2023-2024

Glenville State University STUDENT HANDBOOK

Office of Student Life • (304) 462-6400 • Student.Life@glenville.edu • Mollohan Campus Community Center Suite 210

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Student Handbook Updates and Changes

There are times during the academic year when the Glenville State University Student Handbook may require updates. When these updates or changes occur, an email will be sent to the students with the changed sections along with a new copy of the Handbook.

Mission and Vision Statements, Values, Student Life Mission, & Oath of Excellence

Mission Statement

Glenville State University prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

Vision Statement

Glenville State University will provide a safe, supportive learning community, equipping students to make a positive impact on the world.

Our Values

Service
As a student-centered institution, the University's faculty and staff serve the curricular and co-curricular needs of its students.

Scholarship
The University promotes the pursuit of knowledge, inquiry, and lifelong learning, and nurtures professional success through sustaining rigorous, research-based, curiosity-driven, and thought-provoking academic programs.

Growth
The University fosters the growth of quality academic programs that reflect the contemporary needs of its constituencies and advances the personal growth of individuals, the institution, and the community through responsible, innovative practices.

Collaboration
The University supports partnerships and cooperation among individuals, departments, and the larger community through an environment that encourages teamwork, open communication, and trust.

Community
The University oversees its legacy, which includes delivering quality education, serving the public, and maintaining a safe, inviting, and healthy environment on and around its campus.

Equity
The University respects a culture of diversity and inclusivity at all levels, welcoming and valuing all members of the campus communities.

Student Life Mission Statement

The Office of Student Life offers a wide variety of services, facilities, programs, and activities that foster student development that enhance the quality of campus life. It supplements the academic endeavors of the University by providing quality support services in a caring, student-centered environment that promotes student responsibility, character development, and diversity.

Oath of Excellence

Consistent with its mission, the University expects all members of the campus community to conduct themselves in a professional, ethical, and lawful manner. Consequently, new students are to commit themselves at the Matriculation Convocation to abide by the principles contained in the University's oath of excellence which follows.

As a member of the Glenville State University community I dedicate myself to the pursuit of intellectual, cultural, personal, and social growth. To show this commitment I affirm the following:

Freedom of Speech - I will respect the right of others to express themselves as guaranteed by the Constitution of the United States.

Civil and Human Rights - I pledge to protect the civil and human rights of my fellow students, the faculty, staff and administrators and all members of our University community.

Cultivation of Character - I pledge that I will continue to develop virtues such as courage, compassion, humility, honesty, and loyalty.

Academic Integrity - I will dedicate myself to an on-going pursuit of knowledge and truth.

Diversity - I will respect the integrity of each person and value individuals for their contributions, which enrich our community.

Social Responsibility - I will contribute to the Glenville State University community and leave our University a better place for my having been here.

Consideration of Others - I will demonstrate concern for the welfare of others and I will respect the dignity of all persons.

Non-Discrimination Policy

Glenville State University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, color, ancestry, marital status, gender, sexual orientation, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Glenville State University also does not discriminate based upon genetic information in the areas of employment or employee health insurance benefits. The following individuals have been designated to handle inquiries regarding the University's non-discrimination policies, to receive discrimination/harassment complaints including but not limited to complaints based upon sex or disability and to monitor the institution's compliance with state and federal non-discrimination laws and regulations including but not limited to Title IX and the Americans with Disabilities Act:

Susan Petties
Academic Success Advisor – Accommodations & Accessibility
Title IX Coordinator
Academic Success Center
Robert F. Kidd Library – 3rd Floor
(304) 462-6059
Susan.Petties@glenville.edu

Casey Smola
Program Assistant I
Title IX Investigator/Deputy Coordinator
Goodwin Hall L14
(304) 462-6240
Casey.Smola@glenville.edu

Tegan McEntire
Director of Human Resources
Harry B. Heflin Administration Building - 2nd Floor
(304) 462-6193
Tegan.McEntire@glenville.edu

Written correspondence may be sent to:

For employment discrimination:
ATTN: Tegan McEntire, Director of Human Resources
200 High Street, Glenville, WV 26351
FAX: 304-462-7610

For Title IX:
ATTN: Susan Petties, Title IX Coordinator
200 High Street, Glenville, WV 26351
FAX: 304-462-7610

Family Educational Rights and Privacy Act (FERPA)

Glenville State University 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 students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student.

Glenville State University designates the following items as Directory Information: student name, addresses, telephone numbers, date of birth, program of study, participation in officially recognized activities and sports, weight and height of athletes, enrollment status, degrees and dates conferred, honors, awards and scholarships received, dates of enrollment, class level, anticipated date of graduation and other educational institutions attended.

Glenville State University has designated certain information as Limited Use Directory Information. Disclosure of this information without the consent of the student shall be limited to: (a) those official within the college who have access, consistent with FERPA, to such information and only in conjunction with an official institutional purpose; (b) publication on websites hosted by, on behalf of, or for the benefit of the university and/or other media source an only in conjunction with an official institutional use; and (c) and other disclosure FERPA authorizes without consent. The following information has been designated as "Limited Use Directory Information": Electronic mail addresses and photographs, videos or other media containing a student's image or likeness.

The University may disclose any of those items without prior written consent, unless notified by the student in writing to the contrary. Students may complete a Request to Prevent Disclosure of Information form in the Registrar's Office to request that no information be released. This form remains active for as long as the student remains enrolled. Information determined to be part of a student's educational record may be released according to the guidelines included in this policy.

In order for University officials to disclose student information other than Directory Information, to parents, family or anyone other than the individual student, that student must complete the appropriate form(s). A Waiver for Release of Information is available in the Office of Student Life for release of disciplinary and residence life information. The Student Consent to Parent/Guardian Access to Educational Records form is available in the Registrar's Office and on the university website. Parents may have access to a student's academic records by submitting the Parent/Guardian Request for Access to Student's Educational Records along with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. This form is available in the Registrar's Office and on the university website. A student has the legal authority to notify the Office of the Registrar that they are no longer a dependent for federal income tax purposes, at which time the release will be rescinded.

General Academic Information

General academic information can be found in the University Catalog. The purpose of the University Catalog is to provide a general description of Glenville State University and its academic programs and support services and to present detailed information regarding admission and degree requirements. Inasmuch as the educational process necessitates change, the information and educational requirements in the University Catalog represent a flexible program, which may be altered where such alterations are considered to be in the mutual interests of the University and its students.

The provisions of the catalog do not constitute any offer of a contract, which may be accepted by students through registration and enrollment in the University. Glenville State University reserves the right to change without notice any fee, provision, policy, offering, or requirement in this catalog and to determine whether a student has satisfactorily met its requirements for admission or graduation.

Full information on these and other topics can be found in the University Catalog:

- Academic Advising
- Academic Appeals
- Academic Dishonesty
- Academic Forgiveness
- Academic or Classroom Grievance
- Academic Probation and Suspension
- Academic Repeat Policy (Repeating a Course)
- Administrative Withdrawal
- Change of Advisor
- Class Attendance Policy
- Class Cancellation for Inclement Weather
- Commencement
- Convocation
- Declaration of Majors
- Degree Audits (Degree Works)
- Electronic Digital Communication Devices
- Financial Obligations
- Full-Time Course of Study
- Grade Appeals
- Grading System
- Non-Discrimination Policy
- Transcripts
- Transient Student Request
- Veteran Affairs
- Withdrawing from a Class
- Withdrawing from the University
- Work Opportunities

Student Life

Student Life Offices

Campus Recreation
Contact: (304) 462-6440
Website: https://www.glenville.edu/student-life/fitness-center
Hours: See website
Information: GSU has many avenues for students to stay active while on campus including the Fitness Center, Lilly Gymnasium, Pool, and Intramurals. These facilities and programs provide students with access to a vast array of cardiovascular and strength-training equipment, open gym, aquatic fitness classes and programs, open swim, team and individual competitions and challenges, and more.

Counseling Services
Contact: (304) 462-6432
Website: https://www.glenville.edu/student-life/counseling-center
Location: Physical Education Building Room 206C
Hours: M-F 8:00AM-4:00PM
Information: The Counseling Center provides counseling and basic mental health assessment to any currently registered students on an as needed basis. The Center is staffed by a fulltime WV Licensed Professional Counselor. In addition, the counselor is certified in the areas of chemical and gambling addiction allowing for a wide range of counseling services ranging from the treatment of such issues as depression, anxiety, anger, and communication problems to chemical addiction. All services are confidential. Self-referrals are welcome as are referrals from Glenville State University employees or parents of registered Glenville State University students. All services, whether assessment or individual/family counseling sessions, are free to registered students.

Health Center
Contact: (304) 462-6430
Website: https://www.glenville.edu/student-life/health-center
Location: Mollohan Campus Community Center First Floor
Hours: See website
Information: The Health Center provides basic healthcare to all currently registered students. Located on the first floor of the Mollohan Campus Community Center, the Health Center is staffed with a registered nurse available to evaluate medical conditions and provide clinical treatment and referrals.

Pioneer eSports
Contact: (304) 462-6418
Website: https://www.glenville.edu/student-life/pioneer-esports
Location: Mollohan Campus Community Center First Floor
Information: Students in GSU's eSports program can be involved through varsity, junior varsity, and recreation teams. Varsity players are eligible for scholarships based upon ability, experience, and team need. Students participate in tier one games such as Fortnite, Overwatch, Super Smash Brothers, Madden, FIFA, League of Legends, and more.

Student Activities
Contact: (304) 462-6401
Website: https://www.glenville.edu/student-life/activities
Location: Mollohan Campus Community Center Second Floor
Hours: M-F 8:00AM-4:00PM

Information: The Office of Student Activities provides entertainment and events for the University community. These activities include comedians, musicians, hypnotists, magicians, karaoke, bingo, and interactive games and events.

Student Government Association
Contact: (304) 462-6419
Website: https://www.glenville.edu/student-life/sga
Location: Mollohan Campus Community Center Second Floor
Information: Glenville State University's Student Government Association is an elected body of students serving as a conduit for campus opinion. In weekly meetings open to any member of the student body or faculty, various facets of the University social and academic life are discussed. Because the Student Government Association is elected by the students, it must be maintained as a flexible organization open to the opinions, desires, and suggestions of a concerned campus.

Residence Life
Contact: (304) 462-6412
Website: https://www.glenville.edu/student-life/residence-halls
Location: Goodwin Hall
Information: Residence Halls are places where students live together and form communities. GSU has three residence facilities: Goodwin Hall, Pickens Hall, and Pioneer Village. Each of these facilities offer a different style of living and learning from the traditional dormitory living, quad suites, and apartment style living. All residence halls are equipped with study lounges, laundry facilities, and secure entry.

Student Life Programs and Services

GSU Week
Each April, a week is designated for students, faculty, and staff to show their school spirit. It is a week full of tradition that allows everyone to come together as a family to celebrate and embrace all the qualities that make Glenville State University such a unique and wonderful place.

Homecoming
Each fall, the campus community celebrates Homecoming, a week filled with entertainment and school spirit. A full-scale Homecoming celebration occurs on Saturday, beginning with a parade featuring floats, marching bands, and the Homecoming Royalty. Headlining the week's activities is coronation so the court can preside over the week's activities. The festivities end at the conclusion of the football game at the Morris Stadium on Saturday. Games, contests, dances, and entertainment activities fill the entire week.

Identification (ID) Cards
Glenville State University students are required to possess a valid identification card. The card is the property of the University and must be surrendered to any University official upon proper request. Student identification cards are obtained in the Office of Student Life. There is no charge to issue the ID; however, there is a fee for all replacement cards. The student ID enables students to attend athletic events and other activities, access their meal plan, gain secure entry to certain residence halls, use the Robert F. Kidd Library and Campus Fitness Center, and receive health services. Students are expected to carry their campus ID with them while on campus.

Intramurals & Recreation
Glenville State University provides recreational and intramural programs for students, faculty, and staff in the Health and Physical Education building. Activities include both team and individual competitions and challenges.

For outdoor exercise, all students, faculty, and staff are invited and encouraged to use Morris Stadium located on Mineral Road, the Sue Morris Sports Complex a short distance east of campus, and several walking/hiking trails nearby.

Lost and Found
Items which are found should be delivered immediately to the Office of Student Life in the Mollohan Campus Community Center where they will be kept until the end of each semester to be claimed. You may inquire about lost items by visiting or calling the Student Life Office at (304) 462-4114.

New Student Orientation and Welcome Week
During the course of Orientation, students can expect to meet with University administrators, faculty, staff, their fellow new students as well as returning students, and participate in an array of informational sessions and campus activities. The purpose of New Student Orientation is to enhance transition and student understanding of available resources and improve student success, retention, and work toward an effective pathway to degree completion.

Pioneer Mascot
The Pioneer Mascot is a visible symbol of the Glenville State University spirit and ideals and is present at many University events and activities. The Pioneer works collaboratively with the Office of Student Life, and other University officials and students to positively support and promote the University. When appearing in an official capacity, the Pioneer Mascot typically wears a set of buckskins and carries a musket. The Pioneer represents the University not only at selected athletic contests, but also at admissions, alumni, and student events.

Student Organizations
Glenville State has many unique, recognized student organizations. The organizations are student-led and are made up of special interest groups, academic clubs, honor societies, social Greek fraternities and sororities, and more. These organizations include Student Government Association, Black Student Union, Chi Beta Phi, LGBTQ+ Alliance, Forestry Club, and more.

Student Life Complaint Form
Glenville State University is committed to providing its students with a quality educational experience. Therefore, Glenville State students are encouraged to advise the institution of their concerns and/or complaints. Students should seek an informal resolution of the matter of concern if possible. However, should this approach fail or be inappropriate, students may submit written complaints or expressions of concern using the Student Life Complaint Form.

Written complaints must be submitted within five business days of the alleged event(s) which led to the complaint. All pertinent information should be provided including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution.

Once completed, the form will be automatically submitted to the Office of Student Life. The complainant will be advised of the outcome of the review by email, normally within ten working days of filing the complaint.

Please Note: Complaints related to academic dishonesty, sexual misconduct, and course grades are to be handled in accordance with the appropriate policy and procedures in the University Catalog and this Handbook. Complaints related to financial aid should be directed to the Office of Financial Aid.

Link to form: https://forms.office.com/r/qEShmEC4aP

Student Organization Policies and Procedures

Student Organization Guidelines

One of the goals of the Office of Student Life is to provide support to student organization leaders and members. The following guidelines have been established for all GSU Student Organizations:

Requirements

- Submit all paperwork requested by the Office of Student Life
- Have at least one advisor who is a full-time faculty or staff member at Glenville State University who provides guidance to the organization and has contact (by phone or in person) with the Director of Student Life at least once a semester
- Meet at least three (3) times per semester
- Register events and activities with the Office of Student Life
- Participate in one (1) community service project or civic engagement each semester for a total of two (2) projects for the year. These projects can be planned by the organization or the organization can participate in project(s) planned by an affiliate of Glenville State University
- Send the organization President or another officer to meetings held by the Office of Student Life
- Participate in the Fall and Spring Open House, Homecoming, and GSU Week Events
- If a National Organization, provide documentation from the national headquarters that the organization is in good standing
- The organization President or designated contact officer must maintain their Glenville State University e-mail account. **All** information sent via e-mail will be sent using that address **only**. Failure to check the GSU e-mail account is not an excuse for missing deadlines or meeting requirements

Paperwork

- **Current constitution and by-laws (only if changes have been made)**
- **Goals and objectives for the semester**
- **Current list of advisor(s) and officers with contact information (phone and e-mail)**
- **List of active members**
- Semester Activity Reports (at the end of the semester)
- Electronic Event Registration Form (send to the Office of Student Life)

Bolded items in the above list must be submitted at the beginning of the Fall semester before approval can be given to any student organization approved event.

Consequences

- Failure to meet guidelines or submit paperwork will result in the Student Organization being placed on probation for one semester. Officers must meet with the Office of Student Life to outline a plan of action for bringing the organization back into compliance.

- If the Student Organization does not meet requirements during the probationary semester, the Office of Student Life will make the recommendation to the Vice President of Student Life and the Student Government Association that recognition of the Student Organization be suspended.

- Failure to attend **mandatory Student Organization Meetings**, will automatically result in being placed on probation. This will be reported to the Office of Student Life. It will then be the Student

Organizations responsibility to set up a joint meeting with the Office of Student Life and the Student Government Association to discuss the lack of involvement by the Student Organization.

- In order to be reinstated, the organization will have to reapply for recognition with SGA and the Office of Student Life.

Student Organization Guidelines for Events

1. The president or designee of the organization submits the online event request form to the Office of Student Life for approval.

2. Once approved by the Office of Student Life, they will communicate with the University's Events Coordinator to check the master schedule to see if there are any conflicts on the schedule. They will then notify the Office of Student Life and then Student Life staff will notify the organization of any conflicts or approval.

3. No advertisement may take place until the organization has received approval from the Office of Student Life. All flyers will need to be approved by the Office of Student Life which can be uploaded in the online event request form.

When planning an event, please remember the following:

- Event Name
- Organization's Name
- Organization's Representative Contact Information (GSU email and phone number)
- Organization's Advisor
- Time of Event
- Date of Event
- Preferred Location

Please also include any additional resources needed (set-ups, microphone, audiovisual, sound, etc.)

Please submit all event requests no later than one week prior to your event.

In making each request, know that for certain events such as dances, physical activities, and large events, one of the organization's advisors (or their full-time faculty/staff designee), must be present for the duration of the activity.

Student Organization Guidelines for Campus Postings

Student organization postings for bulletin boards and kiosks must be submitted to the Office of Student Life for approval prior to display. All posters or flyers must be posted only in designated locations. Posters should be placed on designated bulletin boards with thumb tacks or pushpins and should not be taped to painted surfaces under any circumstances. Notices may not be placed on the exterior surfaces, windows or doors of any campus building which also include elevators, or on trees, posts, fences or other inappropriate venues. Flyers which promote the use and/or sale of alcohol will not be approved.

Event Flyer Policy

1. Student Organizations must submit flyers to the Office of Student Life
2. Bulletin boards and kiosks are intended for use by student organizations and university departments. Please only post one of your flyers or posters on the bulletin board and kiosks. If more than one is on display, it will be removed.
3. All flyers and posters will need to include the name of the organization, location, event, date, time and contact information for approval.
4. Flyers and posters in the residence halls concerning Residence Life will need to be approved by the Office of Residence Life.
5. No flyer or poster may appear on painted walls, doors, in the elevators, and on glass or windows, with the exception of same-day announcements of campus emergencies or urgent announcements from the Office of Student Life.
6. All flyers and posters must be approved and STAMPED with the official seal.
7. No flyer, press release, or information may be sent to a media organization (newspaper, TV station, and etc.) without explicit consent from the Office of Student Life and the Marketing and University Relations office.
8. Posters and flyers may be posted on BULLETIN BOARDS and KIOSKS ONLY. The following is a list of places where bulletin boards are accessible:
    a. The following is a list of places where bulletin boards are available:
        i. Residence Halls
        ii. Administration Building Ground Floor and Second Floor (there are bulletin boards in each classroom)
        iii. Science Building First-Fourth Floor (please see the department secretary for distribution)
        iv. Fine Arts Center
        v. Clark Hall First-Third Floors
        vi. Academic Success Center
        vii. Health & PE Building
        viii. Waco Center lounge and classrooms
        ix. Louis Bennett Hall (beside Starbucks)
    b. The following is a list of places where kiosks are accessible:
        i. Mollohan Campus Community Center First-Third Floors
        ii. Fine Arts Center
        iii. Amphitheater
9. It is the responsibility of each Student Organization to take down their flyers once their event has passed.

Student Organization Fundraising Policy

Fundraising activities by Student Organizations should offer a benefit to the University community that is consistent with the University's educational mission. The sponsor of a fundraising activity must complete a fundraising request form, available through the Office of Student Life. All fundraising events must be approved in advance by the Office of Student Life.

Glenville State University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with the respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place and manner of fundraising activities. These restrictions may be in addition to or in lieu of those set forth in the policy.

Glenville State University Organization Classifications

University student organizations give students the opportunity to participate in co-curricular programs that support the academic curriculum of university while allowing students to collaborate with their peers who share common interests.

Student organizations: There are four (4) tiers of student organizations.

Student Club: the traditional meaning of student organizations which celebrate the strong traditions of the Office of Student Life and have the support of the Student Government Association. These are the most common type of student organizations and are made up of special interest groups such as: Black Student Union, LGBTQ+ Alliance, Baptist Campus Ministries, and Recycling Club. These clubs may reserve University space.

Social Greek Club: the traditional meaning of student organizations which celebrate the strong traditions of the Greek Council and Office of Student Life and have the support of the Student Government Association. These are exclusive organizations that are invite-only and have specific qualifications for membership. These clubs may reserve University space.

Academic Club: clubs that originate from the classroom or are major-centered for an academic purpose only: examples include but are not limited to Chi Beta Phi, Pi Gamma Mu, Sigma Tau Delta, Behavioral Science Club, Shakespeare Club, Mock Trial Team, Reading Club, Writing Club, etc. These clubs may reserve University space.

Athletic Club: clubs designed for physical activity: examples include but are not limited to Yoga, Ju-Jitsu, Wrestling, Karate, Modern Dance, Fencing, etc. These clubs may reserve University space.

Student Organization Advisor(s)

Definition:
An advisor is a full time Glenville State University faculty or staff member who helps maintain continuity with the organization from year-to-year by providing a sense of history for the organization. Advisors act as advocates for students and the organization they represent as well as provide helpful resources and knowledge. It is not the advisor's role to take over the organization, but to maintain order in the group and help it achieve its goals.

Once an advisor accepts the position, they should sign a written commitment form with the Office of Student Life and provide their contact information.

An advisor should:

1. Update contact information to the Office of Student Life
2. Provide support, direction, and feedback to all organization members
3. Direct the organization to achieve leadership, professionalism, and personal growth
4. Maintain an awareness of the activities and programs sponsored by the organization
5. Attend organization meetings, programs, and activities as often as possible
6. Be available to talk by phone or electronic means for emergency purposes during any meetings, program, or activity
7. Be copied on any proposal, financial paperwork, and meeting minutes
8. Notify the Office of Student Life of any unacceptable behavior, violations, noncompliance, or accidents within 24 hours of the occurrence
9. Review and uphold the organization's constitution and governing documents
10. When starting funds for an activity or program exceeds $250 or is expected to exceed $250, an advisor must be present
11. An advisor must be present for the counting of funds raised or collected over $1,000
12. Attend programs and activities involving alcohol and any combat sport, activity, or physical contact. Examples are but not limited to: dancing, basketball, boxing, karate, fencing, and wrestling

Organizations are responsible for:

1. Notifying and/or inviting the advisor to all meetings, programs, and activities
2. Discussing programming ideas with an advisor before implementing them
3. Consulting an advisor on all budget proposals, constitutional changes, and member restructuring
4. Notifying an advisor and the Office of Student Life for reserving space for more than ten hours per week.

Student Organization Forms

Events and Fundraising:
Student Organization Event Request Form: https://forms.office.com/r/exKJmzKay2
Student Organization Fundraiser Request Form: https://forms.office.com/r/bX5ZQU4RQJ

Current Student Organizations:
Student Organization Semester Registration: https://forms.office.com/r/jvbGEkuc1u
Student Organization Goals and Objectives: https://forms.office.com/r/vRdTSCZKrV
Student Organization Semester Service Report: https://forms.office.com/r/bg78sQRGAb

Starting a New Club or Organization:
Student Organization Recognition Application: https://forms.office.com/r/hvFCSxVeqg

All of these forms can be found online at: https://www.glenville.edu/student-life/forms

Active Student Organizations

Organization Name	Advisor(s)
Alpha Phi Sigma	Donal Hardin
Alpha Xi Omega	Dravin Gibson
Art Society	Chris Cosner
Baptist Campus Ministries (BCM)	Jenny Boggs
Bio Chem Club	Jeremy Keene
Black Student Union	Tim Konhaus
Chi Beta Phi	Larry Baker
Chi Zeta Pi	Kandas Queen/Maureen Gildein
Delta Xi Rho	
Demos	Josh Squires
Early Education Student Group	Connie Stout/Shelly Ratliff
Environmental Club	Nabil Nasseri
Forestry Club	Brian Perkins/Tom Snyder
Future Business Leaders of American (FBLA)	Kandas Queen/Gary Arbogast/Kevin Cain
Greek Council	Elizabeth Matory
Hermitage Literacy Group	Jonathan Minton
International Student Association	
Kappa Delta Pi	Gerda Kumpiene
Land Surveying Club	Doyle Hupp/Jacob Petry
LGBTQ+ Alliance	Jeremy Keene/Chris Carver
National Association for Music Educators (NAfME)	David Lewis
National Society of Leadership and Success	Conner Ferguson
Pi Gamma Mu	Luke Bendick
Pioneer Shooting Club	Donal Hardin
Science Fiction and Fantasy Guild	Eric Marks/Chris Carver
Sigma Omega Beta	Duane Chapman
Student Government Association	Conner Ferguson
Student Reading Interest Group	Connie Stout/Shelly Ratliff
Student Veteran Association	Charles Yakubow
Theater Interest Group	Brittany Benson

Residence Life and Housing Policies

Residence Halls are places where students live together and form communities. While residing on campus, students will encounter a variety of people and lifestyles and thereby broaden their perspective as they learn more about themselves and others.

All full-time students are required to reside on-campus in one of the University's residential living facilities unless granted an exemption. All students seeking an exemption must apply and submit all supporting documentation. Incomplete requests will not be processed. Students must file a new form at the beginning of each academic year even if they have been previously approved, unless they have been granted an exemption based on their age, number of completed credit hours, marital status and/or dependent, or veteran status. Students seeking an exemption (for the next academic year) must complete the application in full and submit all supporting documentation no later than the Friday of the first week of classes of the fall semester. The academic year is defined as both the fall and spring semesters. Therefore, the housing exemptions will not be processed after the August deadline. Newly admitted students for the spring semester must complete the application in full and submit all supporting documentation no later than the Friday of the first week of classes of the spring semester. Any student wishing to apply for an exemption must meet at least one of the following before the first day classes begin for the fall semester:

- Student will reside with an immediate family member who is 21 years old or older and lives within 50 miles driving distance of the Glenville campus (Commuter Status Verification Form must also be submitted)
- Student is 21 years old or older, is married, is divorced, has dependent children, or has three years of full-time military service
- Student has completed 72 or more hours prior to the beginning of the fall semester
- Student has documented major medical reasons (requires detailed physician documentation)

Any student who knowingly misleads or provides false information for the purpose of obtaining a housing exemption is subject to university discipline and may be responsible for all on-campus housing and charges equal to the time residing off-campus. Any student who lives off campus but has not been approved for an exemption, will be charged as if they are living on campus. All residents in university housing must also purchase a meal plan. Any exception to this rule must be approved by the Vice President/Dean of Student Life.

Glenville State University currently operates three residential facilities: Goodwin Hall, Pickens Hall, and Pioneer Village.

Goodwin Hall is located next to the Mollohan Campus Community Center and is the largest residential facility on campus. It has 482 single and double rooms each with a microwave and mini-fridge and bedroom furniture. Access to the building and individual student rooms is by electronic key cards and hard keys when appropriate. The building has climate-controlled air conditioning and heating, digital video security cameras and devices in all public areas, ten laundry rooms, nine study lounges, vending areas, integrated sprinkler system throughout, and energy efficient lighting.

Pickens Hall (Scott Wing) is located on Court Street between the Fine Arts Center and Goodwin Hall. This facility has four quads on each of the six floors. Each quad consists of four single secure bedrooms and a shared bathroom with laundry facilities located on the fourth floor. Each room is furnished with a microwave and mini-fridge and bedroom furniture; the building is covered by a sprinkler system. Access to both the quad and individual rooms within the suite is via key.

Pioneer Village is located on Mineral Road across from the Waco Center and is an upperclassmen facility. Nine buildings have four suites each. Each suite has a common area, kitchenette, two (2) full bathrooms and four single secure bedrooms. One building has three suites, the Resident Director's office and apartment, laundry facilities, and recreation area with vending machines. Each building is covered by a sprinkler system and access to suites and individual rooms within the suite is via key.

Each residence facility has live-in staff dedicated to making the residential life experience a safe and rewarding one. They coordinate activities and programs in the residence halls, serve as resource people, counselors, and friends, and, when necessary, act as conduct coordinators for the University.

Each facility has a Residence Hall Associations that serve as a type of focus group for each facility. These associations are made up of students from each facility that come together on a regular basis to generate ideas for their building as well as help with programming and other events.

Residential Facility General Information

Residence hall assignments are for an entire academic year; to be vacated no later than 24 hours after the students last final examination each semester or at 12:00 p.m. the day following final examinations, whichever comes first.

The opening and closing of the residence halls will follow the University academic calendar. The University reserves the right to modify this schedule in accordance with officially announced changes in the University calendar. Unless students are notified otherwise, residential facilities will officially be closed during fall, winter, spring, and summer breaks. Limited exceptions for students living in the residential facilities may be granted by the Director of Residence Life or designee for curricular or co-curricular reasons with supporting documentation. Residence Life reserves the right to charge additional rent amounts and/or consolidate residents in such instances.

To be eligible for residence in on-campus housing, a student must be enrolled full-time in academic coursework at the University during the semester in which they wish to reside on-campus, have completed a housing application, and have completed all residence life paperwork. Students who have not attained their seventeenth birthday as of the prescribed occupancy date are not eligible for residency. All exemptions to these policies must be approved by the Director of Residence Life.

The University reserves the right to refuse admission or readmission to the residential facilities if the student fails to meet University admission requirements or if the student is in violation of current University policies or regulations.

The University can remove students from the residential facility for the following reasons:

- Not registered for classes
- Failure to pay tuition and/or room charges
- Violation of the Student Code of Conduct or other University policies and regulations

General damage to the public areas of the residential living facilities will be charged in part to each resident. Damage to an individual's personal room will be charged to the resident. Charges for damage occurring in a room where two people reside will be divided equally between the roommates unless one of the roommates claims responsibility.

Housing Applications

On-Campus Housing Application

Applications for housing may be accessed online through the Student Life section of the Glenville State University website. A contract fee of $100 must accompany the application. Payments may be made in one of the following ways: checks, made payable to Glenville State University, via the students EdNet account, or by calling the University's Cashier's Office. To cancel a room reservation, contact the Office of Residence Life at (304) 462-6298.

If a student intends to withdraw from the residence hall during the semester, the Director of Residence Life should be notified immediately. A residence hall withdrawal fee may be assessed if a student fails to properly withdraw from the University and/or residence hall. No refund of room or board fees will be made after the second week of classes.

Room/suite keys for all residence halls must be returned to the residence hall office as part of the end-of-semester or withdrawal check-out process before leaving campus. Failure to do so will result in a charge for the replacement of a door lock. There is also a charge for replacing a lost key as the University must replace the lock itself for security reasons.

Students requesting housing accommodations due to disabilities must contact the Accessibility Coordinator in the Academic Success Center.

All students are strongly encouraged to obtain a Renters Insurance Policy to provide protection against any loss of your personal property items that may occur. Renters Policies are commonly available as an add-on to a parent's homeowner's policy or can be purchased as a stand-alone policy from many insurance providers. Glenville State University shall have no liability whatsoever for losses sustained to any student's belongings regardless of the circumstances.

Off-Campus Housing Application

Applications for off-campus housing may be accessed online through the Student Life section of the Glenville State University website. All requests to live off-campus must be presented with an official Off-Campus Housing Application form provided online by the Office of Student Life. It is the student's responsibility to attach all substantiating information outlined with the exception they are seeking to reside off-campus. Incomplete requests will not be accepted. Completed forms are to be submitted online and/or to the Office of Student Life.

Please note:

- Completing an application to reside off-campus does not guarantee approval.
- Securing off-campus housing accommodations prior to approval to live off-campus DOES NOT qualify as circumstances for approval.
- The decision on a request for an exception to the policy will be communicated by e-mail to the student by the Office of Student Life.

Students who are denied to reside off-campus have the right to appeal that decision to the Office of Student Life via email or writing. The Off-Campus Housing Appeals Committee will review the request to reside off-campus, meet with the student to hear their reason for requesting to reside off-campus and an appeal, and then decide on the appeal. If the student is still not pleased with the result of their appeal, they can make a final appeal to the Vice President of Enrollment Management and Student Affairs.

Room Assignment(s)

Normal occupancy is one (1) or two (2) resident(s) per space. Some rooms may be designated for expanded occupancy temporarily. Rooms must be occupied by the person(s) properly assigned to them by Residence Life. A student must present picture identification when they check into a room/residential facility.

Room assignments are made first come, first serve. Residents and incoming students may fill out a Housing Application and request a roommate or a suitemate(s). Room assignments are nontransferable, and occupancy by a student or other person without authorization from Residence Life is not permitted. The room change period begins approximately two weeks following the first day of class. Students who wish to change rooms can follow the guidelines laid out by the Office of Residence Life.

Because of the many changes in occupancy, the University cannot guarantee either an assignment to a particular residential facility or room nor continuation of any single room for any given contract period. If scattered vacancies exist in the residence hall, residents without roommates may be required to move together (consolidate), be assigned a new roommate, or be given the opportunity to pay the single room rate and occupy the double as deemed appropriate by Residence Life, if no single rooms exist. Residence Life has the right to assign, reassign, and adjust occupancy of rooms at any time.

Accessible Rooms for Student with Disabilities: Residence Life reserves the right at any time to utilize specially designed rooms or suites to provide for the residential needs of students with disabilities.

Subleasing: Students may not convey or assign their rights in University housing to anyone. They may not sublease their housing space or make any arrangement for someone to take over rent payments or move into the space assigned to them. A student who violates this policy will be liable for all costs incurred by the University including expenses related to the eviction of the third party. In addition, students face sanctions for violation of the University's Code of Conduct.

In accordance with basic policy of the University concerning civil rights, no discrimination in assignments or room changes are made based on race, sexual orientation, religion, age, veteran status, disability, national origin, or ancestry as specified by law.

Residence Hall Facilities and Policies

The residence halls are considered private property reserved for the exclusive use of resident students and their invited guests. Residents will be held responsible for the behavior of their guests and all activities originating from the assigned room. Violations of any requirements in this agreement or those outlined in this Handbook as well as other policies which address the operation of the University, which are published for student compliance, will be considered a substantial violation of this agreement. Such violations will be referred to the appropriate University personnel for disciplinary action, to the appropriate law enforcement authorities, or both. The student shall also abide by local, state, and federal laws, and may face disciplinary action for failure to do so.

A. Community Policies: Respect for the learning process, self, others, and property is strongly emphasized. Because the residence halls comprise a unique community living opportunity, policies which foster the health, safety, and security of residents are a necessity. These behaviors adversely affect the residence hall community.

1. All regulations outlined in the Student Code of Conduct are expected to be followed.
2. The living conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the University and all its students. Therefore,

Residence Life may make changes in the official administrative policies as deemed necessary in the interest of health, safety, discipline, or educational purposes; the student shall abide by such changes in policy. Such changes may include the reduction of service hours for laundry or vending or periodic suspension of visitation privileges in apartments, suites, wings, or buildings, as necessary.

B. Damage and Vandalism Charges: The Office of Residence Life maintains the right to bill a single student for damages or vandalism. Any unpaid damages or other obligations after the student has left the University will still be charged to their account. The University may turn the bill over to an outside agency for collection procedures.

C. Community Billing Charges: Vandalism charges from community damages that cannot be attributed to a specific person(s) are divided evenly among residents of wing, hall, or building as appropriate and billed directly to their accounts regularly. Residents are obligated to pay these charges in full.

D. Keys and Proper Checkout: Keys, including card keys, are the property of the University and must be returned when the resident moves out of a space. Card keys are the property of the University and are not to be altered or vandalized. Room, suite, building, or mailbox keys may not be duplicated or loaned to any other individual. Possession of another student's room, suite, building, or mailbox key is prohibited. Failure to return keys at checkout will result in charges to the resident to cover the replacement keys and changing the locks for the room/suite/hall. Residents may not install locking devices on room doors. If a resident loses their key(s), a $5.00 lost key charge per key will be assessed for any key cards. A $60 lost key charge will be assessed for any hard key lost.

If any student has occupied the assigned space, they must follow proper checkout procedures as outlined in this Handbook. Failure to checkout properly will result in a monetary charge for administrative cost ($100.00) associated with improper checkout. Additional costs may be assessed for replacement of key(s). Occupancy is defined by issuance of a key or activation of a key card to the student for a specified room and does not require the actual physical presence of the student or their possessions.

E. Maintenance and Housekeeping: Request by residents for repairs to residence hall facilities, furnishings, and equipment must be made to a residence hall staff member. Repair requests will be forwarded by Residence Life staff to Facilities Management. Facilities Management has full responsibility for determining the completion dates and costs of the repairs requested. The resident shall maintain their assigned space in an orderly, safe, and sanitary condition. University personnel provide housekeeping services in common areas such as lounges, hallways, and public bathrooms. Maintenance services will be reduced during weekends, University holidays, and Thanksgiving, winter, fall, and spring breaks. The resident is responsible for disposing of their room trash at the defined trash disposal sites for each housing facility.

F. Right of Entry: The University reserves the right to enter student rooms under the conditions established in this Handbook, as it exists at the time of this contract's signing date or as it may be thereafter amended during the term of this agreement or for the following reasons: emergencies, repair, maintenance, health/safety inspections, or to uphold University policies.

G. Safety Issues: Because the residence halls vary in age, design, and construction, the University reserves the right to impose reasonable requirements with respect to the possession or use of appliances, equipment, or other items to preserve the facilities for future use as well as maintain

student safety. Some items not allowed in residence halls include air conditioners, firearms, hot plates, toaster ovens, power tools, and waterbeds. A comprehensive and current list of items NOT permitted in the residence halls can be found on the Glenville University website.

Residents are required to observe all fire, safety, and emergency precautions and procedures found in this Handbook, and may not tamper with or misuse firefighting, detection, or alarm equipment, prop open exterior hall or security doors, or in any way block fire and emergency exits or routes. Students are required by state law to evacuate a residence hall when a fire alarm is activated or during any other emergency. No objects may be thrown or dropped toward/from balconies, roofs, or windows. Residents must not deface, damage, or alter any floor, wall, ceiling, door, or any electrical, plumbing, or mechanical equipment in the building, as this can be dangerous for all students in the building.

H. Student Rooms/Furnishings: The resident is responsible for the condition of the room (other than normal wear and tear) and all furnishing assigned to that room and shall reimburse the University for all damage to or loss of these accommodations and furnishings. Residents of a living unit may also be required to share the expenses of repair or replacement of any damaged property in areas commonly used by residents and their guests.

Students are responsible for the cleanliness of their rooms and the area directly outside of their rooms. Charges for damages and/or cleaning will be assessed against the student(s) by the University and must be paid promptly.

Amenities and Specific Regulations:

- In both Goodwin Hall and Pickens Hall, each student is provided an extra-long twin-sized bed, two drawer dresser, wardrobe, chair, and a desk. In Pioneer Village each student is provided an extra-long twin-sized bed, three drawer dresser, chair, desk, and a closet.
- Each room in Goodwin Hall and Pickens Hall is furnished with a microwave and refrigerator for the use of the students. In Pioneer Village there is a full-size refrigerator and microwave in the common living area.
- All Residential Facilities are wired with high-speed internet.
- Residents may place items on the walls using removable hanging devices, but do so knowing that they are responsible for any damage that occurs as a result.
- Nothing with an open heating element is permitted in the residential facilities. Hairdryers and curlers may be used in your room.
- Candles and incense are strictly prohibited.
- Extension cords are prohibited. Only UL tested power strips may be used to power devices.
- Laundry facilities are available in each residential facility and are located on every floor of Goodwin Hall, the fourth floor of Pickens Hall, and in the basement of Greenbrier House (Building 8) for Pioneer Village. This service is free to residential students during the academic school year.

Students may be charged the following $250, $500, $750, and $1,000 based on the condition of the room. The room condition will be assessed by the Residence Hall Associate, Director of Residence Life, Maintenance, and the Vice President of Student Life.

1. Abandonment: Students are responsible for removing all personal possessions when they vacate their room or suite. Any property of the student remaining in the residence hall after they have checked out, been terminated, or evicted may be discarded at the

discretion of the University. All charges for removal, disposal, and storage will be assessed to the student.

2. Any personal room furnishings must be free standing, and no part of one's personal furnishing may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room by screws or nails. No item may be located so to obstruct direct access to the door or windows so that evacuation is hindered. No room furnishings provided by the University may be removed by the students or their guest(s). No common area furniture may be taken from the lounges or other areas and placed in student rooms or moved to other locations.

3. Residents may not perform their own repairs on residence hall furnishing and equipment. For the purpose of safety and cleanliness, residents should never touch or tamper with the ceilings in the rooms or hallways. All trash should be deposited in their appropriate and designated receptacles.

I. Utilities: The housing costs charged under this agreement include all utilities, excluding telephone services. Internet service is included in the cost of the room. Failure of utility service will not render the University liable to residents of obligations under this agreement. Utility services may be reduced during prolonged vacation periods in the interests of energy conservation and of maintaining safety.

Residential Facility Regulations

- Quiet hours are as follows:
  - 10:00 p.m. to 10:00 a.m. daily Sunday – Thursday
  - 12:00 a.m. to 10:00 a.m. daily Friday – Saturday
- Firearms of any kind and look-a-like weapons are prohibited.
- Alcoholic beverages and controlled substances are not permitted on campus.
- The abuse of fire safety equipment (i.e., alarm stations, fire extinguishers) is a violation of state law.
- Willful destruction of University property is a violation of residential facility rules. The occupants of the room will be charged unless an internal investigation finds that another person(s) should be charged.
- Microwaves and refrigerators belonging to the University will be checked during health and safety inspections to ensure cleanliness.
- Only University-owned refrigerators and microwaves are permitted in the rooms unless permission is granted for special purposes.
- Violations of residential facility rules can be dispensed by any staff member and will be handled through the University's judicial process.
- Damages occurring in any public areas of the residential facilities will be investigated by the Department of Public Safety and the Residence Life staff. If the perpetrator of the damages cannot be determined, the residents of the entire building will share in the cost.
- No items may be hung in residential facility windows except for the actual window dressings placed there by the University or a window curtain that is fire retardant and UL approved.
- There is no parking in the Goodwin Hall and Pioneer Village loops. Towing will be enforced. Please do not park in reserved spaces.
- All trash must be taken to the dumpster at Pioneer Village. Trash cannot be left on the porches and will result in a violation. There are specific locations on each floor in Goodwin Hall and Pickens Hall for the disposal of trash. Do not leave trash in the hallways or common areas.

Residence Hall Contracts

A Residence Hall Contact is issued to the student each academic year, or when they move into a residential facility. The signature of the student on the Residence Hall Contract binds them to all Residence Life policies and signifies that the student has read the agreement and will abide by all conditions, terms, and policies specified in the Contact and the Student Handbook. The Residence Hall Contract will be retained in Residence Life. A copy of a student's contract will be available from Residence Life to the students upon request.

Residence Hall Eviction

Upon reasonable notice and for good cause, the University reserves the right to terminate housing at any time. Examples of good cause include, but are not limited to:

1. Failure to make payment of required charges by announced deadline
2. A change in students status including academic and/or disciplinary by suspension
3. Any circumstance under which the resident poses an unreasonable healthy/safety risk to other residents
4. Personal health issues that make the residence halls unsafe recuperative facility
5. Failure to occupy the assigned room prior to the first Friday during the first week of classes for any given semester or session
6. Failure to comply with state or federal laws, residence hall policies, the Student Code of Conduct, or other regulations adopted by Glenville State University.

Should housing be terminated, the student will be required to vacate the residence hall within 24 hours unless special permission, in writing, has been obtained from the Director of Residence Life or designee.

No refunds of room payment shall accrue by virtue of such termination; the University may provide a prorated refund for board (meal plan).

Resident Assistant Duties That Relate to Residents

The Residence Life Staff will perform health and safety inspections to ensure that the residents are following all policies and procedures. If the room is not satisfactory they will be re-inspected within 24 hours. Resident Assistants will give 24-hour notice before inspections are to be conducted to allow them to enter the room even if residents are not present.

The University shall at all times retain legal ownership and ultimate possession and control of the student's room and/or University property assigned to such room (ex. refrigerator, bathroom, etc.). The Residential Life staff reserves the right to maintain and preserve the residential facilities. The student hereby understands and agrees that authorized personnel may enter the student's room at any reasonable time for life, safety, or health-threatening emergencies; to perform requested or preventative maintenance; to respond to a cry for help or the smell of smoke or suspicious odor; or of apparent violation of Glenville State University rules, regulations and policies; or to silence a disruptive noise. The student hereby authorizes Residence Life Staff to allow access to the student's room when access is requested by any law enforcement officer possessing a valid search or arrest warrant.

Residential Facility Security Procedures

Each residential facility has security procedures in place to ensure the residents have a safe and secure place to live.

Goodwin Hall: All main outside doors, except for the front entrance, will be closed and locked 24 hours a day. There is a card swipe detector at the main lobby entrance for all residents to use and gain entrance. Entry into Goodwin Hall must be through the main lobby. Security cameras are installed throughout to further ensure student safety. These cameras are monitored and/or digitally recorded 24 hours a day. Students not residing in Goodwin Hall must present a valid photo I.D. to the residential facility monitor upon entering.

Pickens Hall: All main outside doors will be closed and locked 24 hours a day, students will use their issued key to gain access to the building.

Pioneer Village: Security cameras are used to monitor the public areas, grounds, and parking lots of Pioneer Village.

Visitation Policies

All Residential Facility Lounges

Students are encouraged to have visitors in their residential facility and in their rooms. Several policies are in place to protect the security of your residential facility and to ensure that students are able to study.

The following stipulations relate to all Goodwin Hall lounges:

- Open 24 hours to residents on designated floors they have been assigned to
- Open to registered guests and residents during visitation hours

The main lobby in Goodwin Hall and the common area lounge in Pioneer Village are open 24 hours a day to residents and their registered guests. Between the hours of 8:00 a.m. to 12-midnight residential lounges are open to guests. During weekend visitation hours lounges are open to guests and their host 24 hours between Fridays 8:00 a.m. through Sunday at 10:00 p.m.

Weekday Visitation Policies – Goodwin Hall

All residential guests must register at the front desk upon entering the building. All guests must leave a valid photo ID at the front desk until they are ready to leave by midnight. Guests must be escorted by their host at all times. Hosts may not leave their guests unattended at any time in the facility areas. Overnight guests may only stay a maximum of two (2) consecutive nights within the facility.

Residents may visit freely Monday through Thursday from 8:00 a.m. to 12:00 midnight. At 12:00 midnight opposite gender visitors must leave the building except for the main lounges. Violations of the regulations may result in loss of visitation privileges.

Weekday Visitation Policy – Pioneer Village and Pickens Hall

The visitation policy at Pioneer Village is 24 hours with the following criteria:

- Permission from suitemates

- Guests are only allowed to stay 48 hours. If you are found to have stayed longer than 48 hours, you may be removed from the facility at the discretion of the professional staff. You may or may not be allowed to re-enter the facility. Violators may be served a trespass warrant. Violations of the regulations may result in loss of visitation privileges.

Weekend Visitation Policy for all Residential Facilities

Beginning Friday at 8:00 a.m. through Sunday at 10:00 p.m. a student must sign in all guests. All overnight weekend guests must be registered or signed in before 12:00-midnight on Friday and Saturday nights. They must leave by Sunday 10:00 p.m. Guests will be signed in with the presentation of picture ID containing verification of age. The following stipulations relate to all residents and guests:

- Overnight guests must be at least 18 years of age or older unless the guest is a member of the resident's immediate family with written consent from parents or guardians. This must include emergency contact information for the minor.
- It is the responsibility of the host student to ensure that their guest is aware of the University and residential facility policies. Guests are held responsible for their own actions and are expected to be knowledgeable of University regulations. However, the host may be held accountable for damages or violations committed by his/her guest, unless the guest is a Glenville State University student.
- Room keys will NOT be provided for guests. Residents may not give their keys or ID card to their guest. All guests must remain with their host at all times.
- Students may have up to two overnight guests in their room for a weekend (Friday and Saturday nights only) as long as the roommate has agreed and does not have any problems with the guests staying overnight.
- Only residents and their invited guests are permitted in the living areas of the building, (locations other than the lobby) which include individual rooms and floor lounges.
- Glenville State University students charged with violations of any of the above regulations will be subject to Residence Hall and/or University disciplinary action. Overnight guests may stay for a maximum of two (2) consecutive nights within any residential living facility. If there are extenuating circumstances that require a guest to stay longer, the Resident Director must be consulted and the appropriate arrangements made with the Office of Residence Life and the Cashier's Office if required. The host will be charged for any damages or loss of key by the guest that occur during their stay.

Fire Drills

Unannounced fire drills are held periodically by the Office of Public Safety, Residence Life, and Physical Plant.

When the residential facility alarms sound:

1. Bring a towel to cover the nose and mouth and be sure to wear shoes.
2. Close the windows and turn off your room lights and other electrical appliances.
3. Close the door to your room.
4. Exit the building quickly and quietly – never use the elevator

Goodwin Hall – Use the nearest exit and go across the street. In case of an actual fire Residence Life staff will lead students to the Fine Arts Center to safety.

Pickens Hall – Use your nearest exit and get across the street from the building. In the event of an actual fire, students will be led to the Fine Arts Center.

Pioneer Village – Use the nearest exit and go across the street. In case of an actual fire, Residence Life staff will lead students to the Waco Center to safety.

Liability

The University shall assume no responsibility, and the student or other party to the housing contract shall indemnify and hold harmless Glenville State University and its agents and employees, for any and all claims (including attorney's fees) arising from personal injury or for the loss, damage, or theft of personal property (including cash and negotiable assets) belonging to, or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence hall. The student is strongly encouraged to carry renter's insurance for protection against such losses.

Student Code of Conduct

Student Rights and Responsibilities

Civility on Campus
All members of the campus community have a responsibility to observe certain standards of civility in their interactions with one another. The choice to associate one's self with this fellowship of scholars is freely made by each participant, but obligates those who do join to observe the following expectations for civilized conduct within the Glenville State University community:

- The practice of personal honesty in all matters
- Professional conduct and decorum in classroom, organization, and other group environments
- Positive regard for the dignity and value of each citizen in the community
- Respect for the individual rights and possessions of community members
- Respect for the collective rights and property of the community
- Respect for diversity among students, staff, and faculty
- Respect for the convictions and opinions of others, even when not in agreement with one's own beliefs
- Disdain for bigotry and hatred expressed in any form or medium and directed toward identifiable groups or individuals in the community
- Recognition of community members' mutual needs and concerns, and acceptance of a responsibility held in common to support the personal growth and efforts of each individual in furtherance of the well-being of the entire community

Campus Community Responsibilities

I. Preamble

Glenville State University aspires to transmit knowledge, to develop its students, and to promote the quality of society. In seeking these goals, the University recognizes the significance of student rights. These rights include freedom of expression, autonomy, procedural protections, and the integrity of people and their property. By ensuring these individual rights, the University fosters an environment conducive to student success and well-being. The Student Code of Conduct fully respects student rights.

Of course, students have obligations in addition to their rights. As members of an academic community, students must observe rules that benefit their classmates, their community, and their University. Students must practice personal integrity. By so doing, they respect the dignity, rights, and property of others. The University has a vital interest in the character of its students and, therefore, regards behavior at any location (on-campus or off-campus) as a reflection of a student's character and fitness to be a member of the student body. The Student Code of Conduct thus creates an expectation of behavior that the University deems acceptable. By fulfilling these expectations, students can enjoy their own rights, while also respecting the rights of others and furthering the University's goals.

The University community, however, must have a system to deal with those instances when a member fails to adhere to the expectations of the community. The Student Code of Conduct describes the actions that fail to meet expectations, the process for determining when a failure has occurred, and the sanctions that may be imposed for such failure.

It is the responsibility of each University student to become and stay familiar with the Student Code of Conduct.

II. Authority and Responsibility

Responsibility for good conduct rests with students. Student organizations have similar responsibility for maintaining good conduct among their members, guests, and at activities they sponsor. All members of the campus community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

At Glenville State University, a student is defined as any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity and who has some right or privilege to be on the campus or in the facilities of the institution or to use the same, in connection with study, research or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Governors or the institution.

Glenville State University utilizes a Judicial Coordinator, who is a staff member assigned to administratively attend to judicial matters and is authorized to conduct Administrative Hearings, and a Judicial Council that includes students, faculty, and staff representatives and is authorized to conduct Judicial Council Hearings. The jurisdiction of both hearing authorities is to hear evidence in cases of disciplinary action against students, to make findings of fact from the evidence presented, to make recommendations and/or decisions as to the disposition of the disciplinary action, including sanctions to be imposed, and to refer actions to another disciplinary channel as appropriate. The Judicial Coordinator may refer special cases to the Title IX Coordinator.

This Student Code of Conduct is promulgated in accordance with Glenville State University Board of Governors Policy 36, Student Rights and Responsibilities, which may be found as a Supplement to the Code. The Vice President of Student Life, as the President's designee in these matters, shall normally obtain the advice of the Office of Student Life staff, the Judicial Coordinator, the Student Life Committee and/or the Judicial Council before making changes in the Student Code of Conduct. This responsibility includes formulating and implementing operating procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educational manner.

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Glenville State University publishes a report every year by October 1 that contains three years of campus crime statistics, certain law enforcement authority of campus police, and which explain where students may go to report crimes. For more information about the Clery Act, visit https://www.clerycenter.org/.

III. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises or conduct that adversely affects or is detrimental to the University community and/or the pursuit of its objectives, which can occur anywhere. A student will be subject to the Student Code of Conduct for any action that violates this Code that occurs on University premises, relates to a University program, or, in the University's sole discretion, affects or is detrimental to the University community and/or the pursuit of University objectives. A substantial school/University interest includes but is not limited to:

- Any action that could constitute a criminal offense as defined by federal or state law even if no law enforcement investigation has been initiated. This includes but is not limited to: allegations of single or repeat violations of any local, state, or federal law in the municipality/city/town where the school/university is located;
- Any situation that significantly disrupts the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation where it appears that the student may present a danger or threat to the health or safety of them self or others

1. Violation of Law and University Discipline

a. If a student is cited only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to or demonstrates a disregard for the University's community and/or its pursuit of University objectives.

b. University disciplinary proceedings may be instituted against a student cited for a violation of a law that is also a violation of this Student Code of Conduct if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

c. When a student is cited by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of the law and in the conditions imposed by courts for the rehabilitation of student violators.

IV. Social Media Policy

Glenville State University recognizes and supports its students' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each student must remember that attending Glenville State University is a privilege, not a right. As a student, you represent the University and you are expected to portray yourself and the University in a positive manner at all times. Any online postings must, therefore, be consistent with federal and state laws, Glenville State University, and regulations and policies (including the Guidelines listed below).

1. Guidelines:

If you participate in a social networking site or use social media, you must keep the following guidelines in mind:

a. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.
b. Use caution when adding someone or inviting someone to be a friend.

c. Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
d. What you post may affect your future. Many employers and graduate school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts).
e. Similar to comments made in person, Glenville State University will not tolerate:
    - Disrespectful comments and behavior online, such as derogatory or defamatory language;
    - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
    - Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the University's Policy on Prohibited Harassment and Discrimination.

2. Monitoring and Consequences

Glenville State University reserves the right to have staff, faculty, or administration access, monitor, and/or receive reports about students' social networking sites and postings or to contract with an outside vendor or vendors to do so. In addition to reviewing postings according to the Guidelines identified above, any concerns about a student's posting or other online activity related to potential judicial violations should be reported immediately to the Judicial Coordinator.

Any violation of federal law, state law, or the Student Code of Conduct or evidence of such violation in your online content, is subject to investigation and possible immediate sanction by the University and/or law enforcement agencies. Internal sanctions may include, but not be limited to, notice to remove the posting or photo, suspension and/or expulsion, and/or removal from student organizations or athletic teams.

V. Complaints and Investigations

1. Any member of the University community may file complaints against any student or student organization for misconduct. Complaints may be prepared in writing and directed to the Judicial Coordinator. Any alleged violation should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days of the knowledge of the occurrence. While preferred, a formal, written complaint from a member of the University community is not required to initiate the conduct process. Complaints may be submitted anonymously and those reports will be investigated based on the extent of the information provided.

2. If the Judicial Coordinator has reason to believe that a violation of the Student Code of Conduct may have occurred, they are authorized to begin an investigation in the same manner as if a complaint from a member of the University community had been received. The Judicial Coordinator may investigate and cite students or student organizations with misconduct when that Office has reason to believe that a violation may have occurred. Student organizations shall have all the rights of students listed herein, which shall be exercised by the president of the organization.

3. The Judicial Coordinator may issue a summons for a student or student organization to appear for discussion about an alleged violation or for a hearing in a pending complaint. The summons may also include an order to produce records that may be helpful in the course of an investigation of a complaint.

4. The Judicial Coordinator may conduct an investigation to determine if the allegations of violation(s) have merit. This investigation will include, among other things, a meeting with the accused student or student organization to discuss the alleged violation(s). If the Judicial Coordinator determines there is sufficient information establishing that a Student Code of Conduct violation occurred under the preponderance of evidence standard, the student will be presented with an opportunity to accept responsibility for the conduct violation(s) and, with that, be subject to any sanctions that are presented. If the student accepts responsibility for the Student Code of Conduct violation(s), such disposition shall be final and no formal hearing will occur. A student may, however, accept responsibility or waive their right to a hearing and still seek review of the sanctions before the Vice President of Student Life or their designee as outlined in this Article of the Student Code of Conduct. If the student does not accept responsibility, the student may request a formal hearing on the alleged violation(s) as outlined herein.

5. Except as limited herein, the accused has the right to be assisted during the investigation by any adviser they may choose, at their own expense. The adviser may be an attorney, but cannot be a potential witness or party in the matter or a related matter. An adviser has no right to speak or participate directly in any aspect of the conduct process. The accused student must speak on their own behalf and communicate directly with the Judicial Coordinator. An adviser's failure to comply with these participation limitations may cause the adviser to be removed from the meeting and/or additional conduct violations to be asserted against the student relating to abuse of the conduct system.

6. The accused student shall be provided a general notification in writing of all alleged violations and any subsequent findings related thereto.

7. To the extent the Judicial Coordinator determines a violation of the Student Code of Conduct has occurred based on the preponderance of evidence standard and that a hearing on any conduct violations is necessary, a time shall be set for the hearing after the student has been informed of the Judicial Coordinator's determination and has properly requested a formal hearing in writing. A formal hearing request must be made in writing to the Judicial Coordinator within seven (7) calendar days of delivery of the Judicial Coordinator's determination to the accused student. A student should be sent notice of the scheduled hearing date at least six (6) calendar days in advance of the hearing. A hearing shall be held within a reasonable time after the student has been notified of the Judicial Coordinator's determination and has requested a hearing. The ultimate selection of a hearing date, however, shall be within the sole discretion of the Judicial Coordinator. If a formal hearing request or sanction review is not timely made, the determination of the Judicial Coordinator, including any accompanying sanctions, will be deemed final.

VI. Proscribed Conduct

The following constitutes the official record of general violations of conduct rules and regulations at Glenville State University. Students are expected to abide by these regulations. The list of violations is divided into levels based on severity and possible sanction. In addition to the major sanction listed in each category, a student found responsible for any of the violations may be subject to any of the other sanctions listed in *Section VI, point H*. Violation of multiple policies in the same incident may result in a greater sanction than the level defined by the individual violation.

These regulations are not designed to define prohibitive conduct in exhaustive terms. A student or student organization that is responsible for the misconduct or attempted misconduct or is responsible for being an accessory to misconduct shall be subject to the sanctions authorized by this code.

A. Offenses against the University Community

1. Acts of dishonesty, including, but not limited to, the following:
   a. Furnishing false or misleading information to any University official or office either written or verbally.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
   c. Tampering or interfering with campus, local, state, or federal elections or an individual's right to vote in the same, including, but not limited to, requiring someone to provide evidence of voting for a particular candidate or issue, coercing or using valuable incentives to induce an individual to vote for a particular candidate or issue, or taking detrimental actions against an individual who refuses to vote for a particular candidate or issue.
   d. Bribery and acceptance of bribes.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public-service functions, whether on or off-campus, and other authorized non-University activities that occur on University premises.

3. Failure to comply with directions of University officials, law enforcement officers, or security personnel acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

4. Violation of published University policies, rules, or regulations, including, but not limited to, the University's Drug Free Campus & Workplace Policy, Alcohol and Other Drugs Policy, Hazing Policy, Harassment Policy, Sexual Misconduct Policy, Dangerous Weapons and Firearms Policy, Social Event Guidelines, Facilities and Grounds Use Policy, Office of Information Technology policies, parking and traffic regulations, etc.

B. **Offenses against Persons**

1. Physical Abuse
   a. Physical abuse of another individual.

2. Hazing
   a. Hazing is a violation of University policy and includes any completed or attempted action, inaction, situation created, or communication that recklessly or intentionally harms or threatens or is intended to harm or threaten the mental or physical health or safety of a student or individual, or any completed or attempted act that destroys or removes public or private property, for the purpose of, among other things, initiation, admission into, affiliation with, or continued membership in a group or organization.
   b. An individual commits hazing if they personally take or contribute to the actions or attempted actions described in this section or if they know that hazing will

occur or is occurring and do nothing to stop it or attempt to stop it or, alternatively, know that hazing has occurred and fail to promptly report it to appropriate University authorities. It shall also be a violation of the Student Code of Conduct if a student retaliates in any manner against another student or individual for reporting hazing to University officials.

3. Sexual Misconduct
   a. The University prohibits sexual misconduct and any related retaliation.
   e. Any definitions, requirements, violations, accommodations, prohibitions, and sanctions outlined in the University's Sexual Misconduct Policy are incorporated herein by reference and can be found in their entirety at the following website: https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6a.pdf

4. Harassment/Threatening Behavior/Bullying

   Harassment violates University policy when it is sufficiently severe, pervasive, or persistent that it denies or limits or is likely to deny or limit a reasonable ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource.

   a. Harassment that is defined as not being of a sexual nature includes:
      - Conduct (physical, verbal, graphic, written, or electronic) that is (1) unwelcome; (2) discriminatory on the basis of genetic information, race, color, religion, national origin, age, disability or veteran status; and (3) directed at a specific individual or individuals.
      - Any attempt to intentionally and repeatedly make contact with a person over their stated objections for the purpose of harassing or alarming them, including, but not limited to, non-gender-based stalking.
      - Invasion of another's privacy, where that person has a reasonable expectation of privacy, including, but not limited to, creating, making, possessing, storing, sharing, or distributing unauthorized audio, video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.
   b. Threatening behavior means any statement, communication, conduct or gesture, including those in written form, directed toward any individual that causes a reasonable apprehension of physical harm to a person or property. A student can be responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.
   c. Bullying means systematically and chronically inflicting physical harm or psychological distress on one or more individuals and may involve: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property.

      The complete Glenville State University Harassment Policy can be found here: https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6.pdf

C. Offenses against Property

1. Attempted or actual theft of and/or damage/defacement to property of the University or property of a member of the University community or other personal or public property.
2. Unauthorized possession, duplication, or use of keys or access cards to any University premises or unauthorized entry to or use of University premises.
3. Theft or other abuse of computer usage, including, but not limited to:
    a. Unauthorized entry into or transfer of a file.
    b. Unauthorized use of another individual's identification or password and/or computer, tablet, phone, or other similar devices.
    c. Use of University computing facilities, network, equipment, accounts, or services in a manner contrary to University policy, including, but not limited to, sending, downloading, or viewing obscene messages, material, or content and/or interfering with the work of another student or University official.
4. Displaying of unauthorized material

D. Offenses Disrupting Order or Disregarding Health and Safety

1. Use, possession, cultivation, manufacturing, dispersing, attempted distribution, or distribution of drug paraphernalia, narcotics, synthetic drugs, or other controlled substances, except as expressly permitted by the law of the State of West Virginia.
2. Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products as inhalants.
3. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication.
4. Possession or use of a dangerous weapon or firearm on University premises in violation of University policy.
5. Actions that disrupt the normal operations of the University and infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian and/or vehicular, on campus; actions that incite or contribute to panic or distress and disrupt the normal operations of the University, regardless of intent.
6. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in, by the University.
8. Violation of federal, state, or local law on University premises or at a University-sponsored or supervised activity.
9. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
10. Violation of traffic and parking rules and regulations, including, but not limited to:
    a. Repeated or flagrant violations of the rules as set forth in University Traffic and Parking Regulations.
    b. Tampering with, removal, or theft of parking permits, wheel locks, barricades, traffic cones, or traffic control devices.
11. Violation of federal, state, or local law off University premises and not related to University-sponsored or supervised activities that adversely affect or is detrimental to

the University community and/or the pursuit of its objectives. The decision to pursue disciplinary action under this provision is that of the Judicial Coordinator.
12. The operation of any form of gambling business or related activity.
13. Facilitating or encouraging gambling by a student-athlete or seeking or encouraging a student-athlete to provide information or advice regarding competitions in which they shall participate.
14. The unauthorized use of University property or resources for personal gain.
15. Being present during any violation of University policy or the Student Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe such a violation are expected, if possible, to report any potential violation before it occurs or report details of the violation after its occurrence.
16. Acts of animal cruelty or abuse as well as a failure to report such acts.

E. Abuse of the Conduct System

1. Failure to obey the summons of a Judicial Coordinator, Judicial Council, or University official.
2. Failure to control the participation of a selected advisor at any point in the conduct process.
3. Falsification, distortion, or misrepresentation of information before a Judicial Coordinator, Judicial Council, or University official during the conduct process.
4. Disruption or interference with the orderly conduct of a conduct proceeding.
5. The pursuit of an alleged violation of the Student Code of Conduct in a manner that is intentionally dishonest, frivolous, or malicious (e.g., filing a false report).
6. Attempting to discourage or influence an individual's proper participation in, or use of, the conduct system.
7. Attempting to influence the impartiality of the Judicial Coordinator, a Chairperson, a member of a Judicial Council, or other University official prior to and/or during the course of the conduct proceeding.
8. Harassment (verbal or physical) and/or intimidation of the Judicial Coordinator, a Chairperson, a member of a Judicial Council, or other University official prior to, during, and/or after a conduct proceeding.
9. Failure to comply with sanction(s) imposed under the Student Code of Conduct.
10. Influencing or attempting to influence another person to commit an abuse of the conduct system.
11. Any other act that is intended to or has the effect of delaying or interfering with the orderly operation of the conduct process.

F. Self-Disclosure of Arrests and Convictions

To ensure the safety and security of the University community, a student must disclose to the Judicial Coordinator any arrests or convictions for a criminal offense—excluding minor traffic violations that do not result in an arrest or injury to others—that occurs after the student is first admitted to the University. This disclosure obligation applies to all arrests and convictions described above that occur inside or outside the State of West Virginia at any time, regardless of whether the University is in session at the time. Such disclosures must be made within seven (7) calendar days of the arrest or conviction, whichever occurs first. "Conviction" means a judge or jury has found you guilty of the crime(s) charged against you in a court of law, following a trial or guilty plea. If you are a juvenile delinquent, have youthful offender status, or if your conviction has been sealed,

expunged, or overturned, you do not have to disclose the arrest or conviction associated with that situation. Failure to comply with this disclosure obligation without a valid legal basis for doing so shall be deemed a violation of the Student Code of Conduct.

G. Retaliation

It is a violation of this Code for any student to retaliate or allow retaliation in any manner against a member of the University community who, in good faith, reports a suspected violation of the Student Code of Conduct to University officials or participates in any aspect of the conduct process relating to a suspected violation. This includes, but is not limited to, efforts to retaliate either directly or indirectly against an individual as well as direct or indirect retaliation against that individual's family and friends. Retaliation based on the outcome of the conduct process is also prohibited.

H. Levels of Misconduct include, but are not limited to:

Level A Violations

A student who is found responsible for violating any of the following may be subject to the sanction of disciplinary warning, and/or any other sanction authorized by the Board of Governors and/or the Glenville State University Student Code of Conduct. The following are considered Level A violations:

1. Any violation of University rules regarding the operation and parking of motorized vehicles.
2. Complicity – Association with a violation of University policy (in contrast to direct involvement or perpetration), either by presence when the violation is committed or non-reporting of the act(s), can result in a judicial referral. Students who anticipate or observe a violation of University policy are expected to, as a minimum action, remove themselves from the situation and are strongly encouraged to report the violation.
3. Quiet Hours – Residence hall quiet hours are from 10:00 p.m.-8:00 a.m. Sunday-Thursday and 12:00 a.m.-10:00 a.m. Friday and Saturday. 24-hour quiet hours are in place each semester from 8:00 p.m. on the day before final exams begin until the end of the last exam.
4. Visitation – Any violation of University rules regarding visitation in residential facilities.
5. Removal of Room Furnishings – All furnishings assigned to a residence hall room must remain in that room. Additionally, lounge furniture must remain in the lounges and may not be taken to individual residence hall rooms.
6. Failure to Report Maintenance Concerns – It is the responsibility of the resident to report maintenance concerns in their room.
7. Improper Check-Out – When vacating your residence hall room, you must check out with your Resident Assistant or a member of the Residence Life staff and turn in your key.
8. Unauthorized Move – You must obtain the permission from the Residence Life staff before moving from one residence hall room to another.
9. Failure to Attend Mandatory Meeting – Periodically throughout the year, the Residence Life Staff will hold mandatory floor and building meetings. Residents are required to attend these meetings.

10. Solicitation – Solicitation without permission is prohibited in the Residence Halls.
11. Objects in Windows – No items may be hung in residence hall windows except for the actual window dressings placed there by the University or a window curtain that is fire retardant and UL approved. Any other items are prohibited. This includes removing windows as well.
12. Possession of Objects Prohibited in the Residence Halls – The following objects are prohibited in residence hall rooms: all heat-generating items or items that have an open flame. This includes but is not limited to hot plates, toasters and toaster ovens, candles, incense, and space heaters.
13. Aggravated Traffic and Parking Violations – Individuals who have three or more traffic and parking violations that are unpaid per semester that have been issued by Public Safety.

Level B Violations

A student who is found responsible for violating any of the following may be subject to the sanction of disciplinary probation, and/or any other sanction authorized by the Board of Governors and/or the Glenville State University Student Code Conduct. The following are considered Level B violations:

1. Smoking – Glenville State University is a non-smoking campus. This includes but is not limited to e-cigs, vaporizers, hookahs, and cigarettes. University students and employees who fail to adhere to non-smoking guidelines may be subject to discipline.
2. Misuse of University documents, data or records – Forging, transferring, altering, or otherwise misusing any University document, including student identification cards, course registration material, or other document, data or record.
3. Misuse of telephone – No student shall make or assist in making unauthorized or telephone calls or otherwise misuse, or abuse telephone equipment.
4. Alcohol – Underage use; public intoxication; or possession of alcoholic beverages on the University campus, including but not limited to carrying open or unopened containers in the public areas of campus, having open or unopened containers in a residence hall or other University-owned property, or having open or unopened containers in a vehicle parked on University property. Alcohol paraphernalia of any kind, including but not limited to bottles, cans, bongs, advertisements, signs, etc. is prohibited in the residential living facilities and on campus.
5. Failure to Follow Safety Procedures – Students must evacuate buildings during fire alarms and remove themselves from the vicinity of any other emergency situation at the request of University faculty and staff or emergency services personnel.
6. Unauthorized use of the name or insignia of the University by individuals or groups.
7. Improper Entry – Residents of Goodwin Hall, Pickens Hall, and Pioneer Village are required to carry their key(s) with them use them to gain entry into their building through the proper entrance.
8. Disruption or Interference – Disruption of or interference with any institutional activity, program, class, meeting, research project, or University operation, or interference with the rights of any member of the campus community.

Level C Violations

A student who is found responsible for violating any of the following may be subject to the sanction of suspension, and/or any other sanction authorized by the Board of Governors and/or the Glenville State University Student Code of Conduct. A sanction of suspension or expulsion imposed by any public college or university in West Virginia may apply to the person sanctioned not only at the institution where the sanction was imposed but may also be effective at all public colleges and universities in the State. The following are considered Level C violations:

1. Violations of any of the restrictions, conditions, or terms of any sanctions resulting from a previously held disciplinary hearing.
2. Misappropriation or misuse of student organization funds or property – This includes, but is not limited to, over-extension of the budget of a student organization, spending receipts prior to proper deposit, and unauthorized personal use of equipment.
3. Computer abuse – This includes, but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, downloading and distribution of any pornographic materials, and disruptive or annoying behavior on University computer systems.
4. Unauthorized use or possession of keys – No one may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.
5. Unauthorized sale of textbooks – The sale of a textbook by any student who does not own the book is prohibited without prior authorization from the owner of the book.
6. Unauthorized use or misuse of University property or equipment.
7. Habitual, repetitive, or recurring violations of University regulations (three or more).
8. Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age or any other protected category. *(GSU Board of Governors Policy 6)*
9. Any misuse by a student of their position as a student, or their right to use University property.

Level D Violations

A student who is found responsible for violating any of the following may be subject to the sanction of expulsion, and/or any other sanction authorized by the Board of Governors and/or the Glenville State University Student Code of Conduct. A sanction of suspension or expulsion imposed by any public college or university in West Virginia may apply to the person sanctioned not only at the institution where the sanction was imposed but may also be effective at all public colleges and universities in the State. The following are considered Level D violations:

1. Damage to Property – Damage, destruction, or defacement of University property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.
2. Theft of Property – Theft of University property or possession of stolen University property or property of any person.

3. Disorderly conduct – Individual or group behavior that unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs. It also includes abusive, obscene, violent, excessively noisy, or drunken misbehavior on any University property.
4. Unauthorized presence in or forceful entry into a University facility or University-related premises.
5. Knowingly passing a worthless check or money order in payment of any financial obligation to the University
6. Drugs – The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia in accordance with State statutes or any of the laws of the United States pertaining to a "controlled substance".
7. Door propping or assisting of an unauthorized entry – Exterior doors and stairwell doors of Pickens Hall, Goodwin Hall, and Pioneer Village, and any door other than the main entries, are considered emergency exits and are to remain properly closed at all times. This also applies to all campus buildings.
8. Actual or threatened sexual assault or harassment – This includes, but is not limited to, the taking of pictures and distribution of sexual pictures and content, unwanted sexual touching, making unwelcome sexual advances, unauthorized taking or request for sexual favors. *(GSU Board of Governors Policy 6A)*
9. Possession of weapons - The use or possession of weapons at Glenville State University is strictly prohibited. Weapons include, but are not limited to, guns, airsoft guns, and projectiles, knives, swords, throwing stars, nun chucks, fireworks, tasers, stun-guns, and hazardous chemicals.
10. Providing false information – In the application for admission, petitions, requests, disciplinary hearing, or other matters of record and transactions with officials of Glenville State University either in writing or verbally.
11. False reporting of an emergency – The false report of a bomb, fire, or other emergencies in any building, structure, or facility by means of activating an alarm or in any other manner.
12. Hazing – No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. Glenville State University students and student organizations are prohibited from engaging in any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities. Hazing is a very serious offense and is not only a violation of the Glenville State University Student Code of Conduct but is also a violation of West Virginia state law.
13. Commission of any act which is a violation of criminal law of the United States, a state law, or a municipal ordinance.
14. Stalking – Behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threatens their safety, mental health, or physical health.
15. Actual or threatened physical assault or injury to persons – This includes, but is not limited to, injury or threat to injure, or coerce by bodily harm or restraint or threats.
16. Harassment and/or intimidation – Conduct causing alarm or recklessly creating a risk by threatening to commit crimes against persons or their property or the face-to-face use of "fighting words" by students to harass any person on

University property or other property to which the student conduct code applies is prohibited. “Fighting words” are those personally abusive epithets which, when directly addressed to any ordinary person, in the context and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. This also covers harassment or intimidation of persons involved in a campus disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.

17. Cyberbullying – The use of Information Technology to harm or harass others in a deliberate, repeated, and hostile manner. This includes, but is not limited to, use of social media to defame, demoralize, or to make offensive/vulgar comments toward an individual and/or group(s).
18. Behavior or activities that endanger the safety of oneself or others – This includes, but is not limited to, destructive behavior by individuals and/or groups, self-destructive behavior, arson, and tampering, damaging, or misusing fire equipment.

VII. ORGANIZATIONAL MISCONDUCT

Student organizations enrich the campus and community by providing a source of intellectual, personal, and social development of students through their programs and activities. The University fulfills an important mission by providing procedures and policies for the registration and support of student organizations. Inherent in the University’s recognition of student organizations is the obligation of each organization to conduct activities in accordance with University rules and policies as well as applicable laws. Student organizations are required to comply with the rules and policies of the University as well as other rules and policies that may govern the organization. Further, any student organization that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively “parent organization”) must provide notice and details to the student organization advisor within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the student organization or any of its members and the parent organization.

A. Responsibility of Officers

A fundamental aspect of any student organization is the right of the membership to elect officers who serve to ensure, among their other duties, that the activities of the organization are conducted properly. It is the responsibility of the officers of each student organization to ensure that the organization complies with the Student Code of Conduct and to actively oppose and/or prevent any planned or impromptu organizational activity that would violate the Student Code of Conduct. It is also the obligation of the officers of any student organization to advise and counsel individual members of their organization whose conduct could lead to misconduct charges against the organization, as provided herein. Any student organizational officer who knowingly allows their organization or a member of that organization to violate the Student Code of Conduct without taking steps to prevent the violation also commits a violation of the Student Code of Conduct. Likewise, any student organizational officer who knows of an unreported violation of the Student Code of Conduct that has been committed and does not report it to appropriate officials is in violation of the Student Code of Conduct. The organization may also be

sanctioned if a student organizational officer is found to be in violation of this provision of the Student Code of Conduct

B. Organizational Responsibility for Misconduct
Student organizations will be held responsible for misconduct in the following circumstances:

1. Organizational responsibility for its own acts. The organization will be held responsible:
   a. When the organization violates published University policy, rules, or regulations, including, but not limited to, acts of discrimination, improper membership education and initiation, improper organizational registration of activities for which registration and/or permission is required, failure to comply with applicable health and safety regulations, misuse of University property, facilities, and equipment, violations of University regulations on the use of alcohol, and violations of the Code or any other rule or policy applicable to organizations.
   b. When one or more officers refuse or neglect to perform their duties under this Student Code of Conduct as described above in Article VII(1a).

2. Organizational responsibility for individual acts of misconduct.
   a. The organization will be held responsible for the actions of one or more of its members who violate the Student Code of Conduct when the actions arise in the course of or derive from the activities of the organization.
   b. In situations other than those described in (a.) above, the organization may be held responsible for the misconduct of one or more members when, prior to such misconduct, a member or members committed acts of misconduct the nature of which has caused the Office of Student Life or the Judicial Coordinator to be concerned that the organization is not conducting activities in a manner that discourages such conduct, and the Office of Student Life or the Judicial Coordinator has notified the organization that further occurrences of such conduct by one or more members will result in disciplinary actions against the organization. Examples of such violations include, but are not limited to, offenses against persons, offenses against property, hazing, alcohol abuse, and illegal drug abuse. The notice will be in sufficient detail to notify the officers of the precise nature of the offenses and the length of time the notice shall be effective.

VIII. STUDENT ACADEMIC MISCONDUCT

Consult the University Catalog for specific policies and procedures relating to Student Academic Misconduct.

IX. DISCIPLINARY PROCESS

All students and student organizations are subject to the disciplinary procedures prescribed in the Student Code of Conduct. In all disciplinary proceedings, the student or student organization shall be considered not responsible until found responsible for any charge by using the preponderance of evidence.

Any person who is a student is subject to disciplinary action if that student is involved in any of the actions or conduct prohibited, notwithstanding the fact that at the time the student is also as University employee. In taking disciplinary action against a student, Glenville State University may act to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which may or may not yet have been received from the University.

If a student, allegedly involved in a violation of the Student Code of Conduct, separates or graduates from the University prior to a hearing being held, the disciplinary process can continue at the discretion of the University. If a hearing is not pursued upon the separation of the student, the pending charges will be resolved, at the discretion of the University prior to any future readmission.

In situations involving information of a confidential, sensitive, or personal nature, the Vice President of Student Life may determine that it is inappropriate for the proceedings to be held before the full Judicial Council and instead convene an Administrative Hearing.

A. Initiation of Charges – The Vice President of Student Life or designee bears the responsibility for the initiation of disciplinary procedures against a student or student organization for alleged non-academic misconduct. The Vice President of Student Life or designee will review instances of reported misconduct to determine if disciplinary proceedings should be initiated. Any member of the campus community may register a complaint in writing with the Vice President of Student Life or designee against a student for alleged violation of the Student Code of Conduct. In the absence of sufficient information as determined by the Vice President of Student Life or designee, a complaint will be dismissed.
B. Notification of Charges – Once it is determined that disciplinary proceedings will be initiated, the accused student will be provided written notification of charges. This preliminary notification will specify the alleged violation(s) of this Code and will also inform the accused student of a scheduled Disciplinary Conference with the Vice President of Student Life or designee, which will provide additional information relating to the charges. This notification may be served by one of the following means:
    1. Delivering, via Glenville State University e-mail address, a copy to the student. If this method of delivery is used, the student will be handed a standard notice indicating the need to check e-mail for the notification.
    2. It is expressly provided, however, that such service of charges and notice of proceedings shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of their current address while attending the institution or of the current permanent home address, and the proceedings may proceed without hindrance or delay.

C. Disciplinary Conference – The purpose of the Disciplinary Conference is to provide additional information and to ensure that the accused student will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. Students may choose to resolve the charges with the Vice President of Student Life or designee at the time of the Disciplinary Conference. At this conference the accused student:
    1. Will be advised immediately of the right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.

2. Will be advised of the charges and if suspension or expulsion is possible as a result of the hearing. Applicable portions of the Student Code of Conduct will be cited.
3. Will be advised that if they suspended or expelled, a notation will appear on the academic transcript.
4. Will be advised that if they are suspended or expelled, the Registrar's Office will administratively withdraw him/her from all classes with a grade of "W" appearing on the transcript.
5. Will be advised of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior in question.
6. Will be provided a copy of the Student Code of Conduct and any other appropriate written material.
7. Will be informed that a member of the University's faculty, staff, or administration may serve as an advisor and may be present at the hearing. An advisor may consult with the student and otherwise participate directly in the proceedings when recognized by the hearing authority. In cases involving potential suspension or expulsion, legal counsel may be present at the hearing. Students retain attorneys in such cases at their own expense and must notify the Vice President of Student Life or designee at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings. Legal counsel may serve in an advisory capacity to the accused student in such cases, however, counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The University may choose to have legal counsel present, who may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings.
8. Will be advised to consult further with the Vice President of Student Life or designee concerning any questions or interpretations of the procedure.
9. Will be advised of the tentative date of the hearing and that hearings are scheduled to provide the accused student a minimum of five (5) business days from the date of service of the notification of charges during which to prepare a response unless such notice is waived by the student. If an Administrative or Judicial Council hearing is to be held, a letter confirming the date, time, and location of the hearing will be sent after the Disciplinary Conference is conducted.
10. Will be advised that any request for a delay of the hearing must be in the form of a written petition to the Vice President of Student Life or designee who schedules hearings and determines whether a delay will be granted. Such a delay will not affect the student's status.
11. Will be advised that the Vice President of Student Life or designee may choose to delay the hearing for good cause. Such a delay will not affect the student's status.
12. Will be advised of options for resolutions of disciplinary charges.

D. Failure to Respond – An Administrative Hearing will be conducted by the Vice President of Student Life or designee immediately and a determination will be made based upon the available information. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

E. Dismissal of Charges – If the Vice President of Student Life or designee determines as a result of the Disciplinary Conference that insufficient information exists to justify a hearing, the charge will be dismissed.

F. Options for Resolution of Disciplinary Charges – It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law.

Regardless of the options exercised for resolution of charges, the discipline of students within the University community must be consistent with the educational mission of the institution.

At the Disciplinary Conference with the Vice President of Student Life or designee, the charged student will have all the disciplinary options outlined below fully explained:

1. Plead not responsible to the charge(s) and have a regular hearing before the Judicial Council* where a determination of responsibility will be made. If held responsible by the Judicial Council, an appropriate sanction will be determined.
2. Accept responsibility for the charge(s) and elect for the Judicial Council* to determine an appropriate sanction.
3. Plead not responsible to the charge(s) and request an Administrative Hearing before the Vice President of Student Life or designee where a determination of responsibility will be made. If held responsible, an appropriate sanction will be determined. The Vice President or designee may decline to conduct the Administrative Hearing, in which case the Judicial Coordinator must hear the matter.
4. Accept responsibility for the charge(s) and elect for the Vice President of Student Life or designee to determine an appropriate sanction. The Vice President of Student Life or designee may decline to conduct the Administrative Hearing, in which case the Judicial Coordinator must hear the matter.

*Only cases involving Level C or D violations will be forwarded to a Judicial Council hearing. If a student requests a hearing for a Level A or B violation the hearing will be an Administrative Hearing. Also, in situations involving information of a confidential, sensitive, or personal nature, the Vice President of Student Life may determine that it is inappropriate for the proceedings to be held before the full Judicial Council and convene an Administrative Hearing.

G. Administrative Hearing Procedures (Can be used for level A, B, C, or D violations)
    1. During a hearing, the accused student is entitled to:
        a. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by the Judicial Coordinator, University staff, witnesses, and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recordings of hearing proceedings are prohibited, except as authorized by the Vice President of Student Life or designee. (see point 5)
        b. Appear in person and present any relevant information, be informed of all information presented, call witnesses, and ask questions of witnesses present at the hearing.
        c. Elect not to appear at the hearing, in which case the hearing shall be conducted in the student's absence.
        d. Refuse to answer any questions or make a statement; the Judicial Coordinator shall make their decision solely on the basis of the information presented at the hearing.

2. The Judicial Coordinator will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or to prevent the harassment or intimidation of participants. The hearing can be recessed at any time.

3. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses shall be present during a hearing only during the time they are testifying. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony of the principal party, unless extenuating circumstances preclude this option.

4. The Judicial Coordinator assigned to the case is responsible for scheduling, coordinating, and conducting the Administrative Hearing.

5. The Judicial Coordinator may make a tape recording of all hearings. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of Student Life. The accused may request a duplicate copy of the recording within a period of six (6) months from the date of the hearing and must assume the cost for this expense.

6. Hearing Decision – Immediately upon completion of the hearing, the Judicial Coordinator shall consider the information presented to determine responsibility or to drop the charges due to insufficient information. The Judicial Coordinator shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information. If responsibility is acknowledged or is determined prior to the determination of the sanction, the Judicial Coordinator can allow the introduction of written and/or oral statement(s) that detail the impact of the violation on the victim. Information concerning any past disciplinary record of the student(s) will be available to the hearing authority.

7. Notification of the Decision – Upon completion of deliberation, the Judicial Coordinator will notify the accused student, in writing, of their decision. The letter from the Judicial Coordinator shall consist of written confirmation of the decision including the findings of fact, the determination of responsibility, the complete description of any sanction imposed, or the decision to drop the charge(s) due to insufficient information.

H. Judicial Council Hearing Procedures (Can be used for Level C or D violations only)
   1. During a hearing, the accused student is entitled to:
      a. Appear in person and present any relevant information, be informed of all information presented, call witnesses, and ask questions of witnesses present at the hearing.
      b. Elect not to appear at the hearing, in which case the hearing shall be conducted in the student's absence.
      c. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of the information presented at the hearing.

d. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by members of the Judicial Council, University staff, witnesses, and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recordings of hearing proceedings are prohibited, except as authorized by the Vice President of Student Life or designee. (See point 5)
e. Challenge the presence of a Judicial Council member for cause. The cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Judicial Council member for cause will be at the discretion of the remaining council members as determined by majority vote.

2. The hearing authority will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or to prevent the harassment or intimidation of participants. The hearing can be recessed at any time.

3. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses shall be present during a hearing only during the time they are testifying. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony of the principal party, unless extenuating circumstances preclude this option.

4. The Vice President of Student Life or designee is responsible for scheduling, coordinating, and presenting all cases and may be present during the entire hearing.

5. The Vice President of Student Life or designee may make a tape recording of all hearings. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of Student Life. The accused may request a duplicate copy of the recording within a period of six (6) months from the date of the hearing and must assume the cost for this expense.

6. Hearing Decision – Immediately upon completion of the hearing, the hearing authority shall consider the information presented to determine responsibility or to drop the charges due to insufficient information. The hearing authority shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information.

   In a Judicial Council hearing, an absolute majority vote of council members present shall be required to find the accused responsible and to assign a particular sanction. If responsibility is acknowledged or is determined prior to the determination of the sanction, the hearing authority can allow the introduction of written and/or oral statement(s) that detail the impact of the violation on the victim. Information concerning any past disciplinary record of the student(s) will be available to the hearing authority. This information will be presented by the Vice President of Student Life or designee for consideration in determining an appropriate sanction.

7. Notification of the Decision – Upon completion of deliberation, the hearing authority will notify the Vice President of Student Life or designee in writing, who is then responsible for communicating in writing the decision of the hearing authority to the student. The letter from the hearing authority shall consist of written confirmation of the decision including the findings of fact, the determination of responsibility, the complete description of any sanction imposed, or the decision to drop the charge(s) due to insufficient information.

X. Disciplinary Sanctions

The purpose of imposing disciplinary sanctions is twofold: to protect the University community from behaviors that are detrimental to the educational process of the community and to assist students in identifying acceptable parameters of their activities and their consequences of future behaviors. The severity of the sanctions will correspond to the severity or frequency of violation, as well as the student's willingness to recommit themselves to good citizenship through behaviors that fall within the conduct regulations of the University. Repeat offenders may be subject to sanctions of a higher-level violation.

When a sanction is scheduled for a particular semester and the time-lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination. *A hold will be placed on the students account once the Disciplinary Conference or Judicial Council meeting has determined a sanction. This hold will only be lifted one time for the student to register for either Fall or Spring courses then the hold will be reapplied. This means that the student may not receive grades, transcripts, or diplomas until the sanction has been completed. Once the sanction has been completed, the hold will be lifted.*

A. Expulsion – Expulsion is permanent disciplinary separation from the University involving the denial of all student privileges. Expulsion is the termination of all student status, including any remaining right or privilege to receive some benefit, recognition, or certification. Expulsion shall be effective on the date of notice of the expulsion, or later if so stated in the notice. When a student is expelled, a notation will appear on the academic transcript and the Registrar will administratively withdraw the student from classes and place a grade of "W" on the transcript. Students separated from the University by expulsion may not enter University premises or University-related premises without securing prior approval from the Vice President of Student Life or their designee.

B. Suspension – Suspension is temporary disciplinary separation from the University involving the denial of student privileges. The suspension is the exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition or resumption of activities, if any, also may be imposed. The suspension shall be effective on the date of notice of the suspension or later if so stated in the notice, shall be entered into the student's permanent record, and shall prescribe the date and conditions upon which the student may petition for readmission. When a student is suspended, a notation will appear on the academic transcript and the Registrar will administratively withdraw the student from classes and place a grade of "W" on the

transcript. Conditions for readmission may include but are not limited to, disciplinary probation for a specified length of time, non-residence on campus, restricted visitation to specified campus facilities, and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the University.

C. Students separated from the University by suspension may not enter University premises or University-related premises without securing prior approval from the Vice President of Student Life or their designee.

D. A sanction of suspension or expulsion imposed by any public college or university in West Virginia may apply to the person sanctioned not only at the institution where the sanction was imposed but may also be effective at all public colleges and universities in the State. A student who is expelled from any public college or university in West Virginia may not be considered for admission to Glenville State University until one (1) year has elapsed after the student has been expelled.

E. Residence Hall Probation – Residence Hall Probation is a warning that further violation of residence hall rules and regulations may result in Residence Hall Suspension or expulsion.

F. Residence Hall Suspension – Residence Hall Suspension involves removal from the campus residence hall community for conduct that clearly demonstrated an inability to function appropriately in the residence hall living situation. Such suspension may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls and may prohibit access to associated dining facilities. Visitation will not be permitted without securing prior approval from the Judicial Council or Vice President of Student Life. In no case will separation be less than the remainder of the semester in which it takes place.

G. Disciplinary Probation – Disciplinary Probation is the exclusion from participation in certain institutional activities, property, or facilities for a definite stated period of time, and maybe conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation. Probation is a period of review and observation during which a student has been officially notified that their conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction.

    1. Disciplinary Probation is a status that may involve restrictions, conditions or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include, but are not limited to: ineligibility to participate in campus activities or events, periodic contact with a designated member of the campus community, restrictions on accessibility to University facilities and/or housing areas, and change of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional behavior in violation of this Code during the probationary period will likely result in more serious disciplinary action.

H. Disciplinary Warning – Disciplinary Warning involves written notice to the student indicating that specific behavior or activity was in violation of this code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. A Disciplinary Warning may also involve conditions, such as those outlined in X.G.1, which are intended to be educational in nature.

I. Restitution – Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of University property or property of any person which results from conduct in violation of this Code. The Administrative Hearing officer or Judicial Council will determine the appropriate reimbursement.

J. Termination of the Privileges of a Recognized Student Organization – Termination of the Privileges of a Recognized Student Organization is the loss of any or all campus privileges of that organization. The imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

K. Termination of the Recognition of a Recognized Student Organization – Termination of the Recognition of a Recognized Student Organization is the discontinuation of the recognition of that organization on campus. This means the organization can no longer function. The imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

L. Parental Notification for Violating the University's Alcohol or Drug & Substance Abuse Policy – When found responsible for violations of these conduct standards, the hearing authority will recommend that notification be sent to the responsible student's parents or legal guardians of these violations as allowed by Federal law. This will only occur after the hearing authority has discussed this possible notification with the student and if the student is under 21.

M. Mandatory referral for counseling – Mandatory counseling referrals may be made to the Campus Counseling Center.

N. Campus Community Service Hours – A student or organization may be required to render an appropriate amount of public service to the University as designated, under the supervision of a University official.

O. Educational Sanctions – When deemed appropriate, the hearing officer or Judicial Council may require the performance of a variety of educational sanctions. These may include a formal apology (in writing and/or in-person), a public presentation, and/or a research paper on a designated topic.

P. Monetary Penalty or Fine (determined by the hearing authority and approved by the Vice President of Student Life)

Q. No Contact Order – The student may have no further contact or communications with a student who was their accuser or otherwise involved with the Code violation.

XI. Appeals

Appeals must be presented, specifically described in writing, to the next level of authority in the disciplinary chain of command. An appeal is not a new hearing. It is a review of the record of the original

hearing. The accused student and their advisor have the right to review the accused student's disciplinary file, including any tape recordings of the hearing.

An appeal may be dismissed if not sought on proper grounds. If an appeal is upheld, the case with procedural specifications shall be referred to the original hearing officer/panel. Any sanction imposed as a result of a hearing shall remain in effect during the process of appeal. The appeal officer has the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process. In any event, sanctions may not be increased as a result of an appeal.

An appeal may be sought on two grounds:

A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within five (5) days (excluding weekends and holidays) of the announcement of the decision.

B. On a claim of new information material to the case that was not available at the time of the hearing. Appeals on such grounds must be presented within five (5) days (excluding weekends and holidays) of the new information having been discovered.

The following is the disciplinary chain of command:

Hearing Authority	**Appeal Officer**
Judicial Coordinator	Judicial Council
Judicial Council	Vice President of Student Life
Vice President of Student Life	President

C. In cases where the University President has upheld the institutional sanction of Expulsion, a student may pursue an appeal through the Glenville State University Board of Governors. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Board of Governors. A written petition of appeal must be filed with the Board of Governors within fifteen (15) days of the President's decision.

XII. Disciplinary Records

Disciplinary sanctions, with the exception of University expulsion, shall not be made part of the student's permanent academic record (official transcript) but shall become part of the student's confidential disciplinary record, subject to the Family Educational Rights and Privacy Act (FERPA). Pending cases will be retained as long as is administratively necessary as determined by the Judicial Coordinator. Cases involving expulsion or suspension will be retained indefinitely. Other student conduct files will be retained for seven (7) years following the incident or until the student leaves the University, whichever is longer. If a student under the age of twenty-one (21) is found responsible for a violation of University policy involving alcohol and/or other drugs, the University may notify the student's parent(s) or guardian(s).

Removal: A student may, during the semester of their graduation or thereafter, request in writing to the Judicial Coordinator that a minor conduct violation is removed from their student disciplinary file. In order for their conduct violation to be evaluated for possible removal while enrolled, the student must demonstrate that they have applied to graduate by submitting a copy of the approved application for graduation or a signed letter from the student's academic advisor confirming that the student is eligible. In the written request, the student should include what they have learned from the incident, how their behavior has changed since the incident, and any steps taken to address the behavior. Generally, removal

is not available if the student's record includes more than one violation of the Student Code of Conduct, sanction(s) that were not completed by the required deadline, an incident resulting in personal injury, property damage, providing alcohol to minors, possession and/or distribution of drugs, violation of the weapons policy, disorderly conduct, sexual misconduct, discrimination, harassment, criminal behavior, or suspension/expulsion. All removal decisions shall be made at the sole discretion of the Judicial Coordinator. The Judicial Coordinator will attempt to avoid releasing a removed violation pursuant to third-party requests, but will, when it deems necessary, offer an explanation of the removal process in response to third-party requests. If a removed violation is disclosed, as required by law or otherwise, it will be done in the sole discretion of the Judicial Coordinator and will include an explanation that the violation has been removed from the student's disciplinary record pursuant to this provision. In addition, reports and/or other correspondences maintained by other University departments, local and/or campus police, or another reporting agency are not subject to this removal provision.

Further, previous disciplinary record checks reported by the Judicial Coordinator or another University department will not be affected by this process.

XIII. Interim Sanctions for Students

In certain circumstances, the Vice President of Student Life, or a designee, may impose interim sanctions prior to the hearing before the Judicial Council or a student's acceptance of responsibility. The Vice President of Student Life or designee shall determine the level of interim sanctions appropriate to address the specific situation. Interim sanctions may include but are not limited to, a full interim suspension, removal from University housing, removal from University-sponsored events, and/or restriction of access to University facilities and programs.

A. Interim sanctions may be imposed only:
    1. To ensure the safety and well-being of members of the University community or preservation of University property;
    2. To ensure the student's own physical or emotional safety and well-being; or
    3. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

B. A student may request a review of the interim sanctions in writing within two (2) calendar days of the issuance of any interim sanctions. Such a request should be submitted to the Judicial Coordinator. Reasonable efforts will be made to hold such a review of the interim sanctions before the Vice President of Student Life or designee within five (5) calendar days of the receipt of the request for review of the interim sanctions to determine if the sanctions should continue, as issued, through the remainder of the conduct process. If the student submits a timely review request, the review may be held beyond this five (5) calendar day period if scheduling issues exist.

C. At any requested review, the information will be presented in support of any challenged interim sanctions. The student may offer statements or other information to rebut any grounds offered in support of the interim sanctions.

D. Except as limited herein, the accused has the right to be assisted during the interim sanction process by any advisor they may choose, at their own expense. The advisor may be an attorney, but cannot be a potential witness or party in the matter or a related matter. An advisor has no right to speak or participate directly in any aspect of the process. The accused student must speak on their own behalf. An advisor's failure to comply with these participation limitations may cause the advisor to be removed from the proceeding

and/or additional conduct violations to be asserted against the student relating to abuse of the conduct system.

E. The decision of the Vice President of Student Life or designee following the interim sanctions review will be final.

XIV. Interim Sanctions for Organizations

A. The Vice President of Student Life or other designee may temporarily suspend the recognition of a student organization when the pending alleged violations arise from a flagrant violation of this Code, such as organized conduct that is a violation of law and/or this Code, or when the conduct represents a flagrant disregard of the rights or property of persons in the University community, or when the conduct is in flagrant disregard of the property or authority of the University.

B. During the interim suspension, the organization's activities may be limited, up to and including full discontinuation of all activities.

C. An organization may request a review of the interim suspension in writing within two (2) calendar days of the interim suspension. Such a request should be submitted to the Judicial Coordinator. Reasonable efforts will be made to hold such a review of the interim suspension before the Vice President of Student Life or designee within five (5) calendar days of the interim suspension to determine if the suspension should continue through the remainder of the conduct process.
    1. If the organization submits a timely review request, the review may be held beyond this five (5) calendar day period if scheduling issues exist.

D. At any requested review, the information will be presented in support of the interim suspension. The organization may offer statements to rebut any grounds offered in support of the interim suspension.

E. Except as limited herein, the accused, represented by the organization president, has the right to be assisted during the interim suspension process by any advisor they may choose, at their own expense. The advisor may be an attorney, but cannot be a potential witness or party in the matter or a related matter. Any advisor has no right to speak or participate directly in any aspect of the process. The president must speak on their own behalf. An advisor's failure to comply with these participation limitations may cause the adviser to be removed from the proceeding and/or additional conduct violations to be asserted against the president and/or organization relating to abuse of the conduct system.

F. The decision of the Vice President of Student Life or designee following the interim suspension review will be final.

XV. Judicial Council

A. The Judicial Council is composed of faculty, staff, and student representatives in accordance with the Bylaws of the Judicial Council of Glenville State University. These bylaws are subject to change. It shall be the prerogative of the University to appoint alternate members to serve during holidays, summer months, and other instances as needed.

B. Any recommendation of the Judicial Council shall be forwarded to the Vice President of Student Life or designee for review and implementation.

Judicial Council

Bylaws

Article I. Name

The name of this committee is "The Judicial Council of Glenville State University."

Article II. Membership

Section 1.

- The membership of this committee shall consist of six (6) members:
- Two students appointed by the Judicial Coordinator/Vice President of Student Life
- Two faculty members appointed by the Judicial Coordinator/Vice President of Student Life
- Two staff members appointed by the Judicial Coordinator/Vice President of Student Life
- The Judicial Coordinator (serves in essence as prosecuting attorney)
- Chair of Judicial Council (serves in essence as the Judge and has no voting privileges unless there is a tie)

Section 2.
Due to the nature of the work of the Judicial Council, the Vice President of Student Life may also appoint alternate members to be available if a regular member of the Council is unable to serve during a particular hearing.

Section 3.
Student, faculty, and staff members will serve for a term of one year, typically commencing with the Fall semester of the regular academic year, and may be re-appointed. If vacancies occur during the academic year, appointments shall be made to fill the remaining term. The Chair of the Judicial Council is a standing member of the Judicial Council.

Section 4.
To be eligible for membership, student members of the Judicial Council must be in good academic standing and good judicial standing. Good academic standing is defined as the maintenance of a 2.0 semester and cumulative GPA. Good judicial standing is defined as not being found responsible for or accepting responsibility for violating any portion of the Student Code of Conduct during the term of service. If a student member loses academic or judicial standing during their term of service, that member will be notified in writing that they are no longer eligible to serve.

Section 5.
Resignations from the Judicial Council must be made in writing and submitted to the Judicial Coordinator.

Article III. Liaisons

Section 1.
Chair of the Judicial Council shall be the administrative liaison to the Council and shall be assisted by the Judicial Coordinator who will present potential violations of the Student Conduct Code to the Judicial Council.

Section 2.
The Chair of the Judicial Council and the Judicial Coordinator will serve as members of the Judicial Council and shall have full privileges of discussion of all issues that come before the Council. Neither, however, is a voting member of the Council. However, if a tie occurs the Chair of the Judicial Council will act as the swaying vote unless the Council has previously stated a conflict of interest/involvement is present. Neither the Judicial Coordinator nor Vice President of Student Life may serve as the Council Chair.

Article IV. Duties of the Committee

Section 1.
To hear appropriately referred cases involving potential violations of the Student Code of Conduct and to make recommendations to the Vice President of Student Life and the Judicial Coordinator regarding student responsibility and sanctions as necessary.

Section 2.
To participate in scheduled Judicial Council training.

Section 3.
To advise on the development and revision of Judicial and Student Code of Conduct policies and procedures, as requested.

Section 4.
To adjudicate the Student Code of Conduct with consistency and impartiality.

Section 5.
To preserve the confidentiality of the facts and information presented and/or actions taken during the hearing and/or deliberations processes and to respect students' privacy rights recognizing that only the Chair, the Judicial Coordinator, and/or the Vice President Student Life may communicate officially on behalf of the Council.

Article V. Officers and their Duties

Section 1.
The only officer of the Committee shall be the Chair of the Judicial Council.

Section 2.
The Chair of the Council shall ordinarily preside at all meetings. In the Chair's absence, the Council shall select a member present to serve as Chair for that meeting. The Chair shall be responsible for communications from the Council to the Liaison, to other administrative officers of the University, to the University Leadership Council, to the Faculty Senate, to the Student Government Association, Staff Council, to other campus committees, or to other individuals or groups with an interest in the work of the Judicial Council so long as students' right to privacy and FERPA limitations are appropriately considered.

Article VI. Procedures for Meetings

Section 1.
The Judicial Council shall conduct both Hearings and Meetings. Hearings of the Judicial Council are not open to the campus community or any other guest. Meetings of the Council will be open

unless the Council is dealing with privileged information regarding employment, personnel development, and/or specific student issues. Persons present other than members of the Council and the Liaison to the Council may be recognized at the discretion of the Chair to address issues before the Council.

Section 2.
Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Hearings shall be conducted according to the procedures outlined by the Student Code of Conduct in the Glenville State University Student Handbook. Decisions of the Council shall be made by an absolute majority vote of those present and voting on a motion.

Section 3.
A minimum for hearings shall consist of five (5) members of the Council where membership is as defined in Article II. The five (5) members must include two (2) student members, two (2) faculty members, and the chair. Alternates may be called as necessary to achieve quorum.

Section 4.
A minimum for meetings shall consist of five (5) members of the Council where membership is as defined in Article II.

Section 5.
Hearings and meetings shall be called as needed by the Chair, Vice President of Student Life, or the Judicial Coordinator. The Chair shall always honor requests from the President of the University, or the Liaison to call a meeting. The Chair shall also honor the request of any four (4) members of the Council to call a meeting. In the event of a vacancy in the office of the Chair, any four of the current members of the Council may call a meeting.

Section 6.
Normally the Chair, Vice President of Student Life, or the Judicial Coordinator shall give at least 48 hours' notice of the date, time, location, and nature of meetings or hearings to the membership. Notice shall be given in an efficient manner to be determined by the Council. Emergency meetings may be called by the Chair, Vice President of Student Life, or the Judicial Coordinator with less than 48 hours' notice.

Article VII. Lines of Reporting

Section 1.
After a hearing, the Judicial Council forwards its recommendations to the Vice President of Student Life and the Judicial Coordinator.

Section 2.
After a meeting, the Judicial Council forwards its recommendations to the Vice President of Student Life depending upon the nature of the item under review.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws.

Article IX. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Judicial Council of Glenville State University at a meeting where voting on the bylaws has been listed on the official agenda, been approved by the Student Life Committee, and by the President of the University.

Adopted: March 18, 2003
Amended: August 2017*

Academic Success Center

The Academic Success Center (ASC) located on the third floor of the RFK Library, provides an array of services and programs to enhance the academic and overall development of all students while impacting student success, retention, and graduation rates of Glenville State University. These services include targeted Peer Tutoring, Peer Mentoring, Accommodation and Accessibility Services, Career Services, as well as the Hidden Promise Scholars Program and more.

Career Services

The Office of Career Services, located within the ASC recognizes and understands the competitiveness of the current job market and is committed to providing support and appropriate career-related resources for students and alumni.

Examples of Career Support Services and Resources:

- Annual Career & Graduate Expo
- Personalized career preparation for a desired career path
- Writing/critiques of resumes and cover letters
- Mock interviews
- Informational/Workshop sessions
- Graduation/Career Readiness

Pioneer Peer Mentoring

The ASC provides peer mentoring services to all first-time freshmen matriculating into Glenville State University. Peer Mentors offer support and guidance to new students, beginning with the Welcome Week and New Student Orientation. Mentors provide a campus connection to lead and support students through the challenges encountered during their university career. Peer mentors are selected through an application and interview process.

Student Accommodation and Accessibility Services

The ASC's Office of Accessibility and Accommodations Services (OAAS) provides accommodations and services to students who have a qualified disability. The OAAS works with students to individualize the type and level of accommodations needed for a successful university experience. Accommodations, services, and equipment may be provided on an as-needed, reasonable basis. Glenville State University will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. No academically qualified student with a disability shall be denied access to participation in the services, programs, and activities of the University solely because of their disability.

Tutoring and Study Hall Services

The ASC provides peer tutoring each semester and coordinates with the GSU Writing Center and Math Center to provide individual and group subject-specific support. The GSU Writing Center is located in the Department of Language and Literature and the Math Center is located in the Robert F. Kidd Library; each have posted hours weekly and are available on a drop-in basis.

Peer Tutoring for all other subjects is appointment-based through the ASC or instantly available through TutorMe, a 24/7 service provided to all enrolled students through their Brightspace account. Peer Tutors are selected based on their command of the subject matter, overall GPA, and/or faculty recommendation.

The ASC provides a unique space for individual and group studying. All students are encouraged to utilize the ASC for their studying needs. Upon request, the ASC can provide currently enrolled students with a laptop or students may utilize the ASC Computer Lab. Printing is free and available to currently enrolled students.

For more information about the Academic Success Center and the services available, contact them at Academic.Success@glenville.edu or by calling (304) 462-4118.

Dining Services

Glenville State University is partnered with Aramark to provide the dining and food service on behalf of the University. Aramark operates five locations on campus, Pioneer Eatery (cafeteria), Freshens, Cedar Creek Grill B+F, POD, and We Proudly Serve Starbucks, that provide a unique experiences and services.

All residential students must have a meal plan and commuter students will have a limited number of Musket Bucks (dining dollars) added to their accounts each semester. More information about meal plans can be found on the Aramark website: https://glenville.campusdish.com/ or by calling (304) 462-6360.

- **Cedar Creek Grill B+F:** Serves traditional grill options such as burgers and chicken options with a variety of sides.
- **Freshens:** Offers a menu made with fresh, clean ingredients. Enjoy made-to-order items such as smoothies, flatbreads, rice bowls, salads, and more.
- **Pioneer Eatery:** Traditional cafeteria setting with an all-you-can-eat menu. Guests can enjoy homestyle foods, grill, pizza, salad, dessert, and special internal selections.
- **"We Proudly Serve" Starbucks:** Serves favorite Starbucks beverages, breakfast sandwiches, and pastries.
- **POD:** A self-service c-store with a variety of grab-and-go items.

Office of Technology

Brightspace

The University currently uses Brightspace as the official learning management system. Online courses and many traditional in-person classes utilize this platform for various resources. To access your Brightspace account, follow these steps:

1. Go to the GSU website: www.glenville.edu
2. Click on Current Students at the top of the page
3. Click on Brightspace
4. Click Login to Brightspace
    a. Your username is your 8-digit GSU Student ID number. Your password is the first letter of your first name capitalized, birthday in (DDMMYY format), first letter of your last name, lower case. For example, if your name is John Smith and your birthday is December 31, 1989, your password would be J311289s.

For help, contact the Brightspace Help Desk at (304) 462-6449, after 4:00 p.m., contact (304) 293-5192.

Internet

Shentel is the internet/cable television service provider for all students. Visit https://gsu.shentel.net to create your user account using your lastname.firstnamemiddleinitial@gsu.glenville.edu email account. Follow the instructions and enter the MAC address of the device you would like to connect. For wireless internet, students will access the wireless SSID "Student_Wireless" wherever accessible on campus. Documentation is provided upon move-in/orientation with instructions on how to connect to Shentel's network.

All occupants of the residence halls are provided wired Internet connectivity and wireless access. It is the responsibility of the student to contact a member of the Residence Life staff if there is a problem with the connection.

Internet access is provided via the open computer lab in the library. However, these resources require a username and password. Your username is the last eight digits of your student ID number and the password (Passw0rd). For example, "Username: gsc\00011111 password: Passw0rd." All students must change their password upon logging in for the first time via a wired connection before attempting to utilize any lab computers.

Students shall not attempt to override, hack, or breach the security of the University's network or computer systems. Further, using the University's network resources illegally or in an improper way is prohibited, including but not limited to illegally downloading copyrighted material.

Official Communication (E-Mail) Policy

E-mail is considered an official method for communication at Glenville State University. It delivers information in a convenient, timely, cost-effective, and environmentally aware manner. This policy allows students to communicate through a standardized channel with faculty and other University staff as needed. To log into your student email account, go to www.glenville.edu, current students, and then email. Your email address will be lastname.firstnamemiddleinitial@gsu.glenville.edu (i.e. if your name is John Q. Public, your email address would be public.johnq@gsu.glenville.edu).

Students should check their email daily in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Failure to check for messages and failure to receive messages due to full mailboxes or auto-forwarded email are not acceptable excuses for missing official communications. Students may auto-forward email to an outside email address at their own risk. The Office of Technology does not support auto-forwarding of email and will not assist in troubleshooting problems with outside email addresses or forwarded email, nor is the University responsible for lost or misdirected email as a result of auto-forwarding.

Glenville State University does not routinely monitor or screen electronic mail. However, the University reserves the right, consistent with this policy and applicable law, to access, review, and release all electronic information that is transmitted over, or stored in, University equipment, systems, or facilities, whether or not such information is private in nature, and therefore, confidentiality or privacy of electronic mail cannot be guaranteed. Confidentiality cannot be guaranteed for the following reasons: because of the nature of the medium, the need for authorized staff to maintain electronic mail systems, and the University's accountability as a public institution, as well as in instances involving the health or safety of people or property, violations of Glenville State University's Student Code of Conduct, regulations, policies, or law, other legal responsibilities, or the locating of information required for University business.

Students are not permitted to bulk mail or spam students, faculty, staff, or administration.

Phone Service

If a student desires telephone service in their room they will need to rent a VOiP phone from the Office of Technology at a cost of $25 a year, regular analog phones will not work in the room. Local telephone service is provided free of charge for students. Should students want to make long-distance calls, they will need to purchase a calling card. Students also receive free voicemail service with the rented phone, and it is their responsibility to activate that service. If a student requires assistance with the voicemail setup or has an issue with their phone service, they should contact the Office of Technology at (304) 462-6145.

Website

The University website, located at www.glenville.edu, presents information on nearly all aspects of the University. For incoming students, details concerning enrollment and financial aid information are available. Registered students can easily determine course requirements for their major; look up faculty office locations, phone numbers, and email addresses; and obtain information about the library, bookstore, computer labs, and student organizations. Campus residents can find information concerning residence halls, campus safety, the campus post office, and the dining facilities. Athletic events, fine arts performances, as well as all campus activities are listed in the online calendar. Grades and class lists can also be accessed from the Glenville State University website.

Public Safety

Using the concepts, principles, and facets of Community Oriented Policing, the Glenville State University Department of Public Safety strives to provide the students, faculty, staff, and community a safe and healthy environment in which to live, grow, learn, and work.

If you have any safety concerns or questions, wish to request foot or parking lot patrol and/or security escort, report a crime, give information relating to a crime, or obtain information regarding Public Safety and/or campus crime, contact the Glenville State University Department of Public Safety by dialing (304)904-2041 or if on campus dial extension 6450/6451.

If the call is an emergency please call 911 to speak to the Lewis County Dispatcher.

If the call is non-emergency but you wish to speak to a law enforcement officer please call (304) 462-7306 and speak to the dispatcher. If an officer does not answer the phone and you do not need or wish to speak to an officer at that time please leave a brief, precise message, providing your name, address, and phone number. An officer will contact you as soon as possible.

Public Safety also provides a walking escort service for students, faculty, and staff on campus. In order to take advantage of this service, simply call the Public Safety Office at (304) 904-2041 or extension 6450/6451 prior to the need of escort service and tell the officer who and where you are. Remember to call Public Safety any time you feel you need assistance.

Contact: (304) 904-2041 (24-hour duty phone) & (304) 462-6450 (office)
Email: Public.Safety@glenville.edu
Website: https://www.glenville.edu/student-life/public-safety
Location: Physical Education Building

Campus Security Policy and Crime Statistics (Jeanne Clery Act)

The Federal Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. In accordance with the Clery Act, the University's Office of Public Safety maintains a log of all reported crimes, makes available upon request an annual security report with crime statistics, and provides timely warnings of threats to students and employees.

Copies of the institution's Annual Campus Security Report are available through three ways:

1. The Office of Public Safety: In-person
2. The Glenville State University website: https://www.glenville.edu/student-life/public-safety
3. Online through the United States Department of Education's Campus Safety and Security: https://ope.ed.gov/campussafety/#/
    - Select get data for one school
    - Search for "Glenville State University" in the search bar
    - View statistics for Glenville State University

For more information on the Clery Act, visit:

- Clery Center: https://www.clerycenter.org/the-clery-act

- Glenville State University Board of Governors Policy 51 – *Clery Act Campus Security Reporting, The Violence Against Women Reauthorization Act and Sexual Violence Prevention* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-51.pdf

Fire Safety

The University conducts fire drills monthly. All emergency detectors, alarms, and lights are checked at this time. Goodwin Hall, Pioneer Village, and the residential sections of Pickens Hall have wet sprinkler systems.

1. The Physical Plant and Office of Public Safety: In-person
2. The Glenville State University website: https://www.glenville.edu/student-life/public-safety
3. Online through the United States Department of Education's Campus Safety and Security: https://ope.ed.gov/campussafety/#/
    - Select get data for one school
    - Search for "Glenville State University" in the search bar
    - View statistics for Glenville State University

Missing Student Procedure

If someone has reason to believe that a student is missing, they should immediately notify Public Safety at (304) 462-6450. Public Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, should Public Safety determine that the student is missing and has been missing for more than 24 hours; Public Safety will notify the City Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Glenville State will notify the student's parent or legal guardian immediately after the Public Safety has determined that the student has been missing for more than 24 hours.

Parking Permits

Parking space on campus is limited; therefore, spaces may be used only by those displaying **a valid Glenville State University parking permit**. All students, faculty, and staff, including part-time, temporary, and casual employees who park on campus must purchase and display a valid Glenville State University parking permit. Permits may be purchased through the on-line parking portal after the individual has completed the registration process providing vehicle, registered vehicle ownership, insurance, and driver's information. You may also come to the Public Safety Office in the PE Building to purchase in person. (Bring your Driver's License, Registration, and insurance information). If you plan to drive more than one vehicle during the year, a second permit may be purchased for $5.00 to be displayed on the second vehicle.

The responsibility for finding **a legal parking space** rests with the vehicle's operator. A permit merely authorizes the individual to park in available designated spaces on campus. A limited number of reserved parking permits are available each year to faculty and/or staff. Lack of space is not considered a valid excuse for violation of this policy. Be sure to allow plenty of time before class or scheduled appointments to find an appropriate parking space.

All parking on campus, including along the streets that run through the campus, require the proper parking permit. Glenville State University controls all the parking on all streets that run through the campus.

The cost of all student permits is included in tuition and fees.

Public Safety will publish a Parking Points document each annual year that includes permit information, prices, and other guidelines. See that document for additional information.

Public Safety officials have the authority to issue parking and traffic citations. They can also tow or immobilize a vehicle for any violation of these regulations. Citations will be issued and vehicles may be towed or immobilized for the following violations:

- Failure to display a valid Glenville State University parking permit
- Failure to park within marked parking spaces
- Parking in an area other than a designated parking area for the registered permit
- Speeding or otherwise driving in a reckless manner
- Failure to stop, yield, or obey other traffic signs
- Parking or driving on sidewalks, grass, or landscaped areas
- Unauthorized parking in a reserved or visitor parking spaces
- Unauthorized parking in spaces reserved for those with special needs, or blocking wheelchair access to sidewalks and/or ramps
- Failure to move a vehicle when requested to do so by university officials for special events, snow removal or for emergency situations
- Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, and/or entrances to buildings
- Driving a vehicle into any area that has been closed by cones, barricades or caution tape

Parking violation fines vary in cost per offense. The total fine for the violation(s) must be paid at the Cashier's Office. A hold will be placed on the students record, parking privileges may be revoked, and no parking permits can be purchased until the student pays the obligations or makes arrangements to do so through appropriate offices. Students will not be permitted to register for the upcoming semester until all fines are paid.

Towing or booting will be strictly enforced for any individual who has three (3) or more parking citations, regardless of whether or not they have been paid. When a vehicle is towed, it is at the expense of the owner. The Department of Public Safety and Glenville State University assume no liability for any damage(s) caused to the vehicle or personal properties during the towing process or while the vehicle is in storage. The owner of the vehicle may contact Public Safety to ascertain where the vehicle was towed. A fee will be charged to remove any vehicle immobilization device placed on a vehicle for parking violations.

Please contact the Department of Public Safety at (304) 462-6450 or (304) 904-2041 with any questions or problems regarding parking or operating your vehicle on campus.

The entire GSU Parking Policy can be found: https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-8.pdf

Title IX

Sexual Harassment

Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment:

- Tangible Employment or Educational Action. This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment, or participation in a University activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a University program or activity. Generally, perpetrators will be agents or employees with some authority from the University.
- Sexual harassment that creates a hostile environment as defined by this policy.

Glenville State University's complete policies can be accessed below:

- GSU Administrative Policy 6 – *Social Justice: Discrimination, Harassment, Stalking, Retaliation, Nondiscriminatory Hostile Environment Harassment, Consensual Relationships, and Reasonable Accommodations* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6.pdf
- GSU Administrative Policy 6A – *Social Justice: Sexual Harassment and Title IX Sexual Harassment Procedures* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6a.pdf

Procedure for Filing a Complaint

All discrimination, harassment, and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX Coordinator.

Susan Petties
Academic Success Advisor – Accommodations & Accessibility
Title IX Coordinator
Academic Success Center
Robert F. Kidd Library – 3rd Floor
(304) 462-6059
Susan.Petties@glenville.edu

Casey Smola
Program Assistant I
Title IX Investigator/Deputy Coordinator
Goodwin Hall L14
(304) 462-6240
Casey.Smola@glenville.edu

Written correspondence may be sent to:
ATTN: Susan Petties, Title IX Coordinator
200 High Street
Glenville, WV 26351
Fax: (304) 462-7610

The Title IX Coordinator has primary responsibility of taking the formal complaint, notifying the involved parties, notifying the Title IX Investigator, and arranging efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination and harassment including but not limited to discrimination on the basis of sex and disability.

Chairs, deans, department administrators, and supervisors have a duty to identify and report discriminatory/harassing/retaliatory behaviors. Employees and persons with responsibility for supervising or ensuring the safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators, and supervisors may be directly involved in resolving allegations of discrimination, retaliation, and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused's supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators, and other supervisors have a duty to monitor the accused employee's behavior and to take appropriate disciplinary action if they continue to violate University policy or procedure.

As a public institution, the University must provide due process to the accused. These procedures are designed to provide a fair process for both the alleged victim and the accused while also affording the person filing a complaint his/her Title IX protections. Consistent with due process, the accused is presumed not responsible for the conduct set forth in the complaint until proven otherwise.

Should the accused be found responsible for harassment, discrimination, or retaliation, the University will take steps to prevent the recurrence of any discrimination, harassment, or retaliation and will issue appropriate sanctions pursuant to the appropriate University disciplinary procedures.

The University is also committed to upholding the First Amendment of the United States Constitution. Nothing in these procedures is intended to abridge the rights or freedoms guaranteed by the First Amendment.

Individuals are encouraged to report alleged discrimination and harassment immediately in order to maximize the University's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. Failure to promptly report may result in the loss of relevant evidence and witness testimony and may impair the University's ability to enforce these procedures. Complaints should be filed within 30 calendar days of the incident but may be filed at a later date.

Complaints may be filed after 30 days however, individuals are encouraged to report incidents as soon as possible because the passage of time may affect the institution's ability to investigate the incident.

Sexual Misconduct Policy

Sexual Misconduct is a serious violent crime. When it occurs at Glenville State University, it is considered a violation of University standards. The Glenville State University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual misconduct.

In this regard, it is essential that **both** parties should explicitly agree upon sexual activity. A person has the right at any time to say "no" to sexual activity and "no" means "no." Verbal communications of non-consent, nonverbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs constitute a lack of non-consent. The same holds true

whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy.

The crimes of sexual misconduct are legally defined under West Virginia law as sexual acts committed without the consent of the victim. The law states that lack of consent may result from (1) "forcible compulsion," (2) the victim's "incapacity to consent" by virtue of age, status, or mental or physical incapacitation or helplessness, or (3) "circumstances… in which the victim does not expressly or impliedly acquiesce in the actor's conduct." A person under the influence of alcohol or drugs is generally regarded as incapable of giving consent. Having sexual contact with a person incapacitated or made helpless by the consumption of drugs or alcohol is considered sexual assault or abuse. "Acquaintance Rape" and "Date Rape" are terms commonly used to describe intercourse forced on a person known by the assailant. The social relationship between the individuals does not make the act legal if the act is committed without consent. The criminal law makes no distinction between sexual assault by an acquaintance or sexual assault by a stranger. (See the end of this section for further information on types of sexual misconduct.)

Students who violate this policy will be disciplined in accordance with University policy and may be prosecuted under West Virginia's criminal statutes. Whether or not a criminal prosecution occurs, Glenville State University retains the right to proceed with disciplinary action at any time and the University need not await the dispensation of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution.

Glenville State University's complete policies can be accessed below:

- GSU Administrative Policy 6 – *Social Justice: Discrimination, Harassment, Stalking, Retaliation, Nondiscriminatory Hostile Environment Harassment, Consensual Relationships, and Reasonable Accommodations* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6.pdf
- GSU Administrative Policy 6A – *Social Justice: Sexual Harassment and Title IX Sexual Harassment Procedures* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6a.pdf

Reporting of Sexual Misconduct

All discrimination, harassment and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX Coordinator:

Susan Petties
Academic Success Advisor – Accommodations & Accessibility
Title IX Coordinator
Academic Success Center
Robert F. Kidd Library – 3rd Floor
(304) 462-6059
Susan.Petties@glenville.edu

In the Coordinator's absence or if the complaint is against the Coordinator, complaints should be filed with the Title IX Deputy Coordinator:

Casey Smola
Program Assistant I
Title IX Investigator/Deputy Coordinator
Goodwin Hall L14

(304) 462-6240
Casey.Smola@glenville.edu

Written correspondence may be sent to:
ATTN: Susan Petties, Title IX Coordinator
200 High Street
Glenville, WV 26351
Fax: (304) 462-7610

The Title IX Coordinator has primary responsibility for coordinating efforts for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination and harassment including but not limited to discrimination on the basis of sex and disability.

Chairs, deans, department administrators, and supervisors have a duty to identify and report discriminatory/harassing/retaliatory behaviors. Employees and persons with responsibility for supervising or ensuring the safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators, and supervisors may be directly involved in resolving allegations of discrimination, retaliation, and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused's supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators, and other supervisors have a duty to monitor the accused employee's behavior and to take appropriate disciplinary action if they continue to violate University policy or procedure.

As a public institution, the University must provide due process to the accused. These procedures are designed to provide a fair process for both the alleged victim and the accused while also affording the person filing a complaint his/her Title IX protections. Consistent with due process, the accused is presumed not responsible for the conduct set forth in the complaint until proven otherwise.

Should the accused be found responsible for harassment, discrimination, or retaliation, the University will take steps to prevent the recurrence of any discrimination, harassment, or retaliation and will issue appropriate sanctions pursuant to the appropriate University disciplinary procedures.

The University is also committed to upholding the First Amendment of the United States Constitution. Nothing in these procedures is intended to abridge the rights or freedoms guaranteed by the First Amendment.

Individuals are encouraged to report alleged discrimination and harassment immediately in order to maximize the University's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. Failure to promptly report may result in the loss of relevant evidence and witness testimony and may impair the University's ability to enforce these procedures. Complaints should be filed within 30 calendar days of the incident but may be filed up at a later date.

Complaints may be filed after 30 days however, individuals are encouraged to report incidents as soon as possible because the passage of time may affect the institution's ability to investigate the incident.

Reporting an incident **does not** mean you have to prosecute, and you may not feel prepared to make that decision at the time of the incident. However, a delayed report could result in the loss of physical evidence, which could be vital in court proceedings. If a victim files a report with the police, the decision to continue legal proceedings remains the victims. Charges resulting from such incidents may invoke

criminal penalties under the law. The penalty of first, second, and third-degree sexual assault may result in incarceration.

Medical Considerations

For a victim of sexual assault, medical attention is critical. Even if the victim ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and remember to adhere to the following:

1. **DO NOT** take a shower or wash any part of the body
2. **DO NOT** douche
3. **DO NOT** brush teeth
4. **DO NOT** drink liquids
5. **DO NOT** put anything in the mouth (gum, cigarettes, mints, etc.)
6. **DO NOT** change clothes or change sheets before seeking medical help

Victims of Sexual Assault can obtain medical attention from local area emergency departments such as: United Hospital Center in Bridgeport (681) 342-1000, Stonewall Jackson Memorial Hospital in Weston (304) 269-8000, Minnie Hamilton Hospital in Grantsville (304) 354-9244, and Braxton County Memorial Hospital in Gassaway (304) 364-5156, or by calling 911.

Institutional Sanctions

Sanctions for individuals found responsible for discrimination, harassment, or retaliation include but are not limited to:

1. Employment termination or suspension
2. Suspension or expulsion
3. Residence hall probation
4. Residence Hall separation
5. Disciplinary probation
6. Any sanction set forth in the Student Code of Conduct or Employee Handbooks
7. Demotion

One or any combination of sanctions may be implemented depending upon the circumstances of each case.

When recommending and/or implementing sanctions, the Coordinator and/or appropriate disciplinary authority may take into consideration the prior disciplinary history of the accused.

Types of Sexual Misconduct

Sexual Misconduct is a broad term encompassing a wide range of sex-based offenses including but not limited to sexual harassment, sexual exploitation, forcible sex offenses such as rape, forcible fondling, nonconsensual contact, and abuse and non-forcible sex offenses such as statutory rape and incest. Sexual misconduct is included in the general term sexual harassment.

A. **Non-Consensual Sexual Intercourse (Sexual assault):** Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.

B. **Non-Consensual Sexual Contact (Sexual assault):** Non-Consensual Sexual Contact is any sexual touching (including disrobing or exposure), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.

C. **Sexual Exploitation:** Sexual exploitation happens when a student takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other three sexual misconduct offenses.

    - Examples of sexual exploitation include, but are not limited to: prostituting another student, non-consensual video or audio-taping of sexual activity, posting on social media, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in "peeping tommery," and knowingly transmitting an STD or HIV to another student.

D. **Sexual Harassment:** Sexual Harassment is defined as, but not limited to, making unwelcome sexual advances, or request for sexual favors.

E. **Intercourse:** Intercourse is not synonymous with penetration. If it were, non-consensual French kissing could meet the definition of oral rape; intercourse is more limited. Intercourse includes vaginal penetration, of the slightest, by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

F. **Sexual Touching:** Sexual touching is any contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

G. **Effective Consent:** Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused knows or reasonably should have known of such incapacitation. Effective consent may not be inferred from silence, lack of protest, the absence or resistance, or from the existence of prior consent. Additionally, effective consent cannot be given by anyone under the legal age of consent as set by state law.

H. **Incapacitation:** The physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol or other drugs are involved, one does not have to be intoxicated, drunk, or high to be considered incapacitated. Rather, incapacitation is determined by how the alcohol or other drugs consumed impact a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.[1] The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, you are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent.

[1] J Sokolow, Brett A., Lewis, W. Scott, Schuster, Saundra K., *NCHERM II/Smile on Responding 10 Campus Sexual Misconduct.* 2010, p. 49.

Sexual Assault and Interpersonal Violence Intervention Protocol

Resources and Referral Options

Medical Assistance

- Students can go to the Campus Health Center on the first floor of the Mollohan Campus Community Center for medical services.
- The Campus Health Center Nurse can provide health services and referrals to Minnie Hamilton Health Systems.
- A Sexual Forensic Exam is available at the United Hospital Center (UHC) in Bridgeport, WV. The exam includes preventive treatment for sexually transmitted infections, pregnancy, and evidence collection. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams.
- A forensic kit and examination can be done for free at United Hospital Center in Bridgeport, WV.
- A police report is not required to receive medical assistance.

Glenville State University Campus Health Center
(304) 462-6430
Monday, Wednesday, & Friday 12:30 p.m.-4:00 p.m.

Minnie Hamilton Health Systems (Glenville Office)
(304) 462-7322
Monday - Friday 8:00 a.m.-6:00 p.m.; Saturday 8:00 a.m.-4:00 p.m.

Advocacy and Support

- The GSU Counseling Center provides information, counseling, and referrals connecting students with an advocate if requested. A counselor can be contacted by GSU Public Safety 24/7.
- The Title IX Coordinator and Title IX Investigator oversee and investigate all formal complaints of assaults or interpersonal violence allegations to assist in making appropriate accommodations and intervention to ensure student safety.
- HOPE, Inc. has a local victim advocate as well as a free and confidential 24-hour crisis line.

Susan Petties
Academic Success Advisor – Accommodations & Accessibility
Title IX Coordinator
Academic Success Center
Robert F. Kidd Library – 3rd Floor
(304) 462-6059
Susan.Petties@glenville.edu

Casey Smola
Program Assistant I
Title IX Investigator/Deputy Coordinator
Goodwin Hall L14
(304) 462-6240
Casey.Smola@glenville.edu

Glenville State University Counseling Center
(304) 462-6432 (for services after 4:00 p.m., contact Public Safety at (304) 904-2041)
Monday-Friday 8:00 a.m.-4:00 p.m.

HOPE, Inc.
(304) 462-5352

Emergency Services
Glenville State University Public Safety
(304) 904-2041

City/County/State Police
911

Housing or Academic Accommodations

- The Office of Student Life can assist with academic and housing accommodations, referrals, disciplinary, and judicial affairs.

Office of Student Life
(304) 462-6400
Monday-Friday 8:00 a.m.-4:00 p.m.

Office of Residence Life
(304) 462-6411
Monday-Friday 8:00 a.m.-4:00 p.m.

After hours, contact Glenville State University Public Safety (304) 904-2041.

Enforcement

The Glenville State University Title IX team investigates sexual assault and discrimination and ensures that Title IX compliance and implementation of University policy and procedures.

See: GSU Social Justice Policy – Board of Governors Policy 6A
https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6a.pdf

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University Policies

AIDS Policy

Policy for Glenville State University students with confirmed HIV infection and/or AIDS.

1. All students diagnosed as having HIV or AIDS and receiving medical attention will be allowed to attend class, study areas, dining facilities, libraries, sporting events, programs, and theaters and to live in the residence halls.

2. Students having AIDS or having clinical evidence of infection with the AIDS-associated virus may be seen by the Campus Health Center. If the disease has been diagnosed by a physician not associated with the Campus Health Center, the student may choose to have the Campus Health Center coordinate the management of their care with the diagnosing physician.

   The physician, after consultation with the patient, is responsible for reporting cases of AIDS to the West Virginia Department of Public Health, Division of Communicable Diseases. Other individuals will not be informed of this diagnosis except with the written permission of the patient.

   If there is a conflict between the patient or the patient's personal physician and the Campus Health Center, the University retains the right to make the final decision about the permissibility of the patient's attendance.

3. Glenville State University, viewing HIV infection as a protected handicap or disability under federal and state laws, will treat the HIV positive individual as one having a handicap or disability, and all related information will be held in strict confidentiality.

   In case of a campus outbreak of a threatening communicable disease such as chickenpox or measles, a patient having HIV or AIDS may be asked to leave the campus until the outbreak is no longer a threat to the patient.

4. The Residence Life staff, in conjunction with the Campus Health Center, will provide educational programming for students attending Glenville State University, including programming of written materials, workshops, and seminars.

   Along with other STD screening, oral HIV testing is available to enrolled GSU students at the Campus Health Center in conjunction with the DHHR STD Program. Pre- and Post-test counseling is done.

   Counselors will be available to respond to the education or counseling needs of individuals or groups within the University community.

5. The Office of Student Life will review, update and redistribute AIDS information and will be responsible for seeing that the University community is kept informed of the latest medical facts and legal requirements as they apply to persons with AIDS or AIDS-related conditions.

6. Continued employment or student affiliation with Glenville State University will be governed by guidelines determined by public health and safety laws governing the control and prevention of communicable and infectious diseases, and sound medical judgment on a case-by-case basis. The

University dutifully will strive to provide an environment free from unreasonable risks causing or likely to cause death or serious physical harm or illness.

Firearms, Weapons, and Explosives Policy

Policy Statement

All members of the Glenville State University community, including faculty, staff, and students, as well as visitors to any campus, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as "weapons") on the premises of the University or at any University sponsored event without the explicit authorization of the campus Chief of Public Safety, whether or not a federal or state license to possess the same has been issued to the possessor.

Reason for Policy/Purpose

Glenville State University is committed to maintaining a safe and secure environment in which to conduct educational activities and house their students. This policy is one step toward reducing the risk of injury or death associated with intentional or accidental use of weapons.

Who Needs to Know This Policy?

Visitors to campus, faculty, staff, and students

Policy/Procedures

It is prohibited to possess weapons on property owned or controlled by Glenville State University or at any University sponsored event without the explicit authorization of the campus Chief of Public Safety, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

1. Law enforcement officers to the extent they are legally permitted to possess weapons pursuant to West Virginia state Law;
2. Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
3. University sanctioned classes, groups, or events where a particular weapon(s) is required and regularly used as a part of the curriculum or activity, i.e. various Criminal Justice courses/martial arts classes/clubs; theatrical events, mascots (Pioneer), etc. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty or staff member. The supervising faculty or staff member shall inform the Campus Chief of Public Safety in advance of any unusual or seldom occurring events involving the use of weapons on campus.

Any person carrying or possessing a firearm or other deadly weapon in violation of this policy who, upon being requested to do so, refuses to temporarily relinquish possession of the firearm or other deadly weapon, and/or refuses to leave University premises or grounds as previously defined while in possession of the firearm or deadly weapon, shall be charged with a misdemeanor, and upon conviction thereof, shall be fined not more than one thousand dollars ($1,000) or confined in the regional jail not more than six (6) months, or both. (§61-7-14 WV Code).

Exceptions to this policy may be requested in writing to the campus Chief of Public Safety. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the campus Chief of Public Safety. Any student, faculty, or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff in addition to the penalties provided under state law.

Definitions

Firearm: Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, 3D printed guns, paintball, or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

Weapon: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.

Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire, and the like.

This policy is located on pages 13-14 of the Annual Security and Fire Safety Report:
https://www.glenville.edu/sites/default/files/2022-09/annual_security_and_fire_safety_report_2021.pdf

Hazing Policy

The University prohibits any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of Glenville State University.

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property.

For additional information on the prohibition of hazing see:

- Glenville State University Board of Governors Policy 36 – *Student Rights and Responsibilities* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-36.pdf
- West Virginia State Code Chapter 18, Article 16 – *Antihazing Law* https://code.wvlegislature.gov/18-16/

Skateboards, Hoverboards, Rollerblades, and Scooters Policy

Due to safety considerations and the potential damage to University property, hoverboards, skateboards, rollerblades, and scooters are not permitted anywhere on the Glenville State University campus.

Stalking Policy

The University is committed to protecting the right of all students to pursue their intellectual, vocational, and personal interests without harassment or interference. The University is also committed to providing an environment in which members of the campus community are treated with dignity, respect, and regard for their welfare and learning needs.

Stalking is a crime under both Federal and West Virginia state law. Options available to victims of stalking include reporting to Glenville State Public Safety, the local police, seeking a remedy through civil proceedings, and/or utilizing the campus judicial process. Stalking behavior will not be tolerated. Incidents occurring on or off-campus are subject to University discipline when such actions materially affect the learning environment or operations of the University.

Glenville State defines stalking as any behaviors or activities occurring on more than one occasion that collectively instills fear in the victim, and/or threatens their safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- non-consensual communication, including face-to-face, telephone calls, voice messages, electronic mail, written letters, unwanted gifts, etc.
- threatening or obscene gestures
- pursuing or following
- surveillance or other types of observation
- trespassing
- vandalism
- non-consensual touching

Glenville State University Guidelines for Stalking Incidents

This list of procedures is not meant to take the place of legal action. Get advice from Glenville State Public Safety, local police, or obtain legal support for official action.

1. It is hard to handle this alone. Get help. There are resources on campus to give you options and support.
2. Call Glenville State Public Safety or local law enforcement and report the incident as suspected stalking. In an emergency call 911.
3. Call Campus Health Services and Hope, Inc. for support and assistance.
4. Keep a journal of stalking incidents (date, time, place, event, and witnesses).
5. Do not walk or ride alone. Call Public Safety or stay in the company of people you know and trust.
6. Change your travel routes frequently.
7. Consider seeking a police trespass warning for the suspected stalker.
8. Ask your friends, family, and classmates to support your decision to remain separate from the suspected stalker.
9. Identify as much as you can about your stalker, such as descriptive data or student status.
10. Save any evidence such as:
    - Notes, gifts, objects, photos
    - Printed email messages
    - Voice messages
11. If you receive suspicious packages or mail, this should be reported to Glenville State Public Safety or the local police as soon as possible.

12. Fill out a Request to Prevent Disclosure of Directory Information in the Registrar's Office to make your personal information unavailable.
13. Do not post information such as your picture, address, telephone number, or schedule on social media sites.
14. Do not assume you are "overreacting." Trust your instincts. Stalking is not a harmless game or a form of flattery. Use all of your resources to protect yourself.
    - Take a self-defense class
    - Lock your doors
    - Carry a personal alarm
15. If someone approaches you or if you become aware of a suspicious person or activity, call Glenville State Public Safety or the police.
16. Never give out information about another student, faculty or staff member to unauthorized individuals.
17. Question anyone who requests access to a locked office or room as to his or her identity and purpose.
18. If a student or colleague of yours notifies you of a stalker, get a full description and be on the lookout. If you identify someone who fits the description, document the date, time, and location. Report this to the police. Ask that it be documented as part of a stalking report.
19. If you know of a student or colleague who is being stalked, pay special attention to their departures from the classroom or office. Advise the victim of support services.
20. If you are concerned that you may be engaging in any stalking behaviors, there is help available. Call Glenville State Public Safety or a member of the Student Life staff.

For more information or assistance, contact the following:

Glenville State Public Safety or Local Police: Tell the police the facts of the incident to document what happened for possible criminal investigation. Call a department in the locality where the incident occurred – if on campus, call Glenville State Public Safety. Criminal cases may result in jail and/or fines imposed.

Student Life Staff: Tell a member of the Student Life staff the facts of the incident if both the victim and accused are students. Judicial proceedings may result in a disciplinary sanction, such as disciplinary probation, suspension, or expulsion, against the accused if found responsible.

Contact Information:
Glenville State Public Safety: (304) 462-6450 or (304) 904-2041
Glenville State Student Life: (304) 462-6400
Glenville City Police: (304) 462-7411
Gilmer County Sheriff: (304) 462-7441
West Virginia State Police (Gilmer Detachment): (304) 462-7101
Police Dispatcher (Non-emergency): (304) 462-7306
Hope, Inc.: (304) 462-5352
Emergency: 911

E-mail:
Office of Student Life
Student.Life@glenville.edu

Office of Public Safety
Public.Safety@glenville.edu

For additional information on the prohibition of stalking see:

- Glenville State University Board of Governors Policy 6 – *Social Justice: Discrimination, Harassment, Stalking, Retaliation, Nondiscriminatory Hostile Environment Harassment, Consensual Relationships, Reasonable Accommodations*
  https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-6.pdf
- West Virginia State Code Chapter 61 Article 2 – *Crimes Against the Person*
  https://code.wvlegislature.gov/61-2-9A/
- West Virginia State Code Chapter 61 Article 3C – *West Virginia Computer Crime and Abuse Act*
  https://code.wvlegislature.gov/61-3C-14A/
- United States Code - 18 U.S.C. 2261A – *Federal Interstate Stalking Law*
  - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap110A-sec2261A
  - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap110A-sec2261A.pdf
- United States Code - 18 U.S.C. 2266 – *Definitions*
  - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap110A-sec2266
  - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap110A-sec2266.pdf
- United States Code - 18 U.S.C. 1365 – *Tampering with Consumer Products*
  - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap65-sec1365
  - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap65-sec1365.pdf
- United States Code - 18 U.S.C. 115 – *Influencing, impeding, or retaliating against a Federal official by threatening or injuring a family member*
  - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap7-sec115
  - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap7-sec115.pdf
- United States Code - 18 U.S.C. 2119 – *Motor Vehicles*
  - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap103-sec2119
  - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap103-sec2119.pdf

Substance Abuse, Tobacco, Drugs, and Alcohol Policies

Substance Abuse Policy

It is against University policy to serve or drink alcoholic beverages of any kind on campus. It is also against University policy to use, possess, or attempt to distribute or manufacture illegal or controlled substances on campus. Alcohol/drug or alcoholic paraphernalia of any kind, including but not limited to bottles, cans, bongs, advertisements, signs, etc. is prohibited in the residential living facilities and on campus.

Alcohol and Drug Policies

Policy on Alcohol

Glenville State University prohibits the sale, possession, and consumption of alcoholic beverages on the campus. Violators are subject to disciplinary action. state Law prohibits the sale of all alcoholic beverages to persons under the age of 21 and the purchase of alcoholic liquors by persons under the age of 21. (WV Code 60-3-22a & b, and 61-8-27a)

Policy on Drugs

Glenville State is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The possession, use, manufacture, or distribution of an illegal drug is prohibited on property owned or controlled by Glenville State University. Members of the campus community are responsible for knowing and complying with the provisions of state and federal laws that prohibit the unlawful possession, sale, delivery, manufacture, or use of those drugs known as controlled substances.

Glenville State University, in coordination with community organizations and agencies, provides counseling and substance abuse education programs. These programs are available through the Office of Student Life and the Human Resources Office.

General Policy Information

Glenville State does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on the campus, or in any approved residence, or by recognized campus organizations.

This is consistent with Interpretive Rule, State College System of West Virginia Board of Directors, Series No. 42. The institutions' position is to firmly discourage use of alcoholic beverages without infringing upon the rights of those persons protected by the law. The legal age in West Virginia for purchasing alcoholic liquor, wine, or non-intoxicating beer is 21, and alcoholic liquor, wine or non-intoxicating beer cannot be legally possessed by an individual who is less than 21 years of age.

Students are advised that they will be held responsible and disciplined for any violation of the law governing the use of alcohol or illegal drugs. As adults, students are expected to obey the law and be responsible for their own conduct.

Individuals found in violation of alcohol policies or state law, or who display prohibited or disruptive behavior as a result of intoxication while on the premises, or while participating in a Glenville State University sponsored activity, may be subject to disciplinary action. Individuals found violating municipal ordinances or state laws relating to the purchase or consumption of alcoholic beverages while

on the Glenville State University campus may also be subject to prosecution for the violation in the appropriate court. The applicable municipal ordinances or state laws include under-age consumption of alcoholic beverages, open containers of beer or alcoholic beverages in a public place, use of false or altered identification, and public intoxication. The imposition of disciplinary proceedings is not dependent upon nor determined by existence or outcome of any criminal prosecution.

Counseling services are available for students who are concerned about their drinking or drug abuse. The staff responsible for this program will not judge you, criticize you, or moralize with you about your health and well-being. They are there to listen to you, to help you understand the nature of alcohol and drug abuse, and to suggest a program, if appropriate, to meet your needs. For more information, call (304) 462-6432 or refer to the University Catalog.

Parental Notification of Alcohol and Drug Violations

Per the guidelines of the Higher Education Amendments of 1998, Glenville State will notify the parents or legal guardians of under 21 students who are involved in disruptive or inappropriate behavior or incidents which results in residence hall or campus disciplinary action and which involve the illegal use or possession of alcohol or drugs.

The Higher Education Amendments of 1998 provides that: "DRUG AND ALCOHOL VIOLATION DISCLOSURES. Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if - (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession."

Alcoholic Beverages on Campus – *excerpt from GSU Board of Governors Policy 3*

3.3 Alcoholic Beverages on Campus

3.1 The possession or use of alcoholic beverages is prohibited on or in property or facilities (including student housing) of Glenville State University except as hereafter provided:

3.1.1. In dwellings located thereon and occupied as a family residence; and

3.1.2. Where the serving of wine, beer, or other alcoholic beverages is approved by the President, on a case-by-case basis consistent with the following rules:

3.1.2.1. Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.
3.1.2.2. No person under the legal drinking age will be served.
3.1.2.3. Alternative non-alcoholic beverages and food will be served.
3.1.2.4. No person under the age of twenty-one (21) will be allowed to serve wine, beer, or other alcoholic beverages and servers must be appropriately trained to adhere to all laws and regulations regarding the serving wine, beer, or other alcoholic beverages.
3.1.2.5. No state funds will be used to purchase wine, beer, or other alcoholic beverages.

3.1.3. Requests to serve alcohol must be filed with the President's Office using the Request to Serve Alcoholic Beverages form.

Health Risks of Drugs and Alcohol

Alcohol: Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish): The use of marijuana may impair or reduce short-term memory and comprehension, alter the sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens: Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack: Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines: Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin: Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Please Note:

- Signs and symptoms which might reasonably indicate the use of or intoxication by an illicit substance or the presence of drug-related paraphernalia may be construed as proximate indicators of illegal drug use or possession and therefore may be used as the basis for pursuing disciplinary action.

- Be aware that students convicted of drug offenses may also be barred from receiving federal financial aid for one year and/or permanently under federal financial aid regulations.

- If you would like to speak with a professional about a substance use related issue, please contact the University's Counseling Center in the Physical Education Building by: dropping in, via email at Timothy.Underwood@glenville.edu, or by calling (304) 462-6432.

Sanctions for Alcohol and Drug Violations at Glenville State University

Alcohol Violations

1st Violation
All of the following:
- Disciplinary Warning
- Alcohol education activity
- Parental Notification (if under age 21)
- $75 fine

2nd Violation
All of the following:
- Residence Hall Probation/Disciplinary Probation
- 10 Community Service Hours
- Mandatory Substance Use Assessment
- Parental Notification (if under age 21)
- $100 fine

3rd Violation
All of the following:
- Disciplinary Probation with specific restrictions or Residence Hall Separation
- Periodic meetings with a member of Student Life Staff to monitor the behavior
- 20 Community Service Hours
- $150 fine
- Parental Notification (if under 21)

Drug Violations
Violations should be interpreted as any narcotic drug use or possession of, as listed in Schedule 1-4 of the WV State Code, Chapter 60A, Uniform Controlled Substance Act. *https://code.wvlegislature.gov/60A/*

1st Violation
All of the following:
- Disciplinary Probation for one year on the 1st marijuana offense, all other drug violations will result in suspension or expulsion
- 20 Community Service Hours
- Mandatory Substance Use Assessment
- Parental Notification (if under age 21)
- $100 fine

2nd Violation
- 2nd marijuana offense will result in suspension or expulsion

For additional information on alcohol and drug you on campus see:
- Glenville State University Board of Governors Policy 3 – *Drugs and Alcohol Policy* https://www.glenville.edu/sites/default/files/2022-08/gsu-policy-3.pdf
- West Virginia State Code Chapter 60 Article 7 – *Unlawful acts by persons* https://code.wvlegislature.gov/60-7-12A/

- Higher Education Amendments of 1998 – Section 952 https://www.eeoc.gov/history/higher-education-amendments-1998
- United States Code – 21 U.S.C. 844 – Penalties for simple possession
    - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title21/USCODE-2021-title21-chap13-subchapI-partD-sec844
    - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title21/pdf/USCODE-2021-title21-chap13-subchapI-partD-sec844.pdf
- United States Code – 21 U.S.C. 853 – Criminal forfeiture
    - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title21/USCODE-2021-title21-chap13-subchapI-partD-sec853
    - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title21/pdf/USCODE-2021-title21-chap13-subchapI-partD-sec853.pdf
- United States Code - 21-U.S.C. 881 – Forfeiture
    - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title21/USCODE-2021-title21-chap13-subchapI-partE-sec881
    - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title21/pdf/USCODE-2021-title21-chap13-subchapI-partE-sec881.pdf
- United States Code – 18 U.S.C. 922 – Unlawful acts
    - Interactive Online: https://www.govinfo.gov/app/details/USCODE-2021-title18/USCODE-2021-title18-partI-chap44-sec922
    - PDF: https://www.govinfo.gov/content/pkg/USCODE-2021-title18/pdf/USCODE-2021-title18-partI-chap44-sec922.pdf

Tobacco and Related Product Policy in and on all Campus Grounds and Facilities

Purpose: To establish procedures and guidelines to ensure the right to a healthful, smoke-free environment for each employee, student, and member of the general public who works, attends classes or events, or transacts business at Glenville State University.

Background: Recent studies on the effects of passive smoke inhalation by nonsmokers conclude that exposure to secondhand smoke can be harmful to one's health. Limited research is available on secondhand effects of e-cigarettes, but exposure to vapors may potentially have adverse health consequences. The working environment should present no unnecessary risk of physical harm or discomfort from environmental tobacco smoke or vapors. Furthermore, residents, employees, students, visitors, clients, and applicants should not be exposed to cigarette, other environmental tobacco smoke, or vapors.

Definitions:

1. Smoking: The use of any tobacco product, tobacco-derived and alternative nicotine product or vapor products, including cigarettes, e-cigarettes or vapor cigarettes, cigars, pipes, or any other tobacco product lighted, burned, or smoked.

2. Smokeless tobacco: Includes chewing tobacco, snuff and any other non-smoked tobacco product.

3. Environmental tobacco smoke referred to as secondhand or side stream smoke.

4. Workplace/Worksite: This term includes any office, facility, building, classroom, vehicle, and grounds operated by Glenville State University, temporary classroom and meeting facilities, and any other University-owned/leased property and vehicles.

Policy: It is the policy of Glenville State University to ensure that all workplaces maintain a healthful, smoke-free environment and to make employees, students and the public aware of their responsibility to comply with restrictions on smoking and the use of smokeless tobacco.

Specific restrictions and procedures are as follows:

A. Smoking and the use of smokeless tobacco products is prohibited:
   - In all Residence Halls and outside areas at the entrances to residence halls.
   - In the Mollohan Campus Community Center, Science Hall, Clark Hall, Health and Physical Education Building, Kidd Library, Louis Bennett Hall, Maintenance Building, Alumni Center, Fine Arts Center, Administration Building, Waco Center, Morris Criminal Justice Training Center, and in all Glenville State University offices, conference rooms, corridors, workrooms, storage rooms, restrooms, mechanical rooms, vehicles, and any other enclosed areas. This includes outside areas at the entrances to all buildings.
   - In the bleachers, on the field or track, and in the Field House at Morris Stadium.

B. No tobacco or vapor products shall be sold on campus.

C. "NO SMOKING" and/or "SMOKE-FREE" signs shall be posted at appropriate locations on campus by the Physical Plant Department.

D. The University shall encourage and support employee efforts to participate in and complete smoking cessation programs, as is feasible. Attendance at smoking cessation programs conducted

and/or sponsored by the University during employees' normal working hours shall be considered appropriate use of work time. Students will be advised of available smoking cessation programs.

E. This policy does not supersede any local ordinances or State statutes that are more restrictive and applicable to the workplace, nor does it permit discrimination against smokers who apply for employment with Glenville State University.

F. Failure to comply with this policy shall be handled in accordance with the Student Code of Conduct.

Withholding Diplomas, Official Transcripts, or Registration

The University expects students to meet all financial and other obligations to the institution during their enrollment and upon graduation. The Registrar's Office is authorized to withhold official transcripts and diplomas from students and former students who have failed to meet their obligations to the University. Registration will be withheld when the student has any financial obligation, whether due to tuition, fees, or parking fines that have not already been properly addressed with the Cashier's Office. The Chief Financial Officer or the President shall have sole authority to make any exceptions to this policy.

Official transcripts refer to transcripts provided through the Registrar's Office which are printed on secure transcript paper or digitally through the National Student Clearinghouse. Registration includes all priority registrations and open registrations. This policy will not prevent a student from the ability to drop a class, withdraw from a class, or officially withdraw from the University (all classes).

Holds are placed on student records who have unmet financial obligations. When a student satisfies their financial obligation, the office responsible for the hold will remove the hold enabling a diploma or official transcript to be issued or registration to be processed.

Visit the University Catalog for a complete list of holds and serviced withheld.

Notification of the Hold to Students

Students who have applied for graduation whose diplomas and transcripts will not be issued will be notified by an email sent to the student's university-assigned email address. This message will notify the student of their financial obligation and the withholding of their diploma and transcript.

Satisfaction of the Outstanding Obligation

If a student meets all outstanding financial obligations, the Registrar's Office will issue the diploma and any requested official transcripts within two weeks of being notified of the satisfaction of outstanding financial obligations.

Wearing of Honor Pins and Stoles, Honor Societies Cords, and Student Organization Regalia, at Commencement

University Academic Honors

A gold honor stole may be worn by students who graduate with designated academic honors, as specified in the GSU Catalog. The items will be presented to these students by the President prior to the commencement ceremony.

Nationally Recognized Academic Honor Societies

Honor cords awarded by nationally recognized academic honor societies to students who have excelled academically in their field of study may be worn at commencement under the following conditions.

- The honor society is recognized by the University.
- The honor cords are awarded for academic excellence in a specific field of study.
- The honor cords are consistent with the formal attire to be worn at commencement.

Student Organization Participation

Graduating students who are members of a student organization will be presented with a white honor cord. These cords are presented at the Student Organization Recognition Dinner held prior to the commencement ceremony.

Glenville State University Board of Governors Policies

GSU Administrative Policy 2
Naming or Renaming of Buildings

GSU Administrative Policy 3
Drugs and Alcohol Policy

GSU Administrative Policy 4
Ethics and Conflicts of Interest

GSU Administrative Policy 5
Use of Institutional Facilities

GSU Administrative Policy 6
Social Justice: Discrimination, Harassment, Stalking, Retaliation, Nondiscriminatory Hostile Environment Harassment, Consensual Relationships, Reasonable Accommodations

GSU Administrative Policy 6A
Social Justice: Sexual Harassment and Title IX Sexual Harassment Procedures

GSU Administrative Policy 7
Regulation of Credit Card Solicitation and Marketing on the Glenville State University Campus

GSU Administrative Policy 8
Regulating Speed, Flow, & Parking of Vehicles on Campus

GSU Administrative Policy 9
Disposition of Surplus Equipment, Supplies and Materials

GSU Administrative Policy 10
Policy on Policies

GSU Administrative Policy 11
Bookstores and Textbooks

GSU Personnel Policy 14
Sabbatical Leave

GSU Personnel Policy 15
Holidays

GSU Personnel Policy 16
Human Resources Administration

GSU Personnel Policy 17
Annual Leave, Sick Leave, Military Leave and Other Leaves

GSU Personnel Policy 18
Academic Freedom, Professional Responsibility, Promotion and Tenure

GSU Personnel Policy 19
Staff Development

GSU Personnel Policy 20
Faculty Development

GSU Personnel Policy 21
Travel

GSU Personnel Policy 23
Guidelines for Employing and Evaluating the President at Glenville State University

GSU Personnel Policy 24
Faculty Salaries

GSU Personnel Policy 25
Adjunct Faculty

GSU Personnel Policy 25B
Overload Pay

GSU Academic Policy 26
Program Review

GSU Academic Policy 27
Grade Point Average for Associate and Baccalaureate Degrees

GSU Academic Policy 28
Standards and Procedures for Undergraduate Admissions

GSU Academic Policy 29
Public School Service Credits

GSU Academic Policy 31
Transfer of Credits and Grades

GSU Academic Policy 32
Web-Based Courses

GSU Academic Policy 33
University Credit for Prior Learning

GSU Student Policy 36
Student Rights and Responsibilities

GSU Student Policy 37
Student Academic Rights

GSU Student Policy 38
Immunizations

GSU Tuition and Fees Policy 43
Assessment, Payment and Refund of Fees

GSU Tuition and Fees Policy 44
Awarding of Undergraduate Tuition Waivers Assistance Awards

GSU Tuition and Fees Policy 45
Assignment of Academic Credit and Financing Noncredit Instruction

GSU Tuition and Fees Policy 45A
Reduced Tuition and Fee Program for State Residents Who are at Least Sixty-five Years of Age

GSU Tuition and Fees Policy 45B
Student Financial Aid

GSU Tuition and Fees Policy 45C
Appeals Process For Residency Classification

GSU Tuition and Fees Policy 45E
Promise Scholarship Administrative Procedures

GSU Tuition and Fees Policy 45F
Higher Education Adult Part-Time Student (HEAPS) Grant Program

GSU Policy 47
Meetings of the Board of Governors

GSU Policy 48
Freedom of Information Act Requests

GSU Policy 49
Shared Governance

GSU Policy 50
Equal Employment Opportunity and Affirmative Action

GSU Policy 51
Clery Act Campus Security Reporting, the Violence Against Women Reauthorization Act and Sexual Violence Prevention

GSU Policy 52
Intellectual Property Rights

GSU Policy 53
Animals on Campus

For more information about Glenville State University Board of Governor's Policies, visit https://www.glenville.edu/about-us/board-governors/policies or contact the President's Office at (304) 462-6100.

University Offices and Departments

Please visit the University's website for a complete list of offices and services.

Academic Affairs
Contact: (304) 462-6110
Email: Academic.Affairs@glenville.edu
Website: https://www.glenville.edu/academics
Location: Heflin Administration Building Suite 212
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: The Office of Academic Affairs oversees all of the academic functions of the University including: academic programs, accreditation, academic policies, faculty, and more.

Admissions
Contact: (304) 462-6130
Email: Admissions@glenville.edu
Website: https://www.glenville.edu/admissions
Location: Mollohan Campus Community Center Suite 320
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: The Office of Admissions is responsible for the recruiting, admission, and enrollment of students into the University.

Athletics
Contact: (304) 462-6220
Website: https://gstatepioneers.com/
Location: Waco Center
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: Glenville State University varsity athletes compete in NCAA Division II with the exception of boxing which is governed by USA Boxing and acrobatics and tumbling with is governed by NCATA. GSU is a member of the Mountain East Conference for all varsity sports. The University sponsors one co-ed, seven men's, and nine women's varsity sports.

Cashier's Office
Contact: (304) 462-6190
Location: Louis Bennett Hall First Floor
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: Tuition payments and financial aid refunds are processed through the University's Cashier's Office. Payment plans for tuition, fees, room, and board can also be set up through the Cashier's Office.

Financial Aid
Contact: (304) 462-6170
Email: Financial.Aid@glenville.edu
Website: https://www.glenville.edu/financial-aid
Location: Louis Bennett Hall First Floor
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: The Office of Financial Aid monitors all assistance awarded to students including academic scholarships, student employment, grants, loans, and more. To apply for Federal Financial Aid, students must complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. More

detailed information about financial aid at Glenville State can be found online and in the University Catalog.

GSU Foundation
Contact: (304) 462-6380
Email: Foundation@glenville.edu
Website: https://www.glenville.edu/foundation
Location: Heflin Administration Building Suite 213C
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: The Glenville State University Foundation is singly focused on the raising of funds from non-state sources to assist Glenville State University in reaching its mission. They achieve that goal through actively soliciting funds through the Pioneer Fund, scholarship endowments, and monies from larger foundations. These monies are then awarded to deserving students through annual scholarships and academic awards.

Human Resources
Contact: (304) 462-6193
Email: HR@glenville.edu
Website: https://www.glenville.edu/hr
Location: Heflin Administration Building Suite 215
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: The Glenville State University Human Resources Department collaborates with all members of the university community to develop, implement, and maintain a respectful, diverse, and productive workplace free of discrimination and harassment in accordance with federal, state, and institutional policies and procedures.

International Student Services
Contact: (304) 462-6133
Website: https://www.glenville.edu/academics/international/admissions
Location: Mollohan Campus Community Center Third Floor
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: International student services are provided by trained staff in the Office of Admissions who work specifically to assist international students with immigration issues, work authorizations, acclimation to the social and academic culture of the University, and other concerns which may arise during the student's tenure at Glenville State University. International student course selections are coordinated through faculty advisors and the on-campus principal designated school official (PDSO) and/or designated school official (DSO)'s.

Multi-Cultural Affairs (Diversity Office)
Contact: (304) 462-6217
Email: Brian.Hill@glenville.edu
Website: https://www.glenville.edu/student-life/multicultural-affairs
Location: Mollohan Campus Community Center Second Floor
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: Glenville State University's Office of Multicultural Affairs aims to create a diverse community that welcomes people of different races, cultures, ages, genders, sexual orientation, religions, socioeconomic levels, political perspectives, abilities, opinions, values, and experiences.

Physical Plant
Contact: (304) 462-6240
Location: Goodwin Hall Lower Level

Hours: M-F 7:30 a.m.-3:30 p.m.
Information: The Physical Plant is responsible for all of the University's maintenance and housekeeping as well as oversees the University's transportation systems such has the campus shuttle and special transportation services.

Pioneer Campus Store (Barnes & Noble)
Contact: (304) 462-6365
Website: https://glenville.bncollege.com/
Location: Louis Bennett Hall First Floor
Hours: See website
Information: Known as "The Pioneer Campus Store," Barnes & Noble College operates the bookstore on the first floor of Louis Bennett Hall next to the We Proudly Serve Starbucks shop. The bookstore carries apparel, electronics, gifts, graduation regalia, supplies, and textbooks. While the bookstore also hosts an online platform, this location provides the opportunity for faculty, staff, students, and the community to browse selections and merchandise.

Pioneer Media
Contact: (304) 462-6436
Email: Pioneer.Media@glenville.edu
Website: https://www.glenville.edu/student-life/pioneer-media
Location: Waco Center
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: Pioneer Media provides students who are interested in journalism, filming, editing, producing, interviewing, and broadcasting an opportunity to explore their talents. The primary focus of Pioneer Media is providing live streaming coverage of GSU athletic events, but also includes opportunities for video production, graphic design, live play-by-play calling, and more.

Post Office
Contact: (304) 462-6420
Website: https://www.glenville.edu/student-life/post-office
Location: Mollohan Campus Community Center First Floor
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: GSU operates a full-service post office/mailroom with window service available daily Monday through Friday. Faculty, staff, and students can mail letters, purchase postage stamps and various envelopes, and send out packages via UPS, FedEx Next Day, USPS, and FedEx Ground. Mail arriving through the USPS will be placed in mailboxes on a daily basis.

Students living in the residence halls will be assigned a mailbox and students must use their keys to access their mailbox and receive mail. When a student receives an oversized package, a package notification will be placed in that student's mailbox and the student must present their student ID in order to receive packages. All mailbox keys must be turned in at the end of the academic year. If a student needs a replacement key or does not return their key at the end of the academic year, a $35.00 fee will be assessed for replacement of cylinder and key.

Registrar's Office
Contact: (304) 462-6120
Email: Registrar@glenville.edu
Website: https://www.glenville.edu/academics/registrar
Location: Heflin Administration Building Suite 207
Hours: M-F 8:00AM-4:00PM

Information: The Registrar's Office is the institution's official recorder and keeper of student records for the University. The Registrar's Office oversees the integrity and proper maintenance of academic records in accordance with the Family Educational Rights and Privacy Act (FERPA), a student-centered approach in all of our endeavors, and more.

Robert F. Kidd Library
Contact: (304) 462-6160
Email: Library@glenville.edu
Website: https://www.glenville.edu/library
Location: Robert F. Kidd Library
Hours: See website
Information: The Robert F. Kidd Library offers students access to a broad range of information resources supporting research and the curriculum. Library collections include digital resources, print, audiovisuals, and archival materials. Library personnel are available to assist students with assignment and research needs.

Student Support Services
Contact: (304) 462-6150
Website: https://www.glenville.edu/academics/student-support-services
Location: Goodwin Hall
Hours: M-F 8:00 a.m.-4:00 p.m.
Information: Student Support Services is a federally funded TRIO program designed to help students succeed in college through supplemental educational and cultural activities that help students earn their degree. Participants must be first-generation college students, students from low-income families, or have a documented physical or learning disability.