Students and / or Director of Residence Life & Judicial Affairs.

## Misconduct

Any conduct violating the University Code of Conduct.

## Possession

Having or controlling property, regardless of ownership. All items in a residence hall room are presumed to be in the possession of the assigned student(s). All items in a student’s vehicle are presumed to be in the possession of the student(s) registered to that vehicle.

## Preponderance of the Evidence

The weight of the evidence makes it more likely than not that the violation of the Student Code of Conduct did (or did not) occur.

## Protected Characteristics

The term “Protected Characteristics” means personal characteristics or factors that cannot be targeted for discrimination or harassment. For purposes of the Student Code of Conduct the following characteristics are considered protected and individuals cannot be discriminated against or harassed based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression or any other status protected under applicable federal, state, or local law.

## Reported Group or Organization

The group or organization alleged to have violated the Student Code of Conduct.

## Reported Student

The student alleged to have violated the Student Code of Conduct.

## Reporter

University faculty, staff, and students, who outside of the Hearing Officer, that provides the original report of violations resulting in an Administrative Hearing or an Administrative Conference.

## Reasonable Knowledge

To have knowledge of facts or activities, which have been gained through firsthand experience such as, being present at the time of a policy violation.

## Sanction Letter

Notice delivered to the Reported Student(s), Group, or Organization which states whether or not the student has been found in violation of the Student Code of Conduct. If the student is found responsible the letter will also detail the sanctions that will be imposed.

## Student Conduct Administrator

The term “Student Conduct Administrator” means the University official authorized and designated by the Dean of Students for daily operation of the Student conduct process. This process includes but not limited to:

- Providing Students and Complainants information on Student Conduct process and procedures;
- Serving as a Hearing Officer;
- Serving as the administrator of the Student Conduct process;
- Attending, assisting, and serving notifications of hearings and decisions of Conduct Bodies;
- Ensuring official Student Conduct records are maintained;
- Monitoring sanction(s) compliance; and
- Coordinating the training and development of Student Conduct Bodies.

## Student Group

The term “Student Group” is defined as a number of individuals who are associated with the University and each other, including athletic teams, student clubs and organizations registered with the University including sororities and fraternities as well as groups or clubs not registered with the University.

## Support Person

A support person is a member of the University community who may attend the appeal hearing for moral support, but may not comment during the proceedings unless he/she was a witness to alleged policy violation(s) in question.

## University

The University of Charleston.

## Violation

A violation of the guidelines contained in Student Expectations and Accountability.

## **Conduct Process:**

### **1. Report of Alleged Student Code of Conduct Violation**

When a University student or organization fails to adhere to the Student Code of Conduct, as outlined in the Student Code of Conduct, a University staff member or designee will inform the student that they are completing an incident report form via the ucwv.edu website. University faculty, staff, and students shall submit an alleged violation or violations of Student Code of Conduct committed by a student to the Director of Residence Life & Judicial Affairs or designee within Twenty-Four (24) hours via the online reporting portal. The Office of Public Safety shall report violations within Twenty-Four (24) hours after the conclusion of their investigation. The allegations must be submitted in writing, through traditional or electronic means, and must describe the alleged violation and any surrounding facts.

### **2. Additional Investigation**

Director of Residence Life & Judicial Affairs and / or designee shall investigate the matter as necessary with the involvement of the Office of Public Safety or other University officials as deemed necessary. If an allegation is deemed to be unfounded, the Director of Residence Life & Judicial Affairs and / or designee shall dismiss the alleged violation and shall provide the student who is the subject of the allegation a written notice that the allegation of misconduct was made against the student and the allegation was dismissed.

### **3. Hearing Request**

If, however, the Director of Residence Life & Judicial Affairs and / or designee determines that the allegation warrants further consideration, the Director of Residence Life & Judicial Affairs and/ or designee shall require the student or organization who is the subject of the allegation to attend a conference to be held within a reasonable time frame, not to exceed five (5) calendar business days, following receipt of the alleged standards violation per the completed investigation report. The student or organization shall be given two (2) business days between the Hearing Letter being sent and the date of the hearing. During this time the student or organization has the opportunity to request the hearing be rescheduled.

### **4. During the Conduct Hearing**

At the conference, the Director of Residence Life & Judicial Affairs and/ or designee shall notify the student of the allegation(s) and provide the student with an opportunity to respond. The hearing shall be closed due to the educational nature of the Student Code of Conduct. If multiple students are involved, they will meet with the Director of Residence Life & Judicial Affairs and/ or designee one-on-one or with the Director of Residence Life & Judicial Affairs and/ or designee and one other member of Student Life.

*Non-university community members; parents, guardians, lawyers, and other advocates are not permitted at any code of conduct hearing.*

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## 5. Following the Conduct Hearing

Following the Hearing, the Director of Residence Life & Judicial Affairs or designee shall notify the student of the outcome within ten (10) calendar business days after meeting with all involved students:

- Unfounded Allegations

After conferring with the student, if the Director of Residence Life & Judicial Affairs and / or designee determines that the student did not commit a violation of the Student Code of Conduct then the allegation(s) shall be dismissed as unfounded. The student shall be provided a notice of the dismissal.

- Founded Allegations

If the Director of Residence Life & Judicial Affairs and / or designee determines that the preponderance of the evidence warrants a sanction, then the Director of Residence Life & Judicial Affairs and / or designee shall inform the student in writing of the determination, and the student's right of disciplinary appeal.



## Special Circumstances

- In cases where a student cannot be present

In the situation where it is determined that a student's continued presence at the University constitutes an immediate threat of harm to the student, other individuals, and/or University property or presents a threat of disrupting the educational environment, the Director of Residence Life & Judicial Affairs, or designee may present the University's case to the Dean of Students and University President or their designees with a sanctioning recommendation.

- In cases where a student does not show for a Hearing

In the situation where a student does not attend a requested hearing with the appointed hearing officer, the student will receive a second request for a hearing. If the student does not attend the second hearing or respond to either request, they will receive the additional sanction for D-2. Abuse of the Student Code of Conduct in addition to any violations they have been found responsible for.

- In cases that occur in the last ten (10) business days of a semester or over University breaks

In cases that occur in the last ten (10) business days of classes during a semester or over breaks, the Director of Residence Life & Judicial Affairs, will work with the student and / or organization to complete their hearing in a timely manner not to surpass the tenth (10<sup>th</sup>) day of classes of the following Fall or Spring semester.

- In cases where a student has requested to withdraw from the institution

A student facing disciplinary action, or with Incomplete Sanctions, may make a written request to the Dean of Students for permission to withdraw from the institution. Only the Dean of Students may grant such permission. Proration refunds for housing and meal plans will only be considered with the Dean of Students approval under these circumstances.

## **Interim Actions:**

In the situation where it is determined that a student's continued presence at the University constitutes an immediate threat of harm to the student, other individuals, and/or University property or presents a threat of disrupting the educational environment, the Director of Residence Life & Judicial Affairs, or designee may impose one of the following actions pending a final disposition of the case through the University discipline process with the prior approval of the Dean of Students, or designee.

- Immediate Suspension from the University;
- Loss of privileges, which may include restrictions from or to a specific area of the University's Premises;
- Immediate removal from a classroom(s);
- No Contact Orders;
- A hold being placed upon a student's registration and records;
- Suspension or revocation of University-issued identification card and/or access;
- Referral for a medical or psychological evaluation at the student's expense;
  - This evaluation may be conducted by a qualified professional approved by the University;
  - The evaluation may be used to determine the appropriateness of withdrawing the Interim Action
- Any other remedy warranted under the circumstances to protect the health and safety of persons, and/or University operations or property, and/or the University community.

At the time the Interim Action(s) is assessed, the Director of Residence Life & Judicial Affairs or designee will provide the student an official letter stating the terms of the Interim Action(s) and their official hearing appointment. Interim Actions will be in effect until the official sanction letter following the hearing.

## **No Contact Orders**

In certain circumstances, and at any time prior to the final resolution of a Student Conduct Proceeding under this Code, Director of Residence Life & Judicial Affairs or designee may issue a No Contact Order for students involved in some capacity with a case.

A No Contact Order is typically issued for one of the following reasons:

- To ensure the safety and well-being of members of the University community;
- To ensure the Student's own physical, mental, or emotional safety and well-being; or
- If the Student poses a significant threat of disruption of or interference with the normal operations, programs, and/or activities of another student.

No Contact Orders prohibit a variety of behaviors, including, but is not limited to, the following: verbal communication, written communication, electronic communication, communication through a third party, or any physical contact. The behavior restricted is direct contact, not indirect contact. This means that you are not restricted from eating meals in the dining hall, attending class, or any other University of Charleston/program specific events. No Contact Orders are not meant to impede the academic process; they are intended to protect students from being involved in any direct act that could be interpreted by another other party as intimidating, harassing, bullying, etc.

No Contact Orders are issued through email on a case by case basis and may be imposed at any point throughout the judicial process.

*No Contact Orders are in effect until they are revoked in writing by the Director of Residence Life & Judicial Affairs or designee.*

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## Temporary Suspension

In certain circumstances, and at any time prior to the final resolution of a Student Conduct Proceeding under these Standards, the Director of Residence Life & Judicial Affairs, or designee may impose a University or Residence Hall Temporary Suspension with the consent of the University President or designee.

A Temporary Suspension may be imposed only:

1. To ensure the safety and well-being of members of the University community or the preservation of University property;
2. To ensure the Student's own physical, mental, or emotional safety and well-being; or
3. If the Student poses a significant threat of disruption of or interference with the normal operations, programs, and/or activities of the University.

During a Temporary Suspension, a Student may be denied access to all University Premises and all University programs and activities.

## Student Organizations, Clubs, and Groups

When the University receives a report of an alleged violation of this Code by a Student Organization, Club, or Group, the Director of Residence Life & Judicial Affairs and/ or designee may summarily suspend the activities of the Student Organization, Club, or Group pending the outcome of the investigation of the possible violation.

## Sanctions:

Student Conduct sanctions are imposed for the purposes of restoring the standards of the University Community, educating students about the severity of their actions, promoting positive growth, and maintaining the safety of the students involved and of the University Community. Failure to comply with sanctions imposed by a Conduct Body's decision within the specified time period(s) may result in further and immediate sanctions. More than one of the following sanctions listed may be imposed for any single violation of the Student Code of Conduct.

Students and / or organizations that do not complete their assigned sanctions will face additional policy violations and sanctions including but not limited to D-2 Abuse of Student Code of Conduct and / or Student Account Holds.

### Tier 1 Sanctions

Tier 1 Sanctions are educational in nature and allow a student and / or organization to continue without restrictions while enrolled at the University of Charleston. Tier 1 Sanctions include but are not limited to:

- **Community Service Hours** - This sanction is designed to place responsibility on the student, group, or organization for causing damage, vandalism, or infractions that have adversely affected the University. This sanction can range from two (2) to one thousand five-hundred (1500) compulsory service hours. Community service must be pre-approved and cannot be part of a class, team, or organizational project. Students, groups, or organizations that do not serve their compulsory service hours as scheduled will automatically face additional sanctions.
- **Counseling** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to ten (10) compulsory sessions. Anything discussed during sessions is not disclosed to the Conduct Officer. Students, groups, or organizations that do not serve their compulsory counseling sessions as scheduled will automatically face additional sanctions.
- **Educational Sanctions** - This sanction includes reflection papers, educational modules and/or projects designed to assist the Student in reflecting on their decision making. Some educational sanctions will incur a user fee which will be disclosed to the Student at the time the sanction is imposed.
- **Fines** - Monetary penalty required to be paid by Student which is imposed due to a violation of the Student Code of Conduct.
- **Hold on Student Record** - Action restricting the Student's admission and registration until a Student Conduct sanction is fulfilled by the Student. A hold will restrict the University from releasing official academic transcripts and/or awarding a diploma until the sanction is fulfilled by the Student.
- **Parental Notification** - In situations involving alcohol or drug violations, the Hearing Officer may make the recommendation to contact the students' parents or guardian as concern for their health and well-being as a continued member of the institution.
- **Reflection** – This is a writing assignment that asks for the student to reflect on their behavior(s) and / or community service experience and how they plan to be a more engaged member of the community moving forward.
- **Restitution** – Reimbursement for damage to or misappropriation of property. Reimbursement may include, but not limited to: repair costs, community service, or restitution fines
- **Security Mentoring** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to five (5) compulsory sessions with a member of the University Public Safety or other designated member of the University Community.
- **Student Life Mentoring** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to five (5) compulsory sessions with a member of Student Life or other designated member of the University Community.
- **Verbal Warning** - An official warning delivered face-to-face.
- **Written Warning** - Notifying the student, group, or organization of his/her/its violation by letter or email, warning that subsequent violations must not occur.

## Tier 2 Sanctions

Tier 2 Sanctions are educational in nature and allow a student and / or organization to continue at the institution with restrictions for a defined period of time. Tier 2 Sanctions include but are not limited to:

- **Disciplinary Probation** – A student, group, or organization on disciplinary probation is in jeopardy of suspension from the University. Suspension is stayed for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion.
- **No Contact Order** - No Contact Orders prohibit a variety of behaviors, including, but not limited to, the following: verbal communication, written communication, electronic communication, communication through a third party, or any physical contact.
- **Suspension of Computer Access** – A student, group, or organization that has lost their Computer access privileges is not allowed access the University Network for the duration of the privilege restriction. Failure to fulfill specified terms may lead to residence hall eviction, suspension, or expulsion.
- **Suspension of Guest Privileges** – A student, group, or organization that has lost their guest privileges is not allowed to have guests in the residence halls for the duration of the privilege restriction. Failure to fulfill specified terms may lead to residence hall eviction, suspension, or expulsion.
- **Suspension of Participation Privileges** - A student who has been placed on participation probation is barred from participating in athletic team events for a specified amount of time. This includes but is not limited to: participating as an active member of a team, attending practice, attending meetings, or participation in games. A student and/or organization found in violation of this probation will be subject to the imposition of further sanctions.
- **Recruitment Probation / Restriction** - An organization on recruitment probation is in jeopardy of suspension or termination. During recruitment probation, recruitment may be restricted or forbidden for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in eviction.
- **Residence Hall Eviction** - Loss of privilege to live in the residence halls, either permanently or for a specified period of time. Eviction may either be immediate or deferred until a specified date. The University does not grant housing refunds for students evicted for disciplinary reasons. Meal plans will be prorated.
- **Residence Hall Probation / Restriction** - A student, group, or organization on residence hall probation is in jeopardy of eviction from the residence hall. During residence hall probation, residence hall visitation is suspended for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in eviction.
- **Social Probation** - A student who has been placed on social probation is barred from participating in social activities on campus for a specified amount of time. This includes but is not limited to: participating as an active member of an organization, attending formal functions, attending meetings, serving as an elected officer, or running for an elected position. A student and/or organization found in violation of this probation will be subject to the imposition of further sanctions.

## Tier 3 Sanctions

Tier 3 Sanctions do not allow a student and / or organization to continue at the institution. Tier 3 Sanctions include but are not limited to:

- **Expulsion** – Permanent withdrawal from the University, and/or permanent ban from University property, and/or attendance at University sanctioned events. Expulsion permanently prohibits the student, group, or organization from attendance at functions at the University. Furthermore, the student’s permanent record will reflect accordingly.
- **Suspension** – Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a “W” in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction.

## **Judicial Point System:**

Students of the University, who are found within violation of the Student Code of Conduct, as outlined in the Student Code of Conduct, will be assessed judicial points along with a potential sanction. These points are listed in the policy section of this document with appropriate ranges and sanctions.

### Range

Most violations come with a range of points. This is intended to measure the severity of a violation and/or used in instances where a student has violated a policy repeatedly.

### Cumulative Points Total

Most violations of University policy will result in some assessment of points. If a student is found responsible for a violation after a previous violation, the point totals assessed in the second violation may be added to the first point total. Points will continue to accumulate over the time the student is at the institution.

### Point Forgiveness

Point forgiveness will be awarded to students in the following ways for individual students:

- Actively registered students will receive a two (2) point reduction for each semester with no policy violation.
- Students are eligible for Community Service point forgiveness on their point total in the term following the violation. Ten (10) hours of service OUTSIDE the University community and not stacking with a class assignment or long term project, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per semester and must be preapproved by the Director of Residence Life & Judicial Affairs.
- Point Forgiveness will allow for a max of nine (9) points per calendar year to be removed. Three (3) points total for the Fall, Spring, and Summer semesters.

Point forgiveness will be awarded to students in the following ways for organizations:

- Actively registered organizations will receive a two (2) point reduction for each semester with no policy violation.
- Organizations are eligible for Community Service point forgiveness on their point total in the term following the violation. Twenty (20) hours of service OUTSIDE the University community (completed by one or more members for a total of 20) and not stacking with a class assignment or long-term project, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per semester and must be preapproved by the Director of Residence Life & Judicial Affairs.
- Point Forgiveness will allow for a max of nine (9) points per calendar year to be removed. Three (3) points total for the Fall, Spring, and Summer semesters.

Point forgiveness will not remove the violation from the student's or organizations record.

Individual Consequences for Cumulative Point Totals

Here are specific cumulative point totals that will result in specific sanctions, in addition to their violation sanctions.

Point Total	Sanction	Description
10	Residence Hall Eviction	Loss of privilege to live in the residence halls, either permanently or for a specified period of time. Eviction may either be immediate or deferred until a specified date. The University does not grant housing refunds for students evicted for disciplinary reasons. Meal plans will be prorated.
15	Suspension	Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a "W" in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction.
20	Expulsion	Permanent withdrawal from the University, and/or permanent ban from University property, and/or attendance at University sanctioned events. Permanently prohibits the student, group, or organization from attendance at functions at the University. Furthermore, the student's permanent record will reflect accordingly.



## Student Organizations / Clubs / Groups Consequences for Cumulative Point Totals

Student organizations are subject to the same rules of accountability as individual students. A student organization is responsible for the conduct of its members and will be held accountable if the misconduct of its members is related, in any way, to the organization. If found in violation of the University's Student Expectations & Accountability Standards, the student organization and its members may be subjected to judiciary action not limited to, but to include organization suspension.

Here are specific point totals that will result in specific sanctions in addition to their violation sanctions.

Point Total	Sanction	Description
5	Probation	A student, group, or organization on disciplinary probation is in jeopardy of suspension from the University. Suspension is stayed for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion.
8	Suspension	Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a "W" in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction.
10	Termination	Permanently prohibits the student, group, or organization from attendance at functions at the University.

Members and officers of organizations may face sanctions separate from those of their organization for their actions. Officers are responsible for the behaviors of their members and the actions of the organization. Officers are expected to hold members of the organization to the standards of the Code of Conduct and report violations to the Coordinator of Student Involvement or the Director of Residence Life & Judicial Affairs.

## **Violations, Policies, Sanctions, and Points**

The following is a set of guidelines intended to help all parties involved in the Student Code of Conduct maintain a degree of consistency in rule enforcement and to understand certain University standards with regard to sanctions. It is not intended to be an exhaustive or binding list of all possible violations and their sanctions. In all cases, mitigating or aggravating circumstances may affect sanction recommendations.

In using the following guidelines, the Hearing Officer should give primary consideration to the number and seriousness of the offense(s) and the prior disciplinary record of the student, group, or organization. Other considerations may include: attitude of the student, group or organization during the Hearing process, the student's personal situation, the student's current judicial situation at the University, cooperation or lack of cooperation during and after the incident being reviewed, and any other mitigating or aggravating circumstances.

The University will consider as an aggravating factor in determining sanctions any violation of law or of this Student Code of Conduct where the Student intentionally selected the person and/or target of the violation based on actual or perceived age, race, color, religion, disability, gender, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, or veteran status.

## Class A Violations: Conduct that impacts the safety of the University Community

University of Charleston students and student groups respect and promote the health safety, welfare of all persons, including themselves. Students are expected to exhibit responsible behavior regardless of time or place. University of Charleston students and student groups respect and honor the human rights and dignity of other persons, groups, and organizations. The following parameters of conduct are necessary to foster a safe community. Infringement on the rights of others will result in the imposition of sanctions.

Violations of these standards include but are not limited to:

<i>Violation</i>	<i>Policy</i>	<i>Sanction</i>	<i>Points Possible</i>
A-1. Weapons.	<p>Possession or use of a dangerous weapon or any object used for personal combat is prohibited. Weapons include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Firearms;</li> <li>Explosives;</li> <li>Air-pellet guns;</li> <li>BB and similar type guns;</li> <li>Paintball guns;</li> <li>Knives excluding kitchen knives in an apartment kitchen utilized for their specific purpose or pocket knives under three inches in length and does not have a serrated edge;</li> <li>Clubs;</li> <li>Stun guns or Tasers.</li> </ul> <p>Realistic facsimiles of weapons are also prohibited.</p>	Residence Hall Eviction or Suspension or Expulsion	10 - 20
A-2. Combustible or Dangerous Materials.	Unauthorized possession or use of flammable materials or hazardous substances is prohibited	Residence Hall Eviction or Suspension or Expulsion	10 - 20
A-3. Disruption	<p>Actions of individuals, groups, or organizations that disrupt any phase of University operations or involve a substantial disorder or invasion of the rights of others are prohibited.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Demonstrations;</li> <li>Disruption or obstruction of teaching, research, and/or administration;</li> <li>Disruption of other University activities, including its public-service functions, on- or off-campus, or other authorized non-University activities when the act occurs on University property;</li> <li>Leading or inciting others to disrupt activities of, or associated with the operations of the University;</li> <li>Obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.</li> </ul>	Residence Hall Probation, Disciplinary Probation, Residence Hall Eviction or Suspension	5 - 15
A-4. False Reporting.	Knowingly Provide false information to a University Official resulting in an investigation, conduct proceeding, or interim actions are against University Policy.	25 Hours Community Service, Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion	5 - 20
A-5. Intentionally Causing an Evacuation.	Falsely reporting a bomb, fire, or any other emergency by activating a fire alarm or by any other means is prohibited.	Suspension or Expulsion and / or Fine up to \$1,000	10 - 20
A-6. Fire Safety Equipment.	Tampering with fire safety equipment or unauthorized removal or possession of such equipment is prohibited and may result in a fine of up to \$500.	\$500.00 Fine and Disciplinary Probation	5 - 8
A-7. Reckless Endangerment.	<p>Taking any action that creates a substantial risk to any person that bodily harm could result. Reckless endangerment includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Objects or people on window ledges;</li> <li>Use of weapons of any kind for any purpose;</li> <li>Throwing objects;</li> <li>Use of fireworks;</li> <li>Failure to exercise reasonable care;</li> <li>Operating a motor vehicle while under the influence of alcohol or another illegal substance.</li> <li>Jeopardizing the physical or emotional safety of oneself or another.</li> </ul>	Residence Hall Eviction or Suspension or Expulsion	10 - 20
A-8. Interference.	Failure to obey the directives or interference with the response of	25 Hours Community Service	3 - 5

	University or civil officials to emergency calls, or interference in the carrying out of their regular responsibilities is prohibited.		
A-9. Smoking	This policy establishes the University as a smoke free institution and includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, vape pens, pipes, and vaporizers. The use of these items is prohibited in all property owned by the University including vehicles, campus grounds, parking lots, and garages, except in locations that have been designated for smoking and related devices.	5 Hours Community Service	1 - 3
A-10. Complicity, Aiding, and / or Abetting	Having reasonable knowledge of policy violation taking place or helping or procuring another person to violate a University policy is prohibited. This includes incidents where students help other students hide or evade University Staff while conducting duties related to their positions.	Disciplinary Probation	2 - 5
A-11. Threatening Communication.	Verbal, written, or nonverbal communication that can be reasonably perceived as threatening or carries with it the threat of unwanted physical contact and/or bodily and/or harm is prohibited.  Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student at the University.	Disciplinary Probation and Counseling	5 - 6
A-12. Indecent Behavior	Lewd or indecent behavior is prohibited. Intentionally exposing intimate parts of the body in a public place, or in private premises under circumstances in which the student may readily be observed. This includes, but is not limited to, urinating or defecating in places other than appropriately designated areas.	Residence Hall Eviction and/or Disciplinary Probation	10
A-13. Arson and/or Fire.	Committing acts of arson or creating a fire hazard is prohibited and may result in criminal prosecution and/or expulsion from the institution.	Suspension or Expulsion	15 - 20
A-14. Pets	Students may not bring any pet(s) unless approved by the ADA Coordinator, into any University-owned or operated building. Students may not chain a pet outside any University building where it may disrupt classroom activities or resident students. The only exception is that residents may have fish in an aquarium of 10 gallons or less in their residence hall rooms. Pet owners must keep dogs on a leash at all times. All actions of a pet will be the responsibility of the owner.	Disciplinary Probation, Pet Removed, and 10 Hours of Community Service	3 - 4
A-15. Hoverboard Policy.	Due to safety concerns associated with hoverboards that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our community, the University of Charleston will prohibit self-balancing scooters, more popularly known as hoverboards.  Also known as self-balancing scooters and hands-free Segway, hover boards will not be permitted on campus or in any University of Charleston owned building. If you own one, please make sure that the device is not brought to campus for the safety of our campus community.	Student Life Mentoring	2

## Class B Violations: Conduct that Violates the Dignity and/or Safety of an Individual

University of Charleston students and student groups uphold the mission of the University by protecting and preserving a campus environment consistent with the University's educational and academic goals. All students have the right to live and learn in an environment that is orderly, peaceful, and free of disturbances that impede an individual's growth and development.

The University strives to create an atmosphere supportive of its curricular and co-curricular mission. Respect for and honoring of the rights of others and for the University and its property are essential expectations for every student. The following community standards of conduct are necessary for fostering a positive campus atmosphere.

Violations of this standard include but are not limited to:

<i>Violation</i>	<i>Policy</i>	<i>Sanction</i>	<i>Points Possible</i>
B-1. Sexual Misconduct.	The University of Charleston prohibits any form of sexual misconduct, including but not limited to acts of sexual harassment, non-consensual sexual contact or intercourse, and other forms of sexual exploitation.  The complete policy is listed under Sexual Misconduct and Sexual Assault policy found later in this document.	Suspension or Expulsion	15 - 20
B-2. Physical Assault.	Physical assault is prohibited and includes, but is not limited to:  Inflicting bodily harm upon any person; Taking any action for the purpose of inflicting harm upon any person; Shoving, slapping, kicking or subjecting another person to abusive and unwanted physical contact; Attempting to initiate or attempting to provoke a physical altercation or fight.	Disciplinary Probation, Residence Hall Eviction and/or Suspension or Expulsion	10 - 20
B-3. Threat of Physical Assault.	Threats of physical assault are prohibited and include, but are not limited to:  Threatened use of force upon any person; Attempting to initiate unwanted physical and / or abusive contact. Attempting to initiate or attempting to provoke a physical altercation or fight.	Disciplinary Probation, Residence Hall Eviction and/or Suspension	8 - 15
B-4. Bullying.	Any action or behavior directed towards another person, including but not limited to, physical force or conduct, intimidation, stalking, hazing, or degradation that results in the intent or actuality to physically or mentally harm another person, which threatens or violates an individual's personal safety and/or wellbeing.  According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of : (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.	Disciplinary Probation, Residence Hall Eviction or Suspension	10 - 15
B-5. Cyber Bullying.	Includes any language that can serve as a hindrance, interfere with another student's educational activity or potentially result in another student feeling tormented, threatened, harassed, humiliated, embarrassed; that is generated from the internet, interactive and digital technology, mobile phones or personal electronic devices regardless of origin network.	Disciplinary Probation, Residence Hall Eviction or Suspension	10 - 15
B-6. Discrimination	Discrimination on the basis of race, sex, gender, color, national origin, religion, political affiliation, disability, age, or sexual orientation.	Counseling, 50 Hours of Community Service and / or Residence Hall Eviction	5 - 10
B-7. Aggravated Discrimination	Commitment of any other violation in this code in addition to any other violation for the purposes of harassing and/or discriminating on the basis of race, sex, gender, color, national origin, religion, political affiliation, disability, age, or sexual orientation.	Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion	10 - 20
B-8. Harassment	Verbal, written, or nonverbal communication beyond a reasonable expression of opinion, which may cause another person alarm,	Disciplinary Probation, 25 Hours of Community Service,	4 - 15

	<p>humiliation, or stress, is prohibited.</p> <p>Such communication includes, but is not limited to:</p> <p>Following another person in or about a public place or places; Initiating or attempting contact by any means with no purpose of legitimate conversation; Directing obscene language or gestures at another person or group of people;</p> <p>According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of : (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.</p>	Counseling and/or Residence Hall Eviction, or Suspension.	
B-10. Failure to Comply with University Officials.	Failure to comply with reasonable and lawful requests or directives of University or civil officials acting in performance of their duties and/or interference with faculty, staff, or civil officials in the performance of their official duties is prohibited.	Disciplinary Probation and/or Security Mentoring	2 - 6
B-11. Incivility.	All students enrolled in the University are expected to showcase civility in all University learning environments (i.e. in-class instruction, online instruction, clinicals, field trips, community service events, all University sanctioned events, etc.). Student civility is defined as a student's ability to obey all University and classroom rules, in addition to respecting the rights and privileges of all students, faculty, staff, and designees. Student incivility is any kind of disruptive conduct or display of behavior that shows disrespect or disregard for the instructor, fellow-students, the University, and its designees. Furthermore, incivility is detrimental to the University learning experience. Student failure to showcase civility may result in judicial consequence, as outlined in Incivility and Judicial Sanctions not limited to, but to include removal from class, suspension or expulsion.	Removal from Class and Residence Hall Eviction or Suspension or Expulsion	5 - 20
B-12. Hazing.	<p>Hazing is strictly prohibited. Hazing is defined as any action taken, or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, whether or not the person(s) involved has consented to participation in the activity.</p> <p>Hazing also includes the removal of public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization, group or teams whose members are or include students. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to disciplinary action.</p>	Disciplinary Probation, 40 Hours Community Service and / or Residence Hall Eviction, Suspension, or Expulsion	10 - 20
B-13. Intimidation.	<p>Intimidation: committing, conspiring to commit, or causing to be committed any act which would compel or deter another's actions through the threatened or actual use of force, coercion, or blackmail or engaging in an intentional course of behavior directed at a specific person, which frightens, or harasses.</p> <p>According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of : (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.</p>	Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion	10 - 20
B-14. Retaliation	It is a violation of this policy to retaliate against any person making a complaint or report of any alleged violations, against any person participating in the investigation of (including testifying as a witness to) any such allegation. Individuals engaging in retaliation are subject to discipline in accordance of the policy in the Student Code of Conduct or the Employee Handbook. Retaliation includes direct or indirect intimidation, threats, coercion, harassment or other forms of discrimination against any individual who has brought forward a concern or participated in the University's conduct process.	Suspension or Expulsion	15 - 20

B-15. Theft: Major	<p>Theft, attempted theft, wrongful utilization of goods, services, or information, unauthorized removal of goods, services, or information from a designated area of University property, or the unauthorized possession of University property or the property of another person is prohibited.</p> <p>Theft: Major also includes, but is not limited to:  Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data;  Obtaining or attempting to obtain telephone service by any devious means, including but not limited to:  Unauthorized charging of another person for service;  Unauthorized use of University long-distance codes;  Utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.</p>	Suspension or Expulsion	10 - 20
B-16. Theft: Minor	<p>Theft: Minor, attempted theft, wrongful utilization of goods, services, or the unauthorized possession of University property or the property of another person is prohibited.</p> <p>To meet this classification, the value of the theft must be less than \$150 and may not include:  University Purchased Equipment  Keys or other ways of accessing parts of the University covered under D-12. Trespassing and / or D-10. Forced Entry  Any amount of currency</p>	Disciplinary Probation, Security Counseling, and Residence Hall Eviction or Suspension	5 - 15
B-17. Burglary.	Any student who enters another student's residence hall room that is locked bedroom without permission and commits a larceny or a felony is guilty of burglary.	Disciplinary Probation, Security Counseling, and Residence Hall Eviction, Suspension or Expulsion	5 - 20

## Class C Violations: Conduct that Relates to Alcohol, Illegal, and Other Controlled Substances

University of Charleston students and student groups respect and honor the human rights, and dignity of other persons, groups, and organizations.

The University strives to create an atmosphere supportive of its curricular and co-curricular mission. Respect for and honoring of the rights of others and for the University and its property are essential expectations for every student. The following community standards of conduct are necessary for fostering a positive campus atmosphere.

Violations of this standard include but are not limited to:

<i>Violation</i>	<i>Policy</i>	<i>Sanction</i>	<i>Points Possible</i>
C-1. Alcohol: Brotherton & Middle Hall.	<p>Use, possession, or distribution of alcoholic beverages is prohibited in Brotherton and Middle Halls. No resident or guest is permitted to possess, consume, distribute, or transport any alcoholic beverage or alcohol paraphernalia in these residence halls. Anyone in a residence hall room where alcohol is located, is in violation of this policy.</p> <p>The University does not allow the following forms of alcohol paraphernalia in rooms. Alcohol Paraphernalia is defined as anything that originally contained or can be used to contain alcohol. This includes, but is not limited to: cases, kegs, party balls, bottles (decorative or otherwise), beer caps, boxes, flasks, bongos, beer sticks, funnels, or beer pong table.</p>	<p><b>First Offense:</b> Alcohol Edu Sanctions Course, \$50.00 Fine</p> <p><b>Second Offense:</b> \$100 Fine and / or Parental Notification for students who are under age</p> <p><b>Third Offense:</b> Disciplinary Probation for one year, 25 hours of Community Service, Counseling</p> <p><b>Fourth Offense:</b> Residence Hall Eviction, 50 hours of community service, Disciplinary Probation for one year</p>	3 - 4
C-2. Alcohol: Ratrie Hall and East Apartments.	<p>Alcohol is permitted in the residence hall rooms and apartments of Ratrie Hall as well as the apartments of East Apartments, where all assigned residents are 21 years of age and all guests present are 21 years of age.</p> <p>Alcohol is not permitted in the residence hall rooms and apartments of Ratrie Hall or the apartments of East Apartments, where one (1) or more assigned residents are under 21 years of age and / or guests present are not 21 years of age. Anyone in a residence hall room where alcohol not permitted, and alcohol is located is in violation of this policy.</p> <p>Alcohol is not permitted in Ratrie and East Apartments during Summer and Winter Breaks as well as during the first and last week of classes during the Fall and Spring Semesters.</p> <p>Additionally, the following restrictions apply:</p> <p>A student who is 21 years of age transport alcoholic beverages in Ratrie Hall and East Apartments for his or her own personal use. The use or possession of alcohol in excess of 100 proof is prohibited on campus and in all residence halls; Drinking that negatively affects property or others is not permitted; Excessive drinking that is harmful to oneself is not permitted; Kegs and other large containers of alcoholic beverage designed for consumption by a group of people are not permitted on campus property; Possession of any implement which can be used to irresponsibly ingest alcoholic beverages (e.g., funnels, etc.) is not permitted;</p>	<p><b>First Offense:</b> Alcohol Edu Sanctions Course, \$50.00 Fine</p> <p><b>Second Offense:</b> \$100 Fine and / or Parental Notification for students who are under age</p> <p><b>Third Offense:</b> Disciplinary Probation for one year, 25 hours of Community Service, Counseling</p> <p><b>Fourth Offense:</b> Residence Hall Eviction, 50 hours of community service, Disciplinary Probation for one year</p>	3 - 4
C-3. Alcohol: Open Container.	<p>Open alcoholic beverages may not be carried in any open area, including, but not limited to, residence hall hallways and lounges, athletic facilities, automobiles or outdoors;</p> <p>Alcohol may be transported in Ratrie Hall/East Apartments through hallways and via elevators and stairwells in closed containers but may not</p>	<p><b>First Offense:</b> Alcohol Edu Sanctions Course, \$50.00 Fine</p> <p><b>Second Offense:</b> \$100 Fine and / or Parental Notification</p>	3 - 4



	<p>be consumed in these places; Alcoholic beverages are not permitted on campus property in an automobile registered to any person under the age of 21.</p> <p>Any student in the general area of the open container maybe held responsible for a violation of this policy.</p>	<p>for students who are under age</p> <p><b>Third Offense:</b> Disciplinary Probation for one year, 25 hours of Community Service, Counseling</p> <p><b>Fourth Offense:</b> Residence Hall Eviction, 50 hours of community service, Disciplinary Probation for one year</p>	
C-4. Alcohol: Paraphernalia.	The University does not allow the following forms of alcohol paraphernalia in rooms. Alcohol Paraphernalia is defined as anything that originally contained or can be used to contain alcohol. This includes, but is not limited to: cases, kegs, party balls, bottles (decorative or otherwise), beer caps, boxes, flasks, bong, beer sticks, funnels, or beer pong table.	5 Hours of Community Service	1 - 3
C-5. Drugs: Marijuana Smell and/or Marijuana Paraphernalia.	<p>The University may sanction students in cases where indications of use are present, but where no marijuana or K2 (synthetic marijuana/incense) or its derivatives is recovered. The indications may include, but are not limited to: the odor, the presence of drug paraphernalia, or attempts to mask odors upon confrontation.</p> <p>The University does not allow any form of drug paraphernalia on campus property. Any student found in possession of drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) is in violation of the drug policy.</p>	Disciplinary Probation and 3 Counseling Sessions	2 - 3
C-6. Drugs: Marijuana Personal Possession.	<p>Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.</p> <p>The amount of marijuana must be less than 4 grams.</p>	Disciplinary Probation, Residence Hall Probation and 3 Counseling Sessions	5 - 7
C-7. Drugs: Marijuana Aggravated Possession.	<p>Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.</p> <p>The amount of marijuana must be between 4 grams - 8 grams.</p>	Disciplinary Probation, Residence Hall Eviction and/or 5 Counseling Sessions	7 - 10
C-8. Drugs- Distribution.	<p>The sale, production, use, and/or distribution of, as well as any attempt or conspiracy to sell, produce, and/or distribute marijuana, cocaine or its derivatives, amphetamines, barbiturates, hallucinogens, other addictive or illegal substances, prescription medications or K2 (synthetic marijuana/incense) or its derivatives on University property or at a University sponsored event is prohibited.</p> <p>Any amount of marijuana in excess of 8 grams and / or any amount of marijuana in excess of 2 grams with the presence of a scale and / or packaging materials.</p>	Suspension or Expulsion	15 - 20
C-9. Drugs: Prescription Possession.	Use of prescription medications without a valid prescription is prohibited.	3 - 5 Counseling Sessions, and / or Residence Hall Eviction	4 - 10
C-10. Drugs: Other Possession.	Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.	3 - 5 Counseling Sessions, and / or Residence Hall Eviction or Suspension or Expulsion	10 - 20
C- 11. Drugs: Non-Marijuana Paraphernalia.	The University does not allow any form of drug paraphernalia on campus property. Any student found in possession of drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) is in violation of the drug policy.	5 Counseling Sessions	6 - 8

## Class D: Conduct Associated with Personal Responsibility and Integrity

University of Charleston students and student groups uphold the mission of the University by being responsible citizens. University of Charleston students and student groups comply with the policies, procedures, and programs of the University, and obey all Federal, State, and local laws. The University strongly promotes a personal values system that focuses on each person taking responsibility for her/his own actions, and on maintaining dignity and truth. University of Charleston students and student groups respect the property of others, and the property, facilities, and resources of the University.

Violations of this standard include, but are not limited to:

<i>Violation</i>	<i>Policy</i>	<i>Sanction</i>	<i>Points Possible</i>
D-1. Federal, State, and Local Laws.	Failure to abide by Federal, State, and/or local laws is prohibited.	Residence Hall Eviction and/or Disciplinary Probation, Suspension, or Expulsion	5 - 20
D-2. Abuse of the Student Code of Conduct	Abuse of the Student Code of Conduct includes, but is not limited to:  Failure to comply with the decisions of a Hearing Officer; Failure to obey the summons of a Hearing Officer or University official; Falsification, distortion, or misrepresentation of information provided to a Reporter, Hearing Officer, or University Official; Disruption or interference with the orderly conduct of a hearing; Institution of a hearing knowingly without cause, by filing a false report or statement; Recording a Hearing without the consent of the Hearing Officer, Case Worker or Appeals Board; Attempting to discourage an individual's proper participation in, or use of, the Student Code of Conduct through intimidation or any other means; Attempting to influence the impartiality of a Reporter or Hearing Officer prior to, and/or during the course of, the hearing; Harassment (verbal or physical) and/or intimidation of a Reporter or Hearing Officer prior to, during, and/ or after a hearing; Failure to comply with the sanction(s) imposed under the Student Code of Conduct; Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.	Disciplinary Probation, Student Life Mentoring or Residence Hall Eviction and / or Suspension or Expulsion	3 - 20
D-4. Failure to Respond to University Officials.	Failure to meet with or respond to a University official after receiving a reasonable summons, without first obtaining an approved excuse, is prohibited.	Self-Code of Conduct	2 - 4
D-5. Identification	Refusing to identify oneself or show proper University identification to any official or member of University staff who has properly identified himself or herself and stated the reason for the request is prohibited.	Security Mentoring	1 - 2
D-6. Unauthorized use of University Property or Documents	No student shall use, loan, possess, or sell any parking decal, I.D. card, event tickets, or official documents issued by the University to another individual.	Student Life/Security Mentoring	2 - 4
D-7. Forgery / Falsification	Providing any false or misleading information with the intent to defraud, deceive or injure another or to circumvent University procedures/policies and/or the University conduct process. Altering or destroying accurate information on any University record or any record submitted to the University.	Student Life Mentoring, Disciplinary Probation and/or Suspension	5 - 15
D-8. Infringement of Rights of Others	Violating or disregarding the rights of another member or guest of the University community.  Examples of infringement of rights include, but are not limited to: With the freedom of movement, freedom of speech, the right to personal privacy or the ability to otherwise function within the University community; or Causing unreasonable noise that disturbs or interferes with other community member(s) or violates the noise policy; or Using obscene and/or profane language or gestures or speaking in a way that is inconsistent with University Standards.	Self-code of conduct, Student Life Mentoring, and/or Residence Life Eviction	5 - 10

D-9. Duplication and Possession of Keys.	The unauthorized duplication, attempted duplication, use, loan, or possession of any key or University of Charleston ID Card to any building, room, property, or facility owned or controlled by the University is prohibited.	\$50.00 Fine and / or Disciplinary Probation and Student Life Mentoring	3 - 5
D-10. Forced Entry	Forced entry into building / room through window or locked door.  Using unnecessary force to gain access to a vehicle, room, or other space on University property.	Restitution and Security Mentoring, Residence Hall Eviction, Disciplinary Probation or Suspension	8 - 15
D-11. Misuse of Computer Resources	Any violation of the University Computer Use and Internet Policy found in the Student Handbook.	Suspension of Computer Access and / or Suspension or Expulsion	3 - 20
D-12. Trespassing and/or Unauthorized Entry	The trespassing or unauthorized entry into any University property or into a specific area to which access is not available to students in general (such as a student room) or to certain students (such as unauthorized use of bathrooms, showers, etc.) is prohibited. Non-residents may not enter a residence hall unless accompanied by a resident. Failure of a non-resident to leave a residence hall upon request may result in criminal trespassing charges.	Security Mentoring, and / or Residence Hall Eviction	3 - 10
D-13. Camping.	Camping, shelter construction, or sleeping outside on University owned or operated properties are prohibited unless specifically authorized by the Office of Student Life	Student Life Mentoring	1 - 2
D-14. Property Damage: Major	Damage to or inappropriate use of property, destruction, misuse, defacement of property by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to fine or dismissal from the institution.  Value of damage or vandalism must be more than \$500.	Disciplinary Probation, Restitution, and/or Residence Hall Eviction or Suspension or Expulsion	5 - 20
D-15. Property Damage: Minor	Damage to or inappropriate use of property, destruction, misuse, defacement of property by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to fine.  Value of damage or vandalism must be less than \$500.	Disciplinary Probation, Restitution, Student Life Mentoring, and/or Residence Hall Probation	4 - 6

## Class R: Conduct Associated with life in the Residence Halls

In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish rules specifically designed for the unique atmosphere of campus living. The following parameters of accountability have been developed to promote both individual and community responsibility on campus. Their violation will result in the imposition of sanctions.

<i>Violation</i>	<i>Policy</i>	<i>Sanction</i>	<i>Points Possible</i>
R-1. Noise	Excessive sound is not permitted, including but not limited to:  Noise which can be clearly heard outside of the immediate residence hall room (e.g., playing loud music) Excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.) Noise that infringes on the rights of others to reasonable peace and quiet at any time (e.g., violation of residence hall quiet hours). The use of mechanical or amplifying equipment;	Student Life Mentoring and / or Disciplinary Probation	1 - 3
R-2. Open Flames.	Open flames are not permitted in campus buildings, including, but not limited to candles and incense. Any violation of these guidelines will result in the imposition of sanctions.	First Offense: Verbal Warning and Confiscation  Second Offense: Student Life Mentoring  Third Offense: Disciplinary Probation	0 - 3
R-3. Lockouts	Any incident where a resident requires a member of the Residence Life Staff and / or Security to access their room or residence hall.	First Offense: Verbal Warning  Second & Third Offense: \$5 Fine  Fourth Offense: \$50 Fine and Lock Change Fee	0 - 2
R-4. Unregistered Guest	Failure to register a guest of a resident at the front desk of the Residence Hall after 9 PM.	Suspension of Guest Privileges and / or Student Life Mentoring	1 - 3
R-5. Guests and Visitation.	All students must comply with the University's Visitation Policy and are responsible for the behavior of their guests while on campus or in the residence halls.  Visitation of non UC community members is not allowed during Winter and Summer breaks.  Due to safety and ease of access, each residence hall room is restricted to the following maximum number of occupants at any given time.  Single: 4 East Apartment One - Bedroom: 6 Double: 6 East Apartments Two Bedroom: 8 Triple: 6 Ratrie Hall & Middle Hall Apartment: 10 Middle Hall Suite: 10 East Apartment Four-Bedroom: 12	Suspension of Guest Privileges and Disciplinary Probation or Residence Hall Eviction	2 - 10
R-6. Propped Doors.	Propping open a door or tampering with what is intended to remain closed and/or locked is prohibited.	\$50 Fine and Security Mentoring or Residence Hall Eviction	3 - 10
R-7. Windows.	In order to protect the safety and right to reasonable quiet of students within the residence halls and to protect the safety of those people who pass by the residence halls, the University has created guidelines for students regarding windows.  Students are prohibited from: Sitting or climbing on window ledges; Removing screens from windows;	Student Life Mentoring	2 - 4

	Yelling or directing music out of windows; Throwing, tossing, or dropping items out of windows; Placing objects outside windows.		
R-8. Room Inspection	Residential Rooms are inspected for cleanliness and damage once a month by a professional Residence Life Staff Member and a Student Staff Member. At this time if the room is not in the condition it was at move in, the room is deemed to have failed.	\$50 Fine and / or Residence Hall Probation	0 - 3
R-9. Bathroom Inspection	Bathrooms are inspected for cleanliness and damage once a month by a Professional Residence Life Staff Member and a Student Staff Member. At this time if the bathroom is not in the condition it was at move in, the bathroom is deemed to have failed.	\$20 Fine and / or Residence Hall Probation	0 - 3
R-10. Improper Change of Room	If a resident moves into a different room, without the written consent of the Director of Residence Life & Judicial Affairs or designee, the resident has committed an improper change of rooms.	\$100 Fine	2 - 3
R-11. Common areas.	Students are expected to keep hallways, bathrooms, lounges, classrooms, and other common areas free of personal belongings, trash, and furniture.	\$50 Fine and Residence Life Mentoring	2 - 4
R-12. Solicitation and Posting	The sale and solicitation of merchandise and advertising is prohibited unless authorized by the Office of Student Life. Unauthorized soliciting door-to-door in the residence halls is prohibited. Any distribution or posting in the residence halls must be approved by the Resident Director of that building.	Student Life Mentoring	1 - 2
R-13. Mandatory Residence Life Meeting	Failure to attend a mandatory wing, floor, hall, or all-hall meeting at the request of Residence Life Staff.	\$25 Fine	1 - 3
R-14. Evacuation.	Failure to evacuate a building or other structure during an emergency, hazardous or serious condition, during emergency drills, or at the reasonable request of a University official is prohibited and finable up to \$500.	Student Life Mentoring or up to \$500 Fine and Disciplinary Probation	2 - 5
R-15. Room Modification.	Any modification of a residence hall room, suite, or apartment from its original condition including the instillation of poles, paint, removal of furniture, shelves, and / or self-built loft kits.	Restitution, Disciplinary Probation Residence Hall Probation and / or Residence Hall Eviction	3 - 10

## **Appeal Process:**

### **Purpose of an Appeal**

An appeal is not a new Hearing. An appeal is a review of a decision by a Disciplinary Appeals Committee to determine whether sufficient cause exists to invalidate or replace the decision and/or sanction. Only a Student or a Student Organization/Club/Group found to have the code of conduct may file an appeal. All appeals must be made in writing to the Dean of Students. If the Dean of Students has been previously involved in any aspect of the Student Conduct Proceeding, the President of the University will direct the appeal to his/her designee.

Student Organizations/Clubs/Groups are limited to only one appeal unless the sanction appealed from is either Registration Suspension or Registration Revocation.

### **Eligibility for an Appeal**

Students have the right to appeal an initial administrative sanction, if the students appeal can demonstrate that:

- A material and prejudicial deviation from the procedures and policies adopted by the Student Code of Conduct has happened;
- Sanctions that are disproportionately severe or inappropriate based on the sanctioning guidelines in the Student Code of Conduct;
- Or new evidence is present that could change the outcome or sanction that was not available at the time of the initial hearing.

### **Appeal Deadline**

The request for an appeal must be filed in writing, to the Dean of Students within two (2) business days of the receipt of the Administrative Sanction Letter. The appeal request should include:

- Name and student I.D. number
- Date of Administrative Sanction
- Circumstances which the student feels the decision should be reviewed per the eligibility to appeal guidelines above

### **Review of Appeal**

The Dean of Students shall review the request and notify the student of the decision to hear or not hear the appeal. If the appeal will be heard, the Dean of Students will notify the student and the Committee of the appeal date, time, and location to review the administrative disposition in question if one or more of the conditions have been met. The appeal shall take place within a reasonable time period, not to exceed ten (10) business days after the date of the student's request for appeal.

Following the appeal process, the Dean of Students will notify the student of the Committee's decision, and this decision will serve as the concluding administrative action regarding the violation, except when expulsion or suspension is warranted.

In the case of suspension or expulsion, the Committee will make a recommendation to the University President or designee, and a concluding administrative action will be decided by the President or designee. As a result, all penalties except interim suspension or expulsion shall be held in abeyance until the student accepts the penalty given or the appeals process has ended.

## Judicial Appeals Committee Composition

The Judicial Appeals Committee shall consist of the following five (5) members appointed by the University President or designee:

### Non-Voting Members

- Chairperson – Dean of Students or designee who leads all appeal hearings and serves as a non-voting committee member, unless in the case of a voting tie among the other committee members.

### Voting Members

- Committee Member – three (3) appointed by the President of the University staff or faculty persons who serve as voting members.
- Student Committee Member – One (1) student committee member shall be reserved for the Student Government Association President, or designee.
- Alternate Committee Member - two (2) appointed university staff or faculty who will serve in appeals meetings if any of the Committee members cannot attend or recuse themselves from the proceedings.

## Judicial Appeals Committee Composition

The following individuals will be present during a judicial appeals meeting:

- Chair Person of the Judicial Appeals Committee
- The three (3) Committee Members of the Judicial Appeals Committee
- The Student Committee Member or designee
- Student requesting of Judicial Appeal
- Director of Residence Life & Judicial Affairs or designee and/or
- Chief of Public Safety or Designee

## Student Rights During the Appeal

The chairperson of the disciplinary appeal committee shall notify the student of their appeal date, time, and location of hearing and shall advise the student of the following rights to:

1. Have an appeal hearing if conditions are met warranting an appeal.
2. Appear alone or with a university community member as a support person.
3. Require the production of documentation and other evidence possessed by the University regarding the alleged violation.
4. The disciplinary appeals committee may impose appropriate sanctions upon a student who without good cause fails to appear at his or her designated appeal hearing. For purposes of assessing sanctions, the committee may proceed with the appeal without the student present.

## Appeal Hearing Procedure

The appeal hearing shall be informal and the chairperson shall provide reasonable opportunities for the student to be heard. The appeal shall be closed due to the educational nature of the Student Code of Conduct, except that, with the consent of the student regarding his or her support person who is a member of the university community.

*Non-university community members; parents, guardians, lawyers, and other advocates are not permitted at any code of conduct hearing.*

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The Committee shall proceed as follows during the hearing:

1. The chairperson shall read the alleged Student Code of Conduct violation.
2. The chairperson shall inform the student of his or her rights.
3. The Director of Residence Life & Judicial Affairs or designee shall present the University's case.
4. The student shall present the student's response.
5. The chairperson shall open the floor for Committee members to inquire information from either the student or the Director of Residence Life & Judicial Affairs or designee who originated the administrative disposition.
6. At the conclusion of inquiry, student shall summarize his or her case.
7. The Committee shall meet alone to deliberate the case. The Committee shall vote on the issue of whether or not the student violated the Student Code of Conduct.
8. Based on a majority vote, if the Committee finds the student in violation of Standards, the Committee will determine the appropriate sanction (the chairperson shall be a non-voting member of the Committee, except in the case where a majority vote cannot be achieved due to a voting tie).
9. The chairperson shall inform the student of the committee's decision and sanction, if any, immediately following the appeal hearing.

### Evidence

Legal rules of evidence shall not apply to any judicial hearing administered by the University. All decision by the Committee shall be based on the preponderance of the evidence. The Committee shall exclude irrelevant, immaterial, and unduly repetitive evidence. Committee members may freely question witnesses; however, Committee members are not subject to questioning. The Committee shall start with the presumption no violation has occurred and will make its decision based on the preponderance of the evidence presented. All evidence shall be offered to the Committee during the hearing and made part of the hearing record. The Committee may consider a student's grades and disciplinary record only in determining an appropriate sanction after finding the student in violation.

### Record

The hearing record shall include:

- A copy of the notice of appeal hearing.
- All documentation and other evidence offered or admitted at hearing.
- The Committee's decision(s).

### Judicial Sanctions

Students found within violation of the Student Code of Conduct will be subject to disciplinary action outlined in the Judicial Sanctions sections of this document. The Judicial Appeals Committee can modify listed sanctions in the sanction section to best fit the situation presented if new evidence is presented that was not available at the time of the initial hearing.



## Conclusion

Once a sanction has been imposed by the Committee, the chairperson will notify the student of the Committee's decision, and this decision will serve as the concluding administrative action regarding the violation. If a student is expelled from the University, he or she may appeal the decision of the Appeals Committee to the University President. Such appeal must be submitted in writing to the Office of the President on or before 5 p.m. on the second business day after the written decision on the original appeal is issued. The sanction decision given by the President is the final appeal.

## **Reinstatement From Suspension**

When the minimum period of time for suspension has ended and the student has complied with the conditions of their reinstatement and completed sanctions accompanying the suspension (if any), the student must submit a letter to the Dean of Students, requesting reinstatement. This letter must include details of how the student has used their time while suspended, reflect upon what they have learned and provide evidence that they have satisfied the conditions of suspension.

The Dean of Students may take any of the following actions (without limitation) in their sole discretion:

- Determine whether any conditions imposed at the time of suspension have been met, and identify next steps;
- Extend the suspension because the conditions for reinstatement have not been met;
- Return the student to Good Standing with respect to the Office of Student Life and permit the student to enroll in classes, or
- Permit the student to enroll in classes, but place the student on Disciplinary Probation for a stated period of time.

## **Student Conduct Files & Records:**

The University of Charleston shall maintain for every student a disciplinary record that provides details regarding Standards violations and assessed sanctions. This disciplinary record shall be kept separately for the student's academic record and shall be treated as confidential. Its contents shall not be revealed except in accordance with FERPA policies and procedures, or in accordance with state laws.

The records relating to a Student Conduct Proceeding (Conduct Records), including transcripts from Hearings, in cases where a Student is found to have violated this Code will normally be retained as conduct records for ten (10) years from the date of the letter providing notice of final conduct action. Conduct Records may be retained for longer periods of time or permanently, as specified in the sanction. Conduct Records including the sanction of University Dismissal shall be retained permanently. Conduct Records designated as permanent shall not be destroyed except under very rare circumstances with unusual and compelling justification.

Students may inspect their Conduct Records in accordance with the Family Educational Rights and Privacy Act (FERPA).

## **Student Code of Conduct Updates & Changes**

There are times during the course of the Academic Year when the University of Student Code of Conduct may require updates. When these updates or changes occur, an email will be sent to students with the changed sections along with a new copy of the handbook.

The most up-to-date code of conduct will always be found online.