

2006-2007
GLENVILLE STATE COLLEGE
STUDENT HANDBOOK

GLENVILLE STATE VISION, MISSION & CORE VALUES

Our Vision

A vision is what an organization desires to reach as it moves forward into the future. The vision represents the state of being Glenville State desires to achieve, even though it may yet be totally met in all regards. However, Glenville State planning actions align with the aim to reach the vision. Strategic planning focuses on what is needed to ensure the institution is continually striving to clearly show the world it is living the vision. The following is the Glenville State vision:

Education that Builds Success

Our Mission

The mission is Glenville State's day-to-day purpose; what it does to help reach our vision. Our mission is rooted in the purpose of the institution. The following is the mission for Glenville State:

Glenville State College provides: a tradition of high quality education through innovation in the design, delivery, and evaluation of programs and services, workforce development, and comprehensive student services; a community of active learners dedicated to lifelong learning, effective teaching, applied scholarship, creative activities, and service; leadership that promotes excellence in learning, teaching, cultural vitality, and economic development in a global community.

Our Core Values

Values, or what we believe in as an institution, are the behaviors we demonstrate in all that we do. These attributes are essential in maintaining and supporting the culture of our institution. These are what we want others to know are important to Glenville State as it serves the public. These are important and should not change from time to time, situation to situation or person to person, but rather the underpinning of our future work.

Student-Centered ♦ Community ♦ Integrity ♦ Tradition ♦ Leadership ♦ Family

Student-centered ♦ We put the student first and foremost, guided by what is best for the student when framing our decisions and in all our processes across the entire organization. We strive to remove barriers and enhance the learning experience with every faculty, staff, and administrator personally committed to serving students in efficient and responsive ways regardless of whom, when or where.

Community ♦ We are a community of learners that value our cohesive relationships with one another. We seek inclusiveness through listening and collaborative work. We are collectively supportive at all times through open communication and working together as a team on campus, wherever our work takes us, an in the communities where we live or serve.

Integrity ♦ We are always truthful, ethical and accountable for doing what we say we will do. We demonstrate open trust, respect for our diversity and fairness in all we do. We are responsive, consistent and committed to continuous improvement in all areas.

Tradition ♦ We are proud of our rich tradition of providing high quality educational opportunities and the value of education for creating futures. We keep our traditions alive as a way of celebrating our past accomplishments and as a foundation for responding to new opportunities and challenges in an ever changing world.

Leadership ♦ We recognize a solemn responsibility to lead. We prepare leaders for our society who are thoughtful, productive, engaged, and responsive citizens. We continually foster innovation that enriches learning environments and demonstrating excellence in educational programs and services.

Family ♦ We are a strong family as reflected in our caring, nurturing and marked friendliness that sets up apart from others. We uphold a culture that respects each other and our diversity, while being supportive individually and as a team. We actively communicate and engage our extended family from parents to alumni and other friends of our institution.

Division of Student Life Mission Statement

The **Division of Student Life**, offers a wide variety of services, facilities and activities that foster student development, support the academic curriculum and enhance the quality of campus life. Please contact the Student Affairs Office for further information on any of these services. You may email the Student Life staff at life@glenville.edu.

STUDENT LIFE MISSION STATEMENT

The Glenville State College Student Affairs Division is committed to supporting the institutional mission of Glenville State College. We augment the academic endeavors of our College by providing quality services and co-curricular opportunities in a caring, student-centered environment that promotes student responsibility and character development. We willingly engage ourselves as full partners in the educational process and supplement the traditional classroom to provide diverse experiences and include all aspects of campus life.

We pledge to:

- Serve as advocates for our students.
- Encourage students to be global citizens and to embrace the cultural, ethnic and economic diversity of a global society.
- Promote, through social interaction, opportunities to increase students' awareness of their roles, rights and responsibilities in the campus environment and society as a whole.
- Foster situations in which students have the opportunity to embrace the values of Civility, Excellence, Integrity and Responsibility.
- Continually assess our Student Affairs programs and services to ensure that we are meeting student needs and improving the quality of campus life.
- Foster a safe and secure campus environment.
- Promote the holistic well-being of our students.
- Provide opportunities for student leadership development.

Endorsed by the members of the Glenville State College Division of Student Life Staff, August 13, 2002

Endorsed by the Glenville State College Student Life Committee, November 1, 2002

Revised by the members of the Glenville State College Division of Student Affairs Staff, August 5, 2005

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OATH OF ACADEMIC EXCELLENCE

As a member of the Glenville State College 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 rights 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 College 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 the 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 College community and leave our college 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.

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GENERAL STUDENT AFFAIRS PROGRAMS & SERVICES

ALAN B. MOLLOHAN CAMPUS COMMUNITY CENTER

An exciting chapter in the history of Glenville State College began in the fall of 2004 as we embarked upon a major renovation of the 50-year old Student Union that is estimated to be complete in 2006. During this time, as with any construction project, some relocations and inconveniences will occur, but the end result will be truly spectacular, so please bear with us throughout the renovation project. In April, 2005 the facility was re-dedicated as the *Alan B. Mollohan Campus Community Center*. The Student Life division is somewhat disbursed throughout the campus, but some access to the building will be maintained in selected areas as different points throughout the renovation.

BOOKSTORE

The Glenville State College Bookstore is proudly managed by the Follett Higher Education Group. Follett services over 700 educational institutions across the United States and Canada. Follett is dedicated to serving the faculty, administration and students of the Glenville State College community through our "People First" culture: The 4 A's of "People First" symbolize our Attitude, Appreciation, Approachability and Added Value. These principles represent the highest standards for interacting with our colleagues, customers, vendors and the entire Glenville State College community.

Location

The Glenville State College Bookstore is located on the first floor of the Alan B. Mollohan Campus Community Center.

Store Hours

Normal business hours are Monday through Thursday, 9:00 a.m. to 5:00 p.m. and Fridays 9:00 a.m. to 4:00 p.m. There are extended hours for book rush and special events. Extended hours will be posted in the store window and on our web site.

Services

Textbooks are our business. Our dedication to our customers means we work closely with the faculty to ensure that all required textbooks and course materials are always in stock. Saving students money through used books is always a top priority.

The GSC Bookstore is committed to stocking books that supplement the academic curriculum. Our core academic books are selected from numerous university presses and prestigious publishing houses. We welcome special orders for any book in print.

Software is always available at educationally discounted prices. The GSC Bookstore offers a wide selection of popular software at prices discounted for students and faculty. Special orders for software are always welcomed and the Bookstore can also provide computer peripherals and supplies.

The GSC Bookstore offers a full range of attractive, high quality products that best represent the needs of the GSC community. Your store manager works closely with the buying department at Follett Higher Education Group's home office to ensure the right products including new merchandise, clothing and promotions are selected for their store.

Follett believes that the Bookstore should be a focal point on the GSC campus and we have a new look and offer even more to the campus community.

Refunds

Textbooks: The last day to return a textbook and receive a full refund is 7 days after the first day of class. The cash register receipt you are given at the time of purchase must be presented. New books must be unmarked and show no signs of use or wear. New and used textbooks must have the price stamp or sticker in place as at the time of purchase. Wrapped or boxed merchandise must not be unwrapped or opened. Your class schedule and GSC ID may be required. No refunds are given, for course outlines or books for classes you are not enrolled in for the current term.

Non-Text Merchandise: Refundable within 10 days of purchase. A receipt is required. It must be returned in the same condition of purchase. Software is not refundable if the package is opened.

Textbook Buyback

The Glenville State College Bookstore offers a wholesale buyback everyday. Major buybacks are scheduled twice a year, during Fall finals and Spring finals. Extended hours will be posted in the store window.

Buyback is the process through which students sell back to the Bookstore textbooks they purchased for use in their courses. Books bought back include traditional textbooks, trade books adopted for courses, and ancillary materials such as study guides and unused workbooks.

The price offered for books varies by market demand, with 50% of the current retail price being the highest for titles that will be used the following term, up to the buyback need or "target" quantity. Books that will not be used on campus, but have value nationally, are bought at the wholesale price. Some books have little or no market value and are not bought back. These include titles for which there is insufficient demand nationally to warrant purchasing them, books in poor condition, and books that are, or are going, out of print. Textbooks, like fruit, are perishable: they have shelf life. Aging editions, editions that have been around a while, command

less and less as their revision date approaches. When a new edition is released, the old edition loses its market value.

DINING SERVICES

Glennville State College has partnered with Aramark Corporation to provide an outstanding dining experience for the campus. Residence students may choose from three meal plan options with flex dollars. Each option is designed with different student needs in mind. Commuter Students enrolled in 9 or more course hours will have \$65 deposited to their flex account that can be used for their dining needs.

All dining services are located in the Alan B. Mollohan Campus Community Center. Mollohan's Restaurant, an innovative concept in campus dining, is open for hot breakfast, lunch, and dinner. We offer Home Zone, Simmer, Grille, World, Crisp, Sweets, & Deli to insure a wide variety for your dining pleasure. This year we will also be offering a Continental Breakfast and Lite Lunch to better serve students.

The Rusty Musket Cyber Cafe offers hot breakfast, lunch, quick "grab and go" items for students on the move and extended evening hours for those late night snacks. This continuous service throughout the day provides maximum flexibility for students, (both residents & commuters), faculty, and staff. In addition, the Convenience Store inventory includes light cooking items and other useful sundries. We are also pleased to offer Starbucks Coffee and Fresh Market Smoothies at the Musket..

FITNESS CENTER

The Fitness Center offers all students a state-of-the-art exercise facility and is open daily to provide students an opportunity to enhance their overall well being. The facility is equipped with a vast array of cardiovascular and strength-training equipment. The cardiovascular area is comprised of five treadmills, three cross trainers, three stair climbers and five stationary bikes, plus a rowing machine. The strength-training area contains 17 stacked weight machines, selectorize equipment and a multitude of free weight equipment.

Aerobics and other group exercise classes, taught by certified instructors, are also offered. All of this is available free of charge for use by GSC students.

GSC WEEK

Each April, a week is designated for all GSC students, faculty, and staff to show their school spirit. GSC Week includes a campus-wide picnic, daily ice cream socials, entertainers, field day and more. If you are interested in helping with GSC Week, contact the Office of Student Activities.

HEALTH & COUNSELING SERVICES

Glennville State College is committed to promoting the health and well being of all GSC students. The Campus Health Center provides basic health care to all currently registered students. The Campus Health Center is staffed with a full-time registered nurse and a part-time physician or mid-level provider. They are available to evaluate the student's medical condition and provide clinical treatment and referrals. The Campus Health Center is open Monday through Friday during the fall and spring semesters. GSC students are encouraged to visit the Campus Health Center at the onset of an illness to ensure early assessment and treatment of health problems. Counseling services are available upon referral or request and appointments can be scheduled through the Campus Health Center.

HIGH ADVENTURE

The High Adventure program at Glennville State College makes it possible for everyone on campus to get out and enjoy the outdoors and take part in adventures that are both enjoyable and challenging. During the summer and fall months, students can experience the thrills of hiking, backpacking, rock climbing, mountain biking, fly fishing, whitewater kayaking and rafting, and horseback riding. In the winter and spring our excursions include skiing, snowboarding, snowshoeing, winter camping, cross country ski trips, ice-skating and sledding. In addition to off campus activities, the High Adventure program has installed an indoor climbing wall in the Physical Education Building. This facility is staffed by trained climbers. Facility hours and special class times will be posted on campus. The wall is open to all students and is built to be enjoyable, educational and challenging for beginners as well as experienced outdoor lovers! Also, students with experience and training provided by the High Adventure Coordinator are encouraged to serve as leaders and guides within the program.

HOMECOMING

Each fall, GSC celebrates Homecoming, a week filled with entertainment and school spirit. Games, contests, dances, and entertainment activities fill the entire week. A full scale Homecoming celebration occurs on Saturday, beginning with a spectacular parade featuring floats, marching bands, and the Homecoming Royalty. Following the parade is the coronation and the big football game at the I.L. & Sue Morris Stadium. To participate in one of the many Homecoming Committees, contact a Student Government Association member or the Office of Student Affairs.

IDENTIFICATION (ID) CARDS

Glennville State College students are required to possess a valid identification card. The card is the property of GSC and must be surrendered to any College official upon request. Student identification cards are made in the Residence Life Office. There is no charge for your first ID; however, there is a \$5.00 fee for all replacement cards. Your GSC ID card enables you to attend athletic events and other activities, access your meal plan, gain security admittance to the residence halls, use the Robert F. Kidd Library and Campus Fitness Center, and receive health services.

INTRAMURALS AND RECREATION

Glennville State College provides comprehensive recreational and intramural programs for all students, faculty and staff of Glennville State College. Activities include both team and individual competitions and challenges.

For outdoor exercise, all students are invited and encouraged to use Morris Stadium located on Mineral Road just across from the North Entrance to our main campus. The facilities include the eight-lane, all-weather *D. Banks Wilburn Track*. Between the main campus and the track, three tennis courts and a basketball court are available for student use. Another outdoor basketball area is located in the library parking lot. Our Physical Education Building houses the *Jesse R. Lilly, Jr. Gymnasium*, a pool, and a small gym.

LOST AND FOUND

Items which are found should be delivered immediately to the Student Affairs Office in the Alan B. Mollohan Campus Community Center where they will be kept until the end of each semester to be claimed. After that time, the items will be given to Gilmer County Community Resources, Inc. if not claimed. You may inquire about lost items by visiting the Student Affairs Office in the Alan B. Mollohan Campus Community Center or call 462-4114 or ext. 7400.

ORIENTATION

Prior to the start of classes each semester, Orientation is provided to new students. During this time, activities are planned to assist students in becoming acclimated to the Glennville State College campus and to address transitional issues that are critical to success in the first year of college. In addition, there are also many opportunities during the Orientation experience for students to get to know each other and members of the faculty and staff of Glennville State College. Attendance at Orientation is required for GNED 100. Orientation is planned and facilitated by the Division of Student Affairs.

PARKING AND VEHICLE REGISTRATION

Students, faculty, and staff are required to register all vehicles they intend to park on campus. Standard parking permits may be obtained from the Public Safety Office (which is located on the ground floor of the Administration Building) at an annual cost of \$30. A limited number of reserved parking permits are available for faculty/staff at the Public Safety Office at an annual cost of \$160. The permits are designed to be suspended from the rear view mirror. The permit must be displayed in such a manner that the permit number is facing the windshield and can be identified from outside the vehicle. Fines will be issued by Public Safety officers if parking regulations are not followed. The rules and regulations concerning parking on campus can be found in the Parking Policy section of this handbook.

PIONEER MASCOT

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

POSTAL SERVICE

A full-service post office is located on the first floor of the Campus Community Center adjacent to the Fitness Center. Window service is available daily Monday through Friday from 8:00 a.m. to 4:00 p.m. The GSC community can mail letters, purchase postage stamps, money orders, and various envelopes, send out packages via UPS, Federal Express, USPS, Parcel Post, Airborne Express and Federal Express Ground.

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 his/her college 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, a request should be made at the post office window and a \$5 charge will be assessed for each key that is replaced. For each key not returned at the end of the academic year, a charge for the replacement of the cylinder and the key will be assessed and a hold will be placed on the student's account until charges are paid.

Residence hall students must check their mailboxes regularly since most college correspondence, including registration material, bills, refunds, and other correspondence to students is sent through campus mail. Mail arriving through the USPS will be placed in mailboxes after 12:00 noon on a daily basis.

PUBLIC SAFETY

Using the concepts, principles, and facets of Community Oriented Policing, the Glenville State College 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. The GSC Public Safety Office is located on the ground floor of the Administration Building.

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 College Department of Public Safety by dialing 462-4132 or if on campus dial extension 7450/7451. If the call is an emergency please call 911 to speak to the Lewis County Dispatcher. If the call is non emergency but you still wish to speak to a law enforcement officer please call 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 extension 7450/7451 or 462-4132 prior to the need of escort service and tell the officer where you are. Remember to call Public Safety any time you feel you need assistance at 304-462-4132 or at 304-462-7361 extension 7450/7451.

RESIDENTIAL LIFE AND HOUSING

Residence Halls are places where students live together and form communities. As a resident, you will encounter a variety of people and lifestyles. Your experience will broaden your perspective and help you learn more about yourself and others.

All unmarried students who have earned less than 58 credit hours are required to reside on campus in one of the College's residential living facilities so long as space is available. All residents in college housing must also purchase a meal plan from Glenville State College Dining Services. Any exception to this rule can be made only with the approval of either the Vice President for Student Affairs or the Director of Residence Life.

Pioneer Village is located on Mineral Road across from Eberle Hall and is a predominately upperclassmen facility. Freshmen may reside at *Pioneer Village* but must meet the following criteria: They must possess a 3.0 G.P.A. or higher on their final high school transcript and score a 19 or higher on their ACT. Nine buildings house sixteen students each and one building houses eight students, the Resident Director, the main office, laundry facilities, vending, and a small conference room. *Pickens Hall* is located at the lower part of campus and is composed of three wings: *Scott Wing*, *Williams Wing*, and *Wagner Wing*. Each wing houses female residents on the 1st, 2nd, and 3rd floors while the male residents are housed on the 4th, 5th and 6th floors.

Each residence hall has live-in staff who are dedicated to making the residential life experience a rewarding one. The Resident Director oversees the operation of the residence hall and supervises a staff of Resident Assistants. The Resident Assistants coordinate activities and programs in the residence halls, serve as resource people, counselors, and friends, and, when necessary, act as disciplinary agents for the College.

Reservation Procedure

Applications/contracts for housing are available in the Office of Residence Life or through the Student Affairs section of the Glenville State College website at www.glenville.edu. A ***non-refundable*** advanced contract fee must accompany your application with a check made payable to Glenville State College. The advance contract payment is due when the contract is returned. If the contract is completed and turned in before April 1, the contract payment is \$75.00. If the contract is completed and turned in after April 1, the contract payment is \$100.00. Mail your completed application and fee to: ***Office of Student Affairs, Glenville State College, 200 High Street, Glenville, WV 26351-1292***. If you intend to withdraw from the residence hall during the semester, please notify your Resident Assistant or Resident Director immediately to insure that proper procedures for checkout are followed. Failure to properly withdraw from the residence halls will result in a \$100.00 processing and handling charge. To cancel a room reservation, contact the Office of Student Affairs.

A room key is issued at the beginning of the year; there is a \$15.00 fee for replacing a lost key. Keys must be returned to the residence hall office before leaving school at the end of the spring semester or upon withdrawal. Failure to do so will result in a charge for the replacement of a door lock.

If you do not check into your assigned Residence Hall by midnight of the first day of classes, the College may, at its discretion, terminate this contract and charge you according to the above conditions.

Room Furnishings and Services

Each student is provided a twin-size bed, dresser, chair, desk, refrigerator and microwave oven. Students furnish their own towels, blankets, sheets, pillowcases, bedspreads, wastebasket, study lamp and accessories.

In order to preserve the walls and woodwork, plastic-tac (sold in the college bookstore) is the only material that can be used for hanging items in your room (however, please understand that you are responsible for your room and any marks that may be left behind by such items). Fish tanks are permitted in rooms, but dogs, cats, birds and other animals are not. Heat generating items, such as irons, candles and cooking appliances, must be used only in the laundry rooms and kitchen. Hair appliances, such as hair dryers and curling irons, may be used in rooms.

Local telephone service, cable television hook-up and high speed Internet access is available in every residence hall room.

Residents may bring their own telephone, television and computer to access these services. In addition, on-site laundry facilities are provided for use by residents on a 24-hour basis. security has been upgraded at both Pioneer Village and Pickens Hall through the use of a state-of-the-art security camera system and the installation of an electronic card entry system at Pickens Hall.

STUDENT ACTIVITIES

The Office of Student Activities encourages involvement in the College community through participation in campus activities and organizations. Co-curricular involvement contributes to a student's overall development and complements his/her educational endeavors. An involved student becomes more autonomous and responsible.

The Office of Student Activities provides entertainment for the campus throughout the academic year. The entertainment includes comedians, musicians, hypnotists, magicians, karaoke and interactive games. Special activities are scheduled during Homecoming Week in October and during our spirit week, GSC Week, in April. Along with the events held on campus, Student Activities also plans Off Campus Excursions each month. These trips include professional sporting events, shopping trips and cultural activities.

In addition to coordinating recreational activities, Student Activities also plans and facilitates educational programming regarding safety and transitional issues and provides administrative support and training to all Student Organizations.

OTHER CAMPUS STUDENT SERVICES

ART

Art shows are presented in the Fine Arts Center Gallery.

ATHLETICS

Glennville State College competes in NCAA Division II and the West Virginia Intercollegiate Athletic Conference (WVIAC) for all sports. The college sponsors five men's and six women's sports.

Admission to all home athletic events is free to students who present a valid student identification card. Tickets can be purchased for non-students at basketball and football events, all other events are free. Cheerleading is sponsored by Athletics and the cheerleaders are chosen by tryouts.

Men's Sports: Basketball, Cross Country, Football, Golf, Track and Field

Women's Sports: Basketball, Cross Country, Golf, Softball, Track and Field, Volleyball

CAREER ADVISING

The Academic Support Center can help students define the career they would like, become more confident in interviews, locate prospective employers, and conduct a job search. Class presentations are offered in choosing a major, resume preparation, professional etiquette techniques, job search skills, and conducting a job search on the internet. The Career Library contains information on graduate programs, employment opportunities, and "How To" books on job search, resumes, cover letters, interviews, and much more. For more information, contact the Academic Support Center in the basement of the Robert F. Kidd Library.

FINANCIAL AID

The Office of Financial Aid monitors all assistance awarded to students including academic scholarships, student employment, grants and loans. To apply for Federal Financial Aid, students should complete the Free Application for Federal Student Aid (FAFSA). For priority processing, application for federal financial assistance should be filed by March 1 prior to the academic year in which assistance is needed.

Institutional scholarship applications are available from the Office of Admissions or Financial Aid for upperclassmen with a priority processing deadline of February 1. First time students do not need to complete this application as they will be considered for scholarships based on their transcripts and test scores. More detailed information is available in the college catalog and website.

Students must maintain satisfactory progress toward their degree. Excessive dropping or failing of courses will endanger receipt of future financial aid.

Information is sent either to the students' postal address as listed in the school's database or to their official college email address.

Staff is available from 8am – 4pm daily in Louis Bennett Hall offices and can also be contacted by phone or email.

INSTRUCTIONAL TECHNOLOGY

The Instructional Technology Office is responsible for all Audio-Visual needs for all classrooms and Distance Learning for the campus. Any additional equipment needed for classroom presentations such as data projector are accessible from Instructional Technology. VHS/DVD/Cassette copies can be made of non-copyrighted media. The ITO is available for scanning, touch-ups, and printing photos up to poster size (24"x36"). In addition to other services, graphic design of posters, and printing overhead transparencies, in either B&W or color, is available. Instructional Technology also has two laminating machines: 12" and 24".

INTERNATIONAL STUDENT SERVICES

International Student services are provided by several offices on campus to get the students acclimated to college life in the United States. Glennville State College prides itself in giving our students personal attention and making them feel a part of the community.

Immigration issues, work authorizations, acclimation to the academic culture, and other concerns which may arise during the student's tenure at Glennville State College are addressed by the Office of Admissions. International Student activities and social support services are provided by the Office of Student Affairs.

International Student academic services such as English as a Second Language (ESL) classes, and academic course selection are coordinated through faculty advisors. Should an international student need additional academic assistance, arrangements will be made through the academic division or the Office of Academic Affairs.

INTERNET

Internet connectivity is provided by open computer laboratories located in the Library. Wireless connectivity is also available, at no cost, in many areas on campus for students using laptops.

Students living in Pioneer Village and Pickens Hall who wish to connect to the free Internet need to contact the building Computer Assistant (CA). Service is available to off-campus students through the Glenville State College Office of Technology and EDNET at a monthly charge. Students dialing in from the Glenville area can do so by dialing the toll free number provided with the modem account information. Students who wish to connect to the Internet at home should call the Office of Technology at 462-4106 or stop by the office located in Louis Bennett Hall. All students are issued an official Glenville State College e-mail account when they enroll. The e-mail account created is the official electronic communication used to send students College information. Information includes grade changes, transfer credits, degree evaluations, graduation requirements, assignments by instructors, campus activities and others. Your account information is available from the Office of Technology. Additional information on Internet Service is provided in the *GSC Student Handbook*.

LIBRARY FACILITIES

The Robert F. Kidd Library (RFK) offers students access to a wide range of information resources supporting research and the curriculum. The library collection includes print (books, journals and ephemeral materials), microforms, electronic and other specialized resources. Librarians and trained support staff assist students with library assignments and research needs.

A GSC ID card is required to check out circulating library items and reserve materials. NorLN and MLN public library cards are also honored for regular circulating materials. Normal checkout periods for circulating library materials are 14 days for books and seven days for videotapes, multimedia CDs, DVDs, and audio books. Most materials may be renewed if another patron has not requested them by placing them on hold.

Students are responsible for following the library's policies and rules which can be accessed at <http://www.glenville.edu/Resources/RFKLibrary/Policies.asp>. Library users are responsible for all materials they check out, for returning materials on time, and for timely payment of charges accrued in overdue fines, lost and/or damaged materials. Fines are charged for overdue materials at the rate of 10 cents per day per item for regular circulating items and **25 cents per hour for reserve items**. Overdue notices and billings are *sent through the student's campus e-mail account*. *Students are responsible for checking and maintaining their e-mail accounts and responding properly to library notices*.

The library houses a full service computer lab for student and patron use on first floor (educational use supersedes all other uses). The library's online catalog (III), ERes (electronic reserves for class materials), and a variety of electronic databases can be accessed from the library's web page (www.glenville.edu/resources/RFKLibrary/default.asp). The electronic databases provide full text access to thousands of journals and newspapers (e.g. EbscoHost, InfoTrac OneFile, Wilson OmniFile and Criminal Justice Periodical Index), specialized information resources (e.g. AccessScience, Biography Resource Center, Health and Wellness Center, Literature Resource Center, LitFinder, SYBWorld, BooksinPrint, etc.), practice tests (Learning Express) and over 18,300 ebooks (netLibrary). The electronic databases are automatically accessible on campus and may also be accessed off campus (remotely) through an Internet connection and either (1) the student's assigned GSC ten-digit ID number, (2) the student's e-mail account name and password, or (3) a "secret" word newly assigned each semester and available through a professor or a library staff member.

The *Berlin B. Chapman Room* on second floor houses materials pertaining to West Virginia, the college, local history, genealogy and other special collections including the Glenville Democrat newspaper in microfilm and bound copies. Just outside the Chapman Room is the beautiful Kemper bird display. On third floor, a large children's collection supports both academics and younger community patrons.

Library hours during the fall and spring semesters are generally:

Monday - Thursday	7:45 a.m. to 10:00 p.m.
Friday	7:45 a.m. to 4:00 p.m.
Sunday	2:00 p.m. to 10:00 p.m.

Library hours vary for holidays, between semesters and during the summer. Any changes are posted at the library

MUSIC

Many opportunities exist for GSC students to participate in the musical performing arts. Following is a list of current performance groups; for membership requirements please contact the Fine Arts Center.

Bands: Marching Band, Concert Band, Jazz Band, Bluegrass Band

Choral Ensembles: Choir, Chamber Singers

Woodwind Ensembles: Saxophone Ensemble, Woodwind Ensemble, and Clarinet Quartet

Brass Ensembles: Trombone Ensemble, Trumpet Ensemble, Tuba/Euphonium Ensemble, Horn Quartet

Percussion Ensembles: Marimba Ensemble, African Ensemble, Percussion Ensemble

ON-CAMPUS STUDENT EMPLOYMENT

Students interested in working on campus need to fill out a student employment application and return it to the Career and Outreach Services Office. Student employment applications are kept on file for one school year. When Career Services is notified of a vacancy several applications of qualified individuals are sent to the appropriate office for review. The office hiring the student worker will then select the desired student employee. Upon employment, students must submit a copy of their driver's license/ID card and social security card and complete a W-4 form. Students are paid once a month for hours worked, and this money is not

available at registration. Your payroll paperwork needs to be completed in the Career and Outreach Services Office.

There are two different types of on-campus employment. **Workstudy** jobs are based on a student's eligibility for workstudy money in their financial aid package. A student's eligibility for workstudy money is based on financial need. The second type of employment is **workship** jobs. These positions are funded by the college and are not based on financial need.

Because of the limited amount of positions available, there is **NO** guarantee that you will get a job. However, your chances increase greatly if you follow the outlined procedures.

If you are a returning student and worked on campus last year and plan to return to the same position, you do not have to fill out a new application. If you would like to work in a new office, you do need to complete a new application. If you filled out an application last school year and were not placed for employment, you must complete a new student employment application each school year.

Students are not allowed to work over 20 hours per week during a period of enrollment. All students work for minimum wage. Students must maintain a 2.0 cumulative grade point average (not applicable for first time freshman) to be eligible for hire.

SCHOLARSHIPS

Institutional scholarship applications are available from the Office of Admissions or Financial Aid for upperclassmen. First time students do not need to complete a separate scholarship application as they will be considered for scholarships based on their transcripts and test scores. For priority processing, documents should be submitted by February 1.

STUDENT DISABILITY SERVICES

Students with disabilities are encouraged to contact the Academic Support Services. This office provides a number of services for students with physical, sensory (including auditory), vision, speech, psychological, and other disabilities not listed above. The Academic Support Center is located in the basement of the Robert F. Kidd Library.

THEATER

Theater productions occur regularly on campus. Casting is open to the entire college community, as are all technical/production positions.

TUTORING PROGRAM

Students who are experiencing problems academically may request a peer tutor through the Writing Clinic and Learning Lab. Visit the Academic Support Center for more details about the benefits of the Tutoring program and how you can become involved with it.

WEB SITE

The Glenville State College web site, located at www.glenville.edu, presents information on nearly all aspects of the College. For incoming students, details concerning enrollment and financial aid information are available. Registered students can easily locate faculty office hours, e-mail addresses, and organization details listed for each academic division. Campus residents can find information concerning residence halls, campus safety, the library, bookstore and computer labs. Athletic, Fine Arts and Activities schedules are listed as well. Grades and class lists can also be accessed from the Glenville State College home page.

ACADEMIC PROGRAMS, SERVICES & POLICIES

Please consult the College Catalog for more complete information on Academic Topics

ACADEMIC ADVISING

Students will be assigned to faculty advisors when they enter College. They will meet with these advisors during Orientation Week and will be asked to meet with them at intervals during the year. These advisors help students in matters of study habits, scheduling, and advice in the educational program, and career opportunities related to the educational field. If a student changes his/her field of study, he/she will usually be assigned a new academic advisor. The student has the final responsibility for making decisions about his or her academic program and for ensuring that degree requirements are satisfied.

ACADEMIC DISHONESTY

Academic dishonesty may be defined as inappropriate student behavior including cheating in its various forms and plagiarism. This is considered a serious violation of ethical standards in an academic environment and a breach of the basic values at Glenville State College. Consult the College Catalog for more information on this issue.

ACADEMIC SUSPENSION

You will find the faculty and staff committed to helping you achieve your academic goals. Nevertheless, some students fail to maintain an adequate grade point average and are academically suspended.

ADMISSION STATUS

Upon admission, student status is determined by high school transcripts, posted ACT/SAT scores, and/or results of freshmen placement assessment. Students who, although capable of college achievement, have demonstrated academic weaknesses in their preparation may be required to enroll in learning support classes in writing and/or mathematics. These classes have been shown to strengthen the chances for future academic success.

Likewise, recognition is given for advanced scholastic attainment in secondary schools by granting matriculating students credit in basic courses and advanced standing in specified subject areas. Credit may be earned via the following:

- Advanced Standing based on ACT scores and high school course grades,
- Advanced Placement based on advanced placement examinations of the College Board,
- CLEP Credit based on performances on the College Level Examinations Program, and
- Challenge Examinations administered by the Academic Departments.

ASSESSMENT OF STUDENT LEARNING

Glenville State College is committed to educating students to be thoughtful, productive, engaged and responsible citizens. Furthermore, the College is committed to upholding rigorous expectations for teaching and learning through a comprehensive system of assessment. Assessment of student learning is an integral part of each academic program and includes assessment of student learning in general education as well as in the students' majors.

The Glenville State College Assessment Model focuses on authentic assessment requiring the student to demonstrate skills, knowledge and values at prescribed points in the degree program. Components of the GSC Model include: learning goals and objectives for each program, course assessment, a portfolio that is used to assemble documents validating the student's mastery of the learning goals and objectives appropriate to the particular program of study. LiveText serves as the electronic portfolio format for Glenville State College.

Each entering student is assessed by review of transcripts, ACT/SAT scores and, when needed, administration of the Accuplacer Test to determine proficiency in the basic skills areas of English, Reading and Mathematics. Course placement is based on the results of this assessment.

Academic Profile is used as a pre/post assessment of general studies in the area of Reading, Writing Critical Thinking and Mathematics. Freshmen will take the Academic Profile assessment as a component of GNED 100. The Academic Profile is again administered in the Capstone Course of each academic program.

Each academic program at Glenville State College requires a gateway assessment and an exit assessment activity. The activities vary according to the program and include, but are not limited to capstone courses, student teaching, oral examinations and written examinations. Results are used by individual programs to enable faculty to produce the highest possible quality of student learning.

Assessment of student learning is an integral part of the entire academic experience and provides specific points for both formative and summative evaluations of student mastery of skills, knowledge, and the campus' articulated values. Assessment includes a variety of methods and instruments that provide the most accurate view of student learning. Glenville State College faculty, students, and administrators are committed to student learning in an atmosphere of continuous improvement.

ATTENDANCE

Regular class attendance is necessary for successful academic work. Students are expected to attend classes in which they are enrolled. If you know in advance that you will be unable to attend a class, either for institutional purposes or for personal reasons, you should immediately notify the course instructor. Absences from class for any reason do not eliminate your responsibility for completing academic assignments.

Class attendance is monitored by the instructor. Students reported for non-attendance may be suspended from the course with grade of FIW (Failure due to Irregular Withdrawal). Non-attendance may affect your eligibility for veteran's benefits or other financial aid packages.

CATALOG

Students who enroll at Glenville State College will generally follow the provisions of the catalog in use at the time of their admission. However, in case of programmatic changes, students may choose to adopt the current catalog. In doing so, however, students become responsible for **all** of the requirements in the new catalog. Students who have interrupted their schooling at Glenville State College for more than one academic year will generally become subject to the provisions of the current catalog at the time of readmission. An exception will be made if the interruption is caused by service in the armed forces. Transfer students will use the catalog current at the time of their admission to Glenville State College.

COMMENCEMENT

Commencement exercises are held each spring in the Jesse R. Lilly, Jr. Gymnasium. Graduates are honored with a reception immediately following Commencement.

Application for graduation and payment of the assessed fees must occur the semester in which the student intends to graduate. Consult the current class schedule for the last day to apply for graduation.

All students must complete the general requirements as prescribed by the College and the specific requirements set forth for the degree sought. A minimum of 128 hours is required for a baccalaureate degree and 64 hours for an associate degree. In preparation for graduation, students should request an official evaluation of their credits upon completion of 80 hours toward a baccalaureate degree or 40 hours toward an associate degree. Requests for evaluations are to be submitted to the Office of the Registrar.

To qualify for graduation and/or certification, applicants must have a grade point average of at least 2.00 (4.0 scale). The grade point average is computed on all college coursework attempted at Glenville State College as well as other colleges. Note: Some academic programs, such as Teacher Education, require a higher minimum grade point average for successful completion. See specific program requirements in the College Catalog.

CONVOCATION

Convocation at Glenville State College is a tradition, begun in 1999, marking the entry of a new class of scholars into our academic community. Following the fall Orientation program, the first year students are officially welcomed to GSC and invited to join the faculty in taking the Oath of Academic Excellence pledging dedication to the pursuit of intellectual, cultural, personal and social growth.

DECLARATION OF MAJORS

You are encouraged to choose your field(s) of study as early as possible in your college career. At the latest, majors should be declared upon completion of 24 semester hours of course work for Associate Degree candidates or 48 semester hours for Baccalaureate Degree candidates. Delays in declaring majors may prevent the completion of degrees in a timely fashion. You will be assigned a faculty advisor in the appropriate discipline upon declaration of your major.

Many students decide to change their majors one or more times during their undergraduate career. Changes should be carefully considered and thoroughly investigated with your current advisor, faculty in the new area(s) of interest and the Academic Support Center. A change of major is accomplished by processing a Change of Program Form available from your academic advisor.

To assure compliance with NCAA regulations, athletes must enroll in a minimum of twelve (12) semester hours of courses each semester. Since there is no general studies baccalaureate degree program, athletes should work closely with the Academic Support Center to select an appropriate major.

DROP/ADD PROCEDURES

Students find it necessary at times to drop or add a course. To do so, you must meet with your academic advisor to complete the proper form and then submit the form to the respective department secretary or to the Office of the Registrar for processing. You should check the current semester class schedule for drop/add deadlines.

After the drop deadline, students may withdraw from a class only for medical reasons or other circumstances beyond their control.

GRADES

Students generally receive a course grade of A, B, C, D or F based on performance in class activities, assignments and examinations. In rare instances, students who miss some of the course requirements because of illness or other circumstances beyond the control of the student may, with permission of the Registrar, be given an "I". If the deficiency represented by "I" is not made up within a semester, the "I" automatically becomes an "F". Students may access their semester grades via the Glenville State College website. A detailed discussion of GSC's grading policies is provided in the [College Catalog](#).

GRIEVANCE PROCEDURE

An inevitable result of student-faculty interactions is that there will be occasional disagreement concerning the appropriateness of the grade assigned in a particular course. GSC provides a procedure for students to appeal the decision rendered in awarding a final course grade. Consult the Student Academic Grievance Policy in the [College Catalog](#).

Students performing poorly in any of their academic studies may repeat courses in which they earned a grade of D or F [including failures due to irregular (FIW) withdrawal]. See Repeating a Course section in the [College Catalog](#) for specifics on how the repeated course grade is computed in the overall GPA.

Students with poor academic records who have not been enrolled full-time during any one semester of the last five consecutive academic years may be eligible for academic forgiveness. Academic forgiveness must be requested in writing by the student within the first semester of re-enrollment. Academic forgiveness will be granted only once for any student. Consult the Academic Forgiveness Policy section in the [College Catalog](#) for details.

LEARNING SUPPORT

Each student entering Glenville State College will be given the opportunity to demonstrate proficiency in the basic skills of English, mathematics, and reading. The Accuplacer Test will be given to students who score a 17 or below on the ACT in English and who score an 18 or below on the ACT in Mathematics. The Accuplacer Test scores will determine the level of placement for students into the Learning Support (Developmental) courses in English and/or Math.

The placement into the Learning Support Program (Developmental Studies), as a result of the scores on the ACT and Accuplacer Examinations, indicates that additional work is needed to establish a firmer foundation in the basic academic skills in order to maximize your chances of success in college level courses. Your faculty advisor and the staff in the Academic Support Center will assist you in scheduling any required courses during the initial advisement session. These individuals will also be essential to your success during the learning support courses and should you encounter problems with other courses.

For Teacher Education Majors: There is growing evidence that performance on the state mandated PRAXIS I Examination for teacher candidates is significantly correlated with performance on the measures used in freshmen assessment for placement into learning support courses. The learning support classes have been designed to promote the acquisition of skills assessed by PRAXIS I and thus should help students achieve at a higher level throughout their college preparation to become an educator. Students with concerns about passing the PRAXIS I should contact the Academic Support Center for individualized assistance and tutoring. For additional types of assistance, students should talk with their faculty advisor and the Dean of Teacher Education.

SEMESTER LOAD

The unit of credit is the semester hour. The semester hour represents a minimum of 2250 minutes of classroom instruction. Activity courses including lab experiences generally require increased instructional time.

The standard load is 16 semester hours; however, students on probation are not permitted to carry more than 15 hours. To be recognized as a full-time student, you must carry a minimum of 12 semester hours; you may carry 18 semester hours if you have satisfactory grades and permission of your faculty advisor. Students who have an overall B average (3.0 or higher), a B average (3.0 or higher) on the previous semester's work, or are completing requirements for graduation that semester may request permission to carry 19 or more hours. Since students are expected to spend a minimum of two hours of study time outside of class for each hour in the classroom, permission to carry 19 or more hours will be granted by the Registrar (based on the recommendation of the faculty advisor and appropriate department chair) only in those instances where it can be clearly demonstrated that the student's schedule can accommodate the increased demand for out-of-class study time.

TRANSCRIPTS

A fee of five dollars is charged for each transcript. All requests for transcripts should be made directly to the Registrar's Office. Transcripts can be furnished only upon the written request of the student. No transcripts will be issued until all debts owed to the College, such as parking tickets and library fines, are paid.

VETERANS

New students who wish to begin receiving their GI Bill benefits must contact the Registrar's Office. Veterans must be in compliance with academic standards, enroll for courses required for their program of study, and submit an application for benefits

before having their enrollment certification submitted to the Department of Veterans Affairs (VA). Enrollment is monitored and if a course is dropped or if the student withdraws from college, then a 1999-b form is submitted to the Veterans Affairs Office to adjust the enrollment certification.

WITHDRAWAL FROM COLLEGE

It is the responsibility of a student desiring to withdraw from College to appear before the College President or Vice President for Academic Affairs to announce his/her intention to withdraw. At the time of withdrawal, the student signs a withdrawal card stating the date of withdrawal and the reason(s) for leaving College. Students who fail to comply with this regulation within 10 school days after leaving the College will be reported as irregularly withdrawn and all grades in all courses enrolled will be recorded as FIW.

CAMPUS COMMITTEES

There are many opportunities available for Glenville State College students to take active roles on campus. If you are interested in serving on one of the following committees, please contact the Administrative Liaison for that specific committee.

Academic Affairs Committee

- Eight faculty members selected by the Faculty Senate
 - Two students selected by Student Government Association
- Administrative Liaison - Vice President for Academic Affairs, Dr. Kathy Butler*

Academic Appeals Committee

- 6 faculty members appointed by the Faculty Senate
- 2 faculty members appointed by the Faculty Senate, alternate

Assessment Committee

- Assessment Coordinator (*ad hoc*)
 - One faculty member from each program area (eight members) appointed by Faculty Senate
 - Two students appointed by Student Government Association
 - Administrator working with institutional data and reporting
 - Academic Administrator as appointed by Vice President for Academic Affairs
- Administrative Liaison – Vice President for Academic Affairs, Dr. Kathy Butler*

Athletic Committee

- Director of Athletics
 - Two faculty members appointed by the Faculty Senate (one man – one woman)
 - Two students appointed by Student Government Association (one man – one woman)
 - Two students from Student Athletic Advisory Committee
 - Two staff appointed by the Staff Council (one man – one woman)
 - Faculty Representative to NCAA
 - NCAA Compliance Coordinator
 - NCAA Senior Women's Administrator
 - Registrar
 - Vice President for Business and Finance
- Administrative Liaison – Athletic Director, Mr. Steve Harold*

College Leadership Council

- President of Faculty Senate
 - Chair of Staff Council
 - President of Student Government Association
 - Three elected faculty
 - One student appointed by Student Government Association
 - Two department chairs elected by department chairs
 - Two staff members elected by the staff
 - Two administrators appointed by the President, one of whom will be the Vice President for Academic Affairs
 - Director of Intercollegiate Athletics
- Administrative Liaison – Vice President for Academic Affairs, Dr. Kathy Butler*

Commencement and Convocation Committee

- Chief Faculty Marshal
 - Six Faculty Marshals
 - Three Student Marshals
 - Three staff appointed by the Registrar (one of whom is from Dining Services)
 - Director of Physical Plant
 - Vice President for Academic Affairs
 - Vice President for Student Affairs
 - Registrar
- Administrative Liaisons – Vice President for Academic Affairs, Dr. Kathy Butler and Chief Faculty Marshal*

Financial Aid Appeals

- Financial Aid Administrator
- 3 faculty selected by Faculty Senate
- Staff member selected by Staff Council
- Registrar's designee

Homecoming Committee

- Students as determined by Student Government Association
 - Alumni Coordinator
 - Athletic Director
 - Director of Residence Life
 - Director of Student Activities
 - Director of Physical Plant
 - Vice President for Student Affairs
- Administrative Liaison -Acting Vice President for Student Affairs, Jerry B. Burkhammer II*

Judicial Council

- Two faculty members on the Student Affairs Committee
 - Two students on the Student Affairs Committee
 - Director of Residence Life
 - One faculty member appointed by the Vice President for Student Affairs
 - One student appointed by the Vice President for Student Affairs
- Administrative Liaison – Acting Vice President for Student Affairs, Jerry B. Burkhammer II*

Library Committee

- One faculty member elected from each program area
 - Two students appointed by Student Government Association
 - One staff member appointed by Staff Council
 - Director of the Library
 - Director of Instructional Technology
- Administrative Liaison – Vice President for Academic Affairs, Dr. Kathy Butler*

Scholarship

- Financial Aid Administrator
- Director of GSC Foundation
- Director of Admissions
- Registrar
- 2 faculty appointed by Faculty Senate

Student Affairs Committee

- Four faculty members appointed by the Faculty Senate
 - One faculty member appointed by the Vice President for Student Affairs
 - Four students appointed by Student Government Association
 - One student appointed by the Vice President for Student Affairs
 - Director of Residence Life
 - Director of Disability Services
- Administrative Liaison – Acting Vice President for Student Affairs, Jerry B. Burkhammer II*

Student Organizations

Requirements

- Submit all paperwork requested by the Office of Student Activities
- Have an advisor who is a full time faculty or staff member at Glenville State College and that provides guidance to the organization and has contact (by phone or in person) with the Director of Student Activities at least once a semester
- Meet at least 3 times per semester
- Register events and activities with the Office of Student Activities
- Participate in 1 service project each semester or a total of 2 projects for the year. These projects can be planned by the organization or the organization can participate in project(s) planned by Student Activities
- Send President or designee to a meeting held by the Director of Student Activities at the beginning of each semester
- Send at least 3 members to the Fall Leadership Retreat
- Participate in Organization Fair
- If you are a National Organization, you must provide a letter from the national headquarters that you are in good standing
- President or designated contact officer must maintain his/her Glenville State College e-mail account. **All** information sent via e-mail will be sent using that address **only**. Failure to check the GSC e-mail account is not an excuse for missing deadlines or not meeting requirements

Paperwork

- Current constitution and by-laws
- Goals and objectives for the semester
- Current list of advisor and officers with contact information (phone / mail / e-mail)
- List of active members
- Semester Activity Reports
- Community Service Reports

Consequences

- Failure to meet guidelines or submit paperwork will result in organization being placed on probation for one semester. Officers must meet with the Director of Student Activities and outline a plan of action for bringing the organization back into compliance.
- If organization does not meet requirements during the probationary semester, its recognition as a student organization of Glenville State College will be suspended. In order to be reinstated, the organization would have to reapply.

Student Organization Recognition

Students wishing to form a new campus organization should complete an application, which may be obtained at the Office of Student Activities. The following information must be provided:

- Name of Organization
- Purpose of Organization
- Classes of Membership, to whom open, and eligibility requirements
- Financial Obligations of Members
- Election and Qualifications of Officers
- College Advisor/Sponsor
- Petition signed by students desiring recognition of organization
- Organization's Constitution

The completed application and related information should be submitted to the Director of Student Activities. The Director of Student Activities will forward the application to the Student Government Association. After review and action by the Student Government Association, the Vice President for Student Life and the President of the College, notification of approval or non-approval will be communicated.

Governing Organizations

STUDENT GOVERNMENT ASSOCIATION Elected Representatives. Open Membership. Administrative Liaison:
Advisors: Jerry Burkhammer and Stephanie Southall

GREEK COUNCIL Representatives elected by member Greek organizations. Advisor: Stephanie Southall

Honorary Societies

CHI BETA PHI Science Club (Honorary). Membership by invitation. Advisor: Paul Peck
KAPPA DELTA PI Educational Society (Honorary). Membership by invitation. Advisor: Marcia Bolton
PI GAMMA MU Social Science (Honorary). Membership by invitation. Advisor: Art DeMatteo
PRESIDENTIAL SCHOLARS' SOCIETY Academic Society (Honorary). Membership by invitation. Advisor: Alison Witte

Departmental/Professional Organizations

AMERICAN CHEMICAL SOCIETY Club for students with interest in Chemistry. Open Membership. Advisor: Kevin Evans
BEHAVIORAL SCIENCE CLUB Club for students with interest in the fields of Psychology, Sociology and Criminal Justice. Open Membership. Advisor: Amy DeWitt and Fred Walborn
BIOLOGY CLUB Club for students with interest in Biology. Open Membership. Advisor: Amanda Stewart.
FOREST TECHNOLOGY CLUB Club for students with interest in Forest Technology. Open Membership. Advisor: Joe Musolf
GLENVILLE ENVIRONMENTAL ORGANIZATION A club for students who wish to learn about current environmental issues. Open Membership for Land Resources Students. Advisor: Milan Vavrek
LITERARY SOCIETY Club for students interested in reading and discussing literary works. Open Membership. Advisor: Wayne deRosset
MUSIC EDUCATORS NATIONAL CONFERENCE Professional Club for Music Majors. Open Membership. Advisor: Carol Benton
OHNIMGOHOW PLAYERS Students interested in all aspects of Theatre Production. Membership by invitation. Advisor: Dennis Wemm
PIONEERS IN NURSING A club for students majoring in Nursing. Open Membership. Advisor: Alison Witte
STUDENT CHAPTER OF WV ASSOCIATION OF LAND SURVEYORS Club for students with interest in Land Surveying. Open Membership. Advisor: Rick Sypolt
STUDENTS IN FREE ENTERPRISE Organization's mission is to further understanding of the free enterprise system. It has National Connections with involvement in Local Community Projects and Intercollegiate Competition. Advisor: Kevin Cain
STUDENT NATIONAL EDUCATION ASSOCIATION Education Club. Open Membership. Advisor: Connie Stout

Special Interest Groups

BAPTIST CAMPUS MINISTRY Associated with Glenville First Baptist Church. Open Membership. Advisor: Dennis Fitzpatrick
COLLEGIATE 4-H GSC Chapter of the national youth organization. Open Membership. Advisor: Neal Benson
CULTURAL STUDENT UNION An organization whose goal is to promote diversity on campus. Open Membership. Advisor: Michelle Wicks
FELLOWSHIP OF CHRISTIAN ATHLETES Organization comprised of Athletes and Coaches joined together to share in Christian Fellowship. Advisor: Janet Bailey
GLENVILLE GAMING GROUP A club for students interested in computer games of a strategic nature. Open membership. Advisor: Ed Wood
SCIENCE FICTION AND FANTASY GUILD An organization for students who desire to think creatively and expand their imaginations. Open Membership. Advisors: Dennis Wemm

**STUDENT ATHLETE
ADVISORY COMMITTEE
STUDENT AWARENESS
ORGANIZATION**

An organization that serves as a voice for student athletes at Glenville State.
Advisor: Janet Bailey

An organization for students who want to learn about and discuss social issues. Open
Membership. Advisor: Fred Walborn

Greek Organizations

**ALPHA THETA XI
ALPHA XI OMEGA
CHI ZETA PI
DELTA XI RHO
PHI LAMBDA PSI
TAU KAPPA EPSILON**

Local Women's Social Sorority. Membership by invitation. Advisor: Lucinda Patrick
Local Men's Social Fraternity. Membership by invitation. Advisor: Duane Chapman
Local Women's Sorority. Membership by invitation. Advisor: Amanda Stewart
Local Women's Social Sorority. Membership by invitation. Advisor: Michelle Edman
Local Women's Social Sorority. Membership by invitation. Advisor: Lloyd Bone
National Men's Social Fraternity. Membership by invitation. Advisor: Kevin Cain

Glenville State College Student Government Association

The Student Government Association is an elected body of students serving as a medium for campus opinion. In weekly informal meetings open to any member of the student body or faculty, various facets of the College 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.

CONSTITUTION

PREAMBLE

In order to formulate student policies and to practice the democratic process of student government, WE, the students of Glenville State College established this constitution of the Student Government Association.

ARTICLE I – Name

The name of this governing body shall be the Glenville State College Student Government Association; hereafter referred to as the SGA or the Student Government Association.

ARTICLE II – Purpose

The purpose of the SGA shall be to:

1. Provide experience for its members in the principles and practices of democracy.
2. Promote general student activities.
3. Constitute a medium for expressing the opinion of the students.
4. Strengthen cordial relations among administration, faculty, students, and the community.
5. Perform such acts as are necessary to advance student welfare.
6. Protect student rights as established by the Constitution of the United States and the Constitution of West Virginia.

ARTICLE III – Membership in the Student Government Association

Membership in this governing body shall include all Executive Officers and members of the Student Government Association.

Section 1 – The Executive Officers of the SGA shall be a President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 2 – Each class shall elect one representative to the SGA. This representative shall act as coordinator for the class activities and as the spokesperson for the class in the SGA.

1. Class Representatives: Representatives of all classes, excluding freshman, for the coming year shall be nominated and elected during the general election. This includes the number of hours in which one is currently enrolled. (Sophomore 28-57; Junior 58-89; Senior 90+)
 - a. Freshman Representative: The Freshman class representative shall be elected during Orientation.

Section 3 – Four Senators-at-Large shall be elected during the general election.

Section 4 – Two Commuter Representatives shall be elected during the general election. Each Commuter Representative cannot reside in college housing.

Section 5 - One Nontraditional Representative shall be elected during the general election. One qualifies for Non-Traditional status through the Student Government Association at the age of 24 or older.

ARTICLE IV – Qualifications of Members

Section 1 – Executive Officers shall consist of President, Vice-President, Secretary, Treasurer and Parliamentarian of the SGA. Executive Officers shall have been a full-time student of the college for a period of at least one academic year. Their scholastic record must show an overall GPA of 2.5 or higher at the time of election. Executive Officers must carry at least twelve (12) credit hours per semester and maintain an overall GPA of 2.5 throughout the tenure of office held.

1. President and Vice President: The President and Vice-President shall have served at least one (1) full semester by weeks on the SGA to be eligible for candidacy. This semester shall have been no longer than three (3) years prior to nomination.

Section 2 – Members consist of Senators-At-Large, Class Representatives, Commuter Representatives, and a Nontraditional Representative. All members of the SGA must be full-time students at the time of their elections. The scholastic record of members must be at least a grade point average of 2.2 or higher at time of election. The members must each carry at least twelve (12) credit hours per semester and maintain an overall GPA of 2.2 throughout the tenure of office held.

Section 3 – Any SGA officer may succeed himself in that office.

Section 4 – Any officer or member of the SGA having been dismissed from office may not serve again until one full academic year has passed from date of dismissal.

ARTICLE V – Powers and Duties the Executive Offices

Section 1 – President: The powers and duties of the President are as follows:

1. To preside over all Student Government Association meetings.
2. To give a Presidential report at each meeting.
3. To preside over all regular student body meetings.
4. To call special meetings of the SGA and the student body.
5. To act as an intermediary between the students and administration.
6. To appoint special committees with the approval of the SGA.
7. To be welcome to attend all SGA committee meetings.
8. To have the power to veto any act of the SGA.
9. To perform such duties as belonging to the office of President not here defined.
10. To represent the SGA on the Board of Governors and College Leadership Council.

Section 2 – Vice-President: The duties of the Vice-President are as follows:

1. To assume the duties of the President in his absence or at his request.
2. To become the President if for some reason the presidency becomes vacant.
3. To perform such duties as belonging to the office of Vice-President not here defined.
4. To serve as a Representative on the Advisory Council of Students

Section 3 – Secretary: The duties of the Secretary shall be as follows:

1. To hold custody of all official documents and deliver them to his or her successor.
2. To keep the minutes of the SGA and Student Body meetings

3. To keep all records in permanent form.
4. To handle all correspondence of the SGA.
5. To prepare the SGA minutes for distribution to the members of the SGA and other interested persons.
6. To send notice when an excuse for absence(s) is not accepted.
7. To send a letter, after the second (2nd) un-excused absence, warning removal from membership following any future un-excused absence(s).
8. To send a letter after the third (3rd) unexcused absence, informing the delinquent member of his removal from membership.

Section 4 – Treasurer: The duties of the Treasurer shall be as follows:

1. To handle all financial affairs of the SGA.
2. To present at the close of each semester an itemized statement of all funds handled during the semester.
3. Establish budgets for events.
4. Approve purchases.

Section 5 – Parliamentarian: The duties of the Parliamentarian shall be as follows:

1. To preserve order and act at the discretion of the President.
2. To interpret rules and procedures and the constitutionality of all actions taken by the SGA.
3. To conduct general SGA elections.
4. To assume the duties of the Vice-President in his/her absence.

ARTICLE VI – Advisor(s)

The SGA shall have an advisor(s) who is (are) a member(s) of the faculty, staff, or administration. Each SGA shall choose its own advisor(s) at the beginning of each election year.

ARTICLE VII– Meetings

Section 1 – The SGA shall meet weekly except when deemed inadvisable. Regular meeting times for the upcoming semester shall be decided at the final meeting of each semester.

Section 2 – Special meetings may be called by the President of the Student Government Association or upon written request of one-half of the members.

Section 3 – The Executive Officers of the SGA shall meet regularly as an executive committee.

Section 4 – The seat of any member in the Student Government Association may be considered vacant after three (3) unexcused absences during an SGA election year. The excuse will be reviewed by the Executive Officers. Members are responsible for presenting type-written excuses no later than the meeting immediately following the absence.

Section 5 – The seat of any Executive Officer in the Student Government Association may be considered vacant after three (3) unexcused absences during an SGA election year; these absences will include regular SGA meetings and Executive Committee meetings. The excuse will be reviewed by the Executive Officers. Members are responsible for presenting type-written excuses no later than the meeting immediately following the absence.

Section 6 – All meetings of the SGA, whether regularly or specially called, shall be governed by parliamentary procedure in accordance with *Robert's Rules of Order*.

Section 7 - – Each member of the SGA shall be entitled to one vote, with the exception of the President, who will vote only in the event of a tie.

ARTICLE VIII – Quorum

A simple majority of the current membership, exclusive of the President, shall constitute a quorum.

ARTICLE IX – Elections

Section 1 – Every member of the Student Body is entitled to one vote in any general election.

Section 2 – Voter validity will be substantiated by appearance of the individual's name on the respective class rolls. All students must present their college ID.

Section 3- Anyone who cannot be present for the two days of elections and is approved by Office of Academic Affairs for a school released function will be eligible to vote by an absentee ballot, available at the Division of Student Affairs. Voter validity shall be proved as provided by Article IX, Section 2.

Section 4 – Voting in all elections under the direction of the SGA shall be by secret ballot and shall take place over a period of two days.

1. On the first day, polls will be set up in the Alan B. Mollohan Campus Community Center from 12p.m – 6:00p.m.
2. On the second day, polls will be set up the Alan B. Mollohan Campus Community Center from 10:00 a.m. – 2:00 p.m. No ballots may be removed from the ballot box or be counted until after the closing of the polls on the second day.
3. The ballots shall be removed and counted by SGA members/advisors as selected by the administrative liaison. The election results shall be posted within two days of the closing of the polls and all ballots retained for at least seven days after the polling. Persons on the ballot may not participate in any part of the counting process.

Section 5 – There is to be no campaigning, harassing, or loitering within 50 feet of the ballot box by the candidate or supporters. This will be enforced by the person(s) controlling the polling or campus security if necessary.

Section 6 – Write-In candidates will be accepted during the election process.

Section 7 – SGA Offices: Any eligible student wishing to run for an SGA office shall submit his name to the Division of Student Affairs, no later than the fourth full week of the second semester. Each candidate shall submit a written platform to the Division of Student Affairs. The list of nominees and their platforms shall be posted before the student body on the fifth full week of the second semester. The general election shall be held two weeks after the list has been posted. The election shall be under the direction of the SGA, and assisted by the Division of Student Affairs .

Section 8– No individual may become a nominee for more than one SGA office, and/or position, in each SGA election.

Section 9 – In the event of a tie in any election, there will be a runoff election held within one (1) week of the general election for the tying candidates. This election will be held for one day from 10:00 a.m. - 2:00 p.m. at the Alan B. Mollohan Campus Community Center.

Section 10 – Other special elections:

1. Notices, stating time and place of election, shall be posted one week prior to election.
2. All names of nominees and/or applicants must be submitted to the Division of Student Affairs on or before a time specified by the SGA.
3. All voting shall be under the direct supervision of the SGA.
4. All of these special elections shall be controlled by the SGA and shall be governed by Article IX.

ARTICLE X – Vacancies

Section 1 – President of the SGA: In the case of a vacancy in the office of the President, the Vice-President of the SGA shall succeed to the presidency.

1. In case of vacancy in the office of the presidency, and the Vice-President is unwilling or unable to succeed to the President then the procedure set forth hereafter shall be followed:
 - a. The Parliamentarian shall immediately serve temporarily as President of the SGA.
 - b. The Parliamentarian shall call for a special election within a two-week period from the time the temporary chairmanship is assumed.
 - c. This election shall be governed by Article VI, Section 9, Sub-Sections 1, 2, and 3 of this constitution.
 - d. The Parliamentarian, who is now acting as President, shall ask each candidate for the presidency to submit a written platform to the Division of Student Affairs within one week from the time that the chairman assumes office.

Section 2 – Executive Officers other than the President: In case of a vacancy in any of the other executive offices, the President of the SGA shall fill the office by appointment with a current member of the SGA, with approval of the SGA.

Section 3 – SGA members: In case of a vacancy of a member, that seat shall be filled by appointment by the SGA President with the approval of the SGA by majority vote.

ARTICLE XI – Inauguration of Officers

Section 1 – The Executive Committee shall constitute a committee for properly carrying out the Inaugural Ceremony.

Section 2 – The Oath of Office shall be administered at the Inaugural Ceremony, with the exception of the Freshman Class representative, Pioneer Village Representative, and Pickens Hall Representative who shall be sworn in at the first meeting of the SGA after his election.

Section 3 – Oath of Officers shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitution of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will discharge faithfully the duties and obligations of my office to the best of my ability.”

Section 4 – Oath of Representative shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitution of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will represent my constituents and discharge faithfully the duties and obligations of the SGA to the best of my ability.

ARTICLE XII – Homecoming

Section 1 – Homecoming Court Election Rules: Any person running for Court positions must meet the following requirements:

1. The nominee must have be enrolled in or completed twelve (12) hours (a full time student). The nominee must be a current student of Glenville State.
2. Persons running for queen or princess must be female. Persons running for king or prince must be male.
3. The person must have a grade point average of at least 2.0.
4. There will be no stipulations on marital status.
5. A person can only be elected to any princess/prince position one time. Princesses can run for the queen position her

senior year. Princes can run for the king position his senior year. Winning senior princess candidates are not eligible to run for queen in the future. Winning senior prince candidates are not eligible to run for king in the future.

6. There will be one (1) of each of the following: freshman princess, freshman prince, sophomore princess, sophomore prince, junior princess, and junior prince. In the senior class the top three senior princess nominees and the top three prince nominees will serve as members of the court. The queen and king will be announced at coronation, the remaining two senior princess nominees and the remaining two senior prince nominees will serve as senior princesses and senior princes.
7. Nominees for the court must be in their own class by hours. (Freshman 0-27; Sophomore 28-57; Junior 58-89; Senior 90+). This includes only the number of hours completed.
8. In the event of a tie in any election, there will be a runoff election held within one (1) week of the general election for the tying nominees. This election will be held for one day from 10 am – 6 pm at the Alan B. Mollohan Campus Community Center. The day of this election will be decided by the Student Government Association. Anyone who cannot be present on the day of this election can vote by an absentee ballot provided the requirements in Article IX Section 3 are met.

Section 2 – Rules that apply to Organizations and Individuals making nominations:

1. More than one organization or individual may sponsor one person.
2. One organization or individual may sponsor more than one person, but this will be limited to one Prince nomination and one Princess nomination per class.
3. Organizations or individuals must submit the following information for each of the nominees: name, hometown, age, major, parents' names, and activities involved.
4. Nominations must be turned in by the assigned date and time.
5. Each nominee or their nominating organization must make a banner, parade float, or take part in the decorated vehicle contest and present it in all required events. Nominees must also participate in the Spirit Competition.
6. Only current active members of an organization may compete on behalf of that organization.
7. Only students of Glenville State College are eligible to compete in Homecoming events.
8. Organizations not affiliated with Glenville State College and other community entities may participate, but cannot compete in Homecoming events.
9. Any organization that fails to comply with the above rules of participation will not be eligible to compete in Homecoming events for the following year, nor will that organization be able to nominate any candidates for Homecoming Court.

ARTICLE XIII – SGA Duties and Powers

The duties of the SGA shall be as follows:

1. To encourage the activities of student organizations and bring these organizations into closer cooperation with the administration and faculty.
2. To assist with Freshman Orientation.
3. To stimulate the development of school loyalty and tradition.
4. To govern all elections other than those that are within the jurisdiction of campus organizations.
5. To expel any member of the SGA by a two-thirds vote of the entire membership of the SGA for misconduct and/or failure in performance of duty as herein described. A vote for removal may not be taken until seven (7) days after the charge has been brought against any individual of the SGA. Any member of the SGA shall be permitted to

present such a charge, and the accused has the right to question and to defend himself against his accusers. Any such charge which is evidently the result of personal conflict or maliciousness on the part of the accuser is in direct violation of this constitution, and such charges so levied shall be considered null and void. Only charges which can be substantiated shall be considered valid.

6. To have the power to override the veto of the President of the SGA by a two-thirds vote.
7. To protect students' rights as established by the Constitutions of the United States and of West Virginia.

ARTICLE XIV – Campus Organizations

Section 1 – Organizations: Any group wishing to be recognized as a campus organization shall meet with the Director of Student Activities. At that time, they shall secure from the Office of Student Activities a Petition for Recognition which it shall fill out and present, together with its constitution and a list of members, to the Director of Student Activities. The Student Activities Director will then forward the required materials to the SGA. If it is approved, by the SGA, it will be submitted to the Vice-President for Student Affairs and President of the College for their approval. The organization shall then be listed among the approved campus organizations. Once official recognition has taken place, student organizations are to be overseen by the Student Activities Director.

Section 2 – Penalties: The President of each campus organization is the administrative head of the organization and its spokesman for this group. Failure to work cooperatively with the Office of Student Activities may result in penalization as deemed appropriate by the Director of Student Activities. Penalties may include, but are not limited to, the following:

1. Denial of use of campus facilities.
2. Forfeiture of representation in college publications.
3. Forfeiture by the organization of being recognized as a campus organization.
 - a. Recommendations for forfeiture of organizational status will be submitted by the Director of Student Activities to the Student Government Association for approval.

ARTICLE XV – Standing Committees

Section 1 – The SGA shall appoint student representatives to the following standing committees:

- Student Life Committee: 4 members
- Athletic Committee: 2 female members and 2 male members
- Academic Affairs Committee: 2 members
- Library Committee: 2 members
- Curriculum Committee: 3 members
- Assessment Committee: 2 members
- College Leadership Council: 1 member

Section 2 – Student representatives must have a 2.0 cumulative average, must be a full time student, and a student the previous semester at the time of their appointment.

Section 3 – They shall be appointed in August preceding the year for which they shall serve.

Section 4 – The number of student representatives on each committee shall correspond to the number listed in the Student Handbook.

ARTICLE XVI – Proposals for Policy Changes

Proposals for policy changes may be presented to the SGA for consideration. Supported proposals will be channeled through the campus governance system.

ARTICLE XVII – Amendments

The SGA shall have the right to amend the constitution by a 2/3 vote of membership.

Last modified – September 14, 2006

***STUDENT GOVERNMENT ASSOCIATION
OFFICERS AND MEMBERS***

Officers

President.....Jamie Field
Vice President.....Randall “R.J.” Cook
Secretary.....Christina Braden
Treasurer.....Ashley Wolfe
Parliamentarian.....Donte Fuller

Class Representatives

Senior Class.....Kelly Clevenger
Junior Class.....Vacant
Sophomore Class.....Tashua Allman
Freshman Class.....Ashley Carper

Commuter Representatives(2)

Christina Flockhart
Alex Lay

Nontraditional Student Representative

Tami Griswold

Senators-at-Large (4)

Ed Frame
Ayuka Ishii
Holly Owens

Advisors

Jerry Burkhammer
Stephanie Southall

Administrative Liaison

Vice President for Student Affairs

GENERAL CAMPUS POLICIES, PROTOCOLS & PROCEDURES

AIDS POLICY

Policy for Glenville State College 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 residence halls.
- 2) Students having AIDS or having clinical evidence of infection with the AIDS associated virus may be seen by the College physician. If the disease has been diagnosed by a physician not associated with the Campus Health Center, the student may choose to have the College physician 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 College retains the right to make the final decision about the permissibility of the patient's attendance.

- 3) In case of a campus outbreak of a threatening communicable disease such as chicken pox 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.

The residence life staff, in conjunction with the Campus Health Center, will provide educational programming for students attending Glenville State College, including programming of written materials, workshops, seminars, and/or videotapes.

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

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

As long as AIDS remains a serious public health problem with no known cure, Student Affairs will review, update and redistribute AIDS information and will be responsible for seeing that the college community is kept informed of the latest medical facts and legal requirements as they apply to persons with AIDS or AIDS related conditions.

Glenville State College, 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.

Continued employment or student affiliation with Glenville State College 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 College dutifully will strive to provide an environment free from unreasonable risks causing or likely to cause death or serious physical harm or illness.

For more definitive and detailed guidelines, Glenville State College has adopted those given by The American College Health Association's Task Force on Acquired Immunodeficiency Syndrome.

CAMPUS POSTINGS

Student organization postings for bulletin boards and kiosks must be approved in the Office of Student Activities prior to display and should be posted only in locations designated by each Building Manager. Posters should be placed on 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, or on trees, posts, fences or other inappropriate venues. Flyers which promote the use and/or sale of alcohol will not be approved.

CAMPUS SECURITY INFORMATION AND STATISTICS

GSC In Compliance With The Jeanne Clery And Campus Security Acts

Glenville State College is committed to maintaining a safe educational environment for our students, faculty and staff.

1. The duties of the Glenville State College Public Safety Department include, but are not limited to, all general police, security, and public safety duties. These duties include mobile and foot patrol, motor vehicle accident investigation, regulation of traffic flow and parking, prevention and investigation of crime, prosecution of offenders, crowd control at public events on campus, building lockup, community assistance and assisting other law enforcement officers. The Public Safety Department has an excellent working relationship with all other local law enforcement agencies. In addition to policing the Glenville State College Campus, the Department assists and receives assistance from these agencies whenever necessary. Updates on crimes that occur off campus but that could affect the campus directly or indirectly are received from these agencies on a regular basis. Glenville State College employs both full time sworn certified police officers as well as security guards. Our certified Public Safety officers, by action of the West Virginia Legislature, have and may exercise all the powers and authority and will be subject to all the responsibilities of a deputy sheriff of the county. They are licensed to carry deadly weapons. The local police interact and assist our Public Safety officers as do the State Police the County Sheriff and

Sheriff's Deputies. The sworn officers are certified by the State of West Virginia, carry firearms and are proficient in their use, qualifying at least twice yearly. All members of the Public Safety Department are trained in basic first aid and CPR/AED, attend yearly in-service training, and maintain radio contact with emergency dispatchers.

2. The college residence halls are staffed by resident directors, resident assistants, office workers, building service workers and night guards. The student occupants are the primary deterrents of crime because of their reporting abilities during the normal daytime hours. Residence Hall Night Guards are on duty nightly securing all doors and checking identification of each person wishing access to the building. Public Safety officers routinely patrol the campus by foot and vehicle. Foot patrols are conducted several times daily through residence halls.
3. Each student has access to a Student Handbook which describes judicial procedures in detail enumerating offenses that are subject to disciplinary proceedings and sanctions. Resident Assistants review rules and regulations with students at floor meetings during the first weeks of college. Students are encouraged to report crimes to the Resident Assistant, Resident Director, or Public Safety officers.
4. Annually, Glenville State College through the Campus Health Center, Resident Assistants, Student Government, Public Safety, WV State Police, and other outside sources promotes and delivers programs each semester to make students aware of safety issues.
5. Our Public Safety officers assist with crime prevention by performing random foot patrols in the residence halls and around the campus areas. The Public Safety officers will also assist the students mark their personal objects by engraving the student's driver license number on selected personal belongings at the owner's request. The officers are also very approachable and encourage students to ask questions about security.
6. Students are encouraged to lock their room doors when they're not present and are issued written warnings when not in compliance.
7. Through sexual assault prevention programs, students are sensitized to preventive techniques.
8. Statistics are published annually in the GSC Student Handbook and on the GSC website reporting the occurrence of crimes on campus. Glenville State College has a low crime rate with most of the offenses occurring under liquor law violations and larcenies. We send monthly reports to Uniform Crime Reporting for the F.B.I. Statistics may be located on the GSC website. Statistics concerning arrests for violations of liquor, drug, and weapon laws are included annually with the statistics reporting occurrences of robberies, sexual assault, aggravated assault, thefts, murder, burglary and arson.
9. City, County and State Police keep Public Safety officers advised of any known criminal activity connected with GSC students in the community. The Glenville Detachment of the West Virginia State Police also forwards all pertinent information concerning registered sexual offenders living in this county to the Department of Public Safety.
10. Glenville State College derives its alcohol policy from WV State Law. It is against the law for anyone under age 21 to purchase, consume, sell, possess or serve alcoholic beverages or to give fraudulent written evidence of age. It is also against College policy for any student, regardless of age, to purchase, consume, sell, possess or serve alcoholic beverages on campus property.

GLENVILLE STATE COLLEGE CRIME STATISTICS 1998-2005

College campuses and universities are required by the Student Right to Know and Public Safety Act of 1990 to publish an annual campus safety report, and to make the report available to all employees and students of Glenville State College. A summary of crimes occurring at Glenville State College and a list of definitions explaining the crimes is provided in the following table.

CRIME	1998	1999	2000	2001	2002	2003	2004	2005
Murder	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses, Forcible & Non-Forcible	0	1	1	3	1	1	1	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0
Burglary	5	6	4	5	2	3	4	7
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Liquor Law Violations	21	19	44	39	40	7	50	57
Drug Abuse Violations	1	3	4	5	6	10	11	8
Weapons Violations	1	0	1	0	0	0	0	0
Larcenies	5	10	12	16	16	20	5	3

These statistics are displayed in compliance with the "Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act." The statistics represent all crimes on campus property reported to Campus, City, County, and State Police. These statistics do not reflect the numbers of arrests made for the said crimes; only the reports thereof.

Definitions of Incidents

Murder: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The accidental killing of one human being by another.

Sex Offenses: the carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.

Robbery: the taking, or attempt of taking, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force of threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault: an unlawful attack by one person upon another wherein the offender uses a weapon or displays a weapon in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury apparent broken bones, loss of teeth, possible internal injury, severe laceration(s), or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or theft. Note that forced entry is not a required element of the offense: as long as the entry is unlawful (constituting trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts in which force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle

Arson: Willfully and maliciously causing another's property to catch fire and burn.

Liquor Law Violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").

Drug Abuse Violations: violations of laws or ordinances prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

Weapons Possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Larceny: The stealing, taking, and carrying away the property of another without his/her consent with the intention of permanent deprivation.

These definitions have been taken from the brochure "Complying with the Public Safety Act 1990" prepared by the National Association of Student Personnel Administrators, Inc. and are consistent with the FBI's Uniform Crime Report (UCR) system.

For more information on crime statistics, and to compare GSC to other colleges and universities, you may access the internet at: <http://ope.ed.gov/security/InstDetail.asp> (Go to "Name of Institution" box and enter "Glenville State College." It is not necessary to select any other criteria on this page before pressing the "search" button.)

After selecting Glenville State College at the above web site, you may access the following specific institutional statistics.

<http://ope.ed.gov/security/InstIdCrime.asp?CRITERIA=C> (To access Criminal Offense statistics.)

<http://ope.ed.gov/security/InstIdCrime.asp?CRITERIA=H> (To access Hate Crime statistics.)

<http://ope.ed.gov/security/InstIdCrime.asp?CRITERIA=R> (To access Arrests statistics.)

COLLEGE CLOSINGS

When weather or other conditions force the President to temporarily close the campus, information will be broadcast over television and radio stations. The television stations are: WDTV-5, WBOY-12, WTAP-15, WSAZ-3, WCHS-8, WOWK-13, WVVA-6, WTRF-7 and WOAY-4. Radio stations include: WBRB (93.1, 101.3 FM), WVRC (104.7 FM), WKKW (97.9 FM), WSSN (102.3 FM), WFBY (106.5 FM), WCIR (103.7 FM), WBTQ (93.1 FM), WELK (94.7 FM), WDNE (98.9 FM), WDBS (97.1 FM), WHAW (980 AM), WVAR (600 AM), WBUC (1460 AM), WSGB (1490 AM) and the West Virginia Public Radio network (the closest transponder being 88.9 FM). You can call the main campus number, 462-7361, and the operator or a recorded message will give you cancellation information. Closings will also be posted on the West Virginia Department of Education web site.

CREDIT CARD SOLICITATION AND MARKETING POLICY

All solicitation and sales of products and articles is prohibited on Glenville State College property except by recognized student organizations and other groups directly connected with the College. Any and all such events should be registered with, and approved by, the Office of Student Life prior to the date the event will take place.

GLENVILLE STATE COLLEGE POLICIES ADMINISTRATIVE POLICY 7 CREDIT CARD SOLICITATION AND MARKETING ON THE GLENVILLE STATE COLLEGE CAMPUS

7.1. General

- 1.1. Scope - This rule establishes Glenville State College procedures for student credit card solicitation and marketing
- 1.2. Effective Date – November 1, 2003

7.2. Definitions

- 2.1. “Campus” includes all premises and grounds of Glenville State College;
- 2.2. “Credit card debt education brochure” means the information developed by Glenville State College which details the appropriate use, benefits and risks of incurring debt through the use of a credit card(s);
- 2.3. “Student” means a person who is at least eighteen years of age and who attends Glenville State College whether on a full-time or part-time basis;
- 2.4. “Credit card marketer” includes a person, corporation, financial institution or business entity that promotes, offers or accepts applications for credit cards;

7.3. Policy

- 3.1. Prior to any campus solicitation, credit card marketers must register with the Vice President for Student Affairs;
- 3.2. Credit card marketers will be limited to a specific campus site(s) as designated by the Vice President for Student Affairs;
- 3.3. Credit card marketers are prohibited from offering tangible gifts or favors to students in exchange for completing a credit card application. Whether a gift or favor is tangible will be determined by the Vice President for Student Affairs;
- 3.4. No credit card marketer may accept an application for the extension of debt through a credit card from a student without providing a credit card debt education brochure in exchange;
- 3.5. No student lists may be utilized for the purpose of soliciting applications for credit cards;
- 3.6. Unless a student’s parent or guardian has agreed in writing to be liable as a cosigner for credit card debts of the student, no person or entity may initiate a debt collection action against the parent or guardian regarding any credit card debt incurred by the student;

7.4. Institutional Assistance

- 4.1. Glenville State College will develop an educational presentation, outlining the benefits and risks of credit cards, to be presented to students as part of the annual orientation program.

DEBTS

An important part of every student’s educational experience is learning to manage money and to responsibly discharge the financial obligations one may incur. With this in mind, Glenville State College expects that students will promptly pay all College bills and accounts when due.

Failure to meet financial obligations will result in a student not being permitted to pre-register, register, receive transcripts, grade reports or diplomas or remain in the residence halls.

E-MAIL (Student)

Student Email Policy

E-mail is considered an official method for communication at Glenville State College. It delivers information in a convenient, timely, cost effective, and environmentally aware manner. This policy allows for students to communicate through a standardized channel by Faculty and other College staff as needed. Student e-mail account and password information can be picked up in the Office of Technology with proper ID. New accounts for incoming freshman are mailed to the P.O. address provided to the college. New accounts are automatically sent the Email policy as the first incoming message.

College Use of Email

As an official method for communication, the College may send communications to students via email. Students are responsible for the consequences of not reading, in a timely fashion, College-related communication sent to their official Glenville State College

email account. Students are not permitted to bulk mail or spam students, faculty, staff or administration address lists. Bulk mailings are only allowed to be created from faculty, staff and administration accounts.

Student Email Account

All students are issued an official Glenville State College email account when they enroll. The email account that is created by the College is the official email address to which the College will send electronic communication. This official address will be recorded in the College's electronic directories and recorders for that student.

Expectation Regarding Student Use of Email

Students are expected to check their Glenville State College Email on a frequent and consistent basis in order to remain informed of College-related communications. Accounts should be checked a minimum of twice per week.

Appropriate Use

All use of email will be consistent with the student conduct code and other College policies, including the **Glenville State College Electronic Mail Policy**. All use of email will be consistent with local, state, and federal law. Communications sent to a student's official Glenville State College email address may include notification of College related actions. Email is not appropriate for transmitting sensitive or confidential information.

Redirecting Email

Students may elect to direct (auto-forward) messages sent to their Glenville State College email address. Students who redirect email from their official address to another address (such as AOL, Yahoo, Hotmail, or any email server other than the official College servers) do so at their own risk. Having email lost as a result of redirection does not absolve students from responsibilities associated with communication sent to their official email address. The College is not responsible for the handling of email by outside vendors or unofficial servers.

Acceptance of Policy

By having a Glenville State College **E-mail Account** you have accepted this policy. If you have any questions concerning this policy please call the Office of Technology at 462-4106 or from any GSC phone x7550. You may also e-mail questions to Dennis.Sanders@glenville.edu.

Glenville State College Electronic Mail Policy

Purpose

The purpose of this policy is to ensure that:

- Disruptions to Glenville State College electronic mail and other services and activities are minimized;
- The Glenville State College community is informed about the applicability of policies and laws with regard to electronic mail and that electronic mail services are used in compliance with these policies and laws;
- Users of electronic mail are informed about confidentiality, privacy, and security applicable to electronic mail.

Scope

This policy applies to all Glenville State College staff, faculty, administrators, officers, and students (collectively, "users"), including those on and off campus and Extended Learning sites.

Policy

Official Use

- Access to electronic mail is a valuable tool and is a privilege with certain accompanying responsibilities. The same standards of conduct that are expected of students, faculty, and staff regarding the use of other Colleges facilities, services and resources apply to the use of electronic mail.
- Glenville State College electronic mail services are college resources and are intended to be used for teaching, research, service, and aligned in support of the college's mission.
- Glenville State College provides these electronic mail services to students, faculty, staff, and other authorized persons who are affiliated with the Colleges for their use when engaging in activities related to their roles on or with the College.

Personal Use

The College's electronic mail service may be used for incidental purposes provided that such use:

- **Does not** directly or indirectly interfere with the Colleges operation of computing facilities or electronic mail services.
- **Does not** interfere with the electronic mail user's employment or other obligations to the colleges.
- **Does not** violate this policy, or any other applicable policy or law, including but limited to use for personal gain, conflict of interest, harassment, defamation, copyright violation or illegal activities (see Misuse below).
- Electronic mail messages arising from such personal use shall, however, be subject to access consistent with this policy or applicable law. Accordingly, such use does not carry with it a reasonable expectation of privacy.

Confidentiality and Security

- The College does not routinely view or screen electronic mail. **However, the College reserves the right, consistent with this policy, to access, review and release all electronic information that is transmitted over or stored in College Systems or facilities, whether or not such information is private in nature, and therefore complete confidentiality or privacy of electronic mail cannot be guaranteed.** The nature of the medium, maintenance of electron mail systems, the College's accountability as a public institution, health or safety of people or property, violations of College's codes of conduct, regulations, policies, or law, other legal responsibilities or obligations of the Colleges, or locating of information required for Colleges business, prevents the college from giving confidentiality guarantee.
- Terminating employees need to be advised that their email accounts may be accessed by their departmental directors in order to continue to conduct Colleges operations after their departure. Departmental directors need to request in writing, to the Associate Vice President of Technology, a request to access the email account. The Office of Technology will reset the email account and password. All personal email correspondence must be deleted prior to leaving the College and is the total responsibility of the user.
- Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that their electronic mail is private or confidential.
- Users may not access, use, or disclose personal or confidential information without appropriate authorization, and must take necessary precautions to protect personal or data confidentiality in compliance with College's policies and applicable laws, regardless whether the information is maintained on paper or whether it is found in electronic mail or other electronic records.
- Electronic mail users and operators must follow sound professional practices in securing electronic mail records, data, applications programs, and systems programs under their jurisdiction.
- Users are responsible for safeguarding their passwords, and for using them only as authorized. Each user is responsible for all electronic mail transactions made under the authorization of his or her ID, and for all network electronic mail activity originating from his or her data jack or PC.

Misuse

- Using electronic mail for illegal activities is strictly prohibited. Illegal use may include, but is not limited to: obscenity; child pornography; threats; harassment; theft; attempting unauthorized access to data or attempting to breach any security measures on any electronic communications system; attempting to intercept any electronic communication transmissions without proper authority; and violation of copyright, trademark or defamation law.
- In addition to illegal activities, the following electronic mail practices are expressly prohibited: entry, examination, use, transfer, and tampering with the accounts and files of others, unless appropriately authorized pursuant to this policy; altering electronic mail system software or hardware configurations; or interfering with the work of others or with Colleges or other computing facilities.
- College's electronic mail services may not be used for: commercial activities, personal financial gain or advancement of political agenda.
- Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements of behalf of the College or any unit of the College unless expressly authorized to do so. Where appropriate, the following explicit disclaimer shall be included: "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, or endorsement of Glenville State College."
- Colleges e-mail services shall not be used for purposes that could reasonably be expected to cause, (directly or indirectly) strain on any computing facilities, or interference with others' use of electronic mail services to:
 - Send, forward or generate chain letters.
 - "Spam", that is, to exploit list-serves or similar systems for the widespread distribution of unsolicited mail.
 - "Letter-bomb", that is, to resend the same e-mail repeatedly to one or more recipients.

Violations

Suspected or known violations of policy or law should be reported to the appropriate supervisory level for the operational unit in which the violation occurs. Violations will be processed by the appropriate college authorities and/or law enforcement agencies. Violations may result in various actions, including but not limited to revocation of electronic email service privileges; academic

dishonesty or student conduct code proceedings; faculty, staff or student disciplinary action up to and including dismissal, suspension or expulsion; referral to law enforcement agencies; or other legal action.

Account Usage

Accounts may be terminated at any time for:

- Anything that may potentially reflect negatively upon Glenville State College. This may include but not limited to: usage in conjunction with a commercial web site and/or business, or communications for a personal business.
- Threatening another individual
- Other violations of this policy as listed above under Misuse

A special thanks to West Virginia University for allowing Glenville State College to utilize wording for the creation of this electronic mail policy.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Glenville State College provides equal educational and employment opportunities for prospective and current members of its student body, faculty, and staff on the basis of individual qualifications and merit.

In order to ensure genuine equal opportunities for all, Glenville State College:

1. prohibits discrimination based on race, color, sex, religion, age, national origin, veteran status, disabilities, physical appearance and sexual orientation;
2. will take affirmative actions to employ, advance in employment and otherwise treat without discrimination qualified individuals without regard to race, color, sex, religion, age, national origin, veteran status, disabilities or sexual orientation.
3. will not affiliate with nor grant recognition to any individual, group or organization having policies or practices that discriminate on the basis of race, color, sex, religion, age, national origin, veteran status, disabilities or sexual orientation;
4. will maintain a work site free of discrimination or harassment of any kind, and will act promptly to correct any violations of this policy;
5. will establish adherence to this policy as a criterion for successful performance in management evaluations.

All employees and contractors of the College are required to comply with this policy in the exercise of their functions. Anyone who believes that she/he has been denied the benefits of this policy should contact the Vice President for Business and Finance for advice.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Glenville State College 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. Information determined to be part of a student's educational record may be released according to the guidelines included in this policy.

Directory Information

Glenville State College designates the following items as Directory Information: student name, address, e-mail, telephone number, date and place of birth, major field of study, participation in officially recognized activities, schools attended, and other similar information. The College 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 Directory Information" form in the Registrar's Office to officially request that no directory information be released. This form must be completed on an annual basis.

FIREARMS POLICY

The use of weapons and firearms on the Glenville State College property is regulated and governed by state law and the departmental policy of the Glenville State College Public Safety personnel. The use of or possession of weapons and firearms by students, employees, or visitors while on campus property is prohibited except by special permission by the proper Glenville State College authority. All firearms must be checked in at the Public Safety Office. The firearms will then be logged and locked in a gun safe for secure storage. The firearm will be released only to the owner at his or her request after displaying proper college photo identification. The firearms may be used at the Shooting Range or off campus.

HAZING POLICY

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 College 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 College Student Conduct Code, but is also a violation of West Virginia state law.

§18-2-33. Rules for antihazing.

(a) The Legislature hereby finds that hazing has become a problem in a limited number of public school-sponsored student organizations and that legal liability has already resulted from some of those activities. It is the intent of this section that problems with hazing in public school-sponsored student organizations be addressed.

(b) The state board shall promulgate legislative rules in accordance with article three-b, chapter twenty-nine-a of this code that addresses hazing in the public school system. The rules shall include at least the following:

- (1) A definition of hazing;
- (2) A definition of a public school-sponsored student organization that includes both cocurricular and extracurricular activities;
- (3) A method to advise students and employees of the problems associated with hazing;
- (4) Appropriate penalties or procedures for establishing penalties for students who haze while engaged in the activities of a public school-sponsored student organization; and
- (5) Methods to prevent hazing in public school-sponsored organizations.

(c) The state board shall consider the antihazing law set forth in article sixteen, chapter eighteen in drafting the rules required by this section.

(d) Nothing in this section or in the policy promulgated in accordance with this section may be construed to prevent a suspension or expulsion executed in accordance with section one-a, article five, chapter eighteen-a of this code.

A West Virginia State Law concerning hazing was passed March 7, 1995 and is as follows:

ARTICLE 16. ANTIHAZING LAW.

§ 18-16-1. Short title.

This article shall be known and may be cited as the “Antihazing Law.”

§ 18-16-2. Definitions.

- a. Hazing means to cause 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 or recognized as an organization by an institution of higher education. The term 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, of 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: Provided, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.
- b. “Institution of higher education” or “institution” means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§ 18-16-3. Hazing prohibited.

Any person or persons who cause hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

§ 18-16-4. Enforcement by institution.

- *Antihazing policy.* The university of West Virginia board of trustees created pursuant to article two, chapter eighteen-b of this code and the board of directors of the state college system created pursuant to article three of said chapter shall by the first day of August, one thousand nine hundred ninety-five, promulgate guidelines for antihazing policies.
- *Enforcement and penalties.*
 1. Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.
 2. In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may

also include recession of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

3. All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or any other institutional rule to which the violator may be subject.
4. Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

PARKING POLICY AND PARKING POINTS

The Glenville State College Board of Governors has adopted Administrative Policy 8 to address the Parking Policy on the Glenville State College campus.

8.1. General

1.1. Scope - This rule establishes Glenville State College policy for governing the speed, flow and parking of motor vehicles on the Glenville State College campus. This policy is designed to ensure the orderly flow and parking of vehicles used by faculty, staff, students, visitors and the general public, to safeguard pedestrians, to accommodate persons with disabilities, and to ensure access to all buildings by service and emergency personnel.

1.2. Authority -- West Virginia Code §18B-4-6.

1.3. Effective Date – April 20, 2005

8.2. General Statements

2.1. All motor vehicles are subject to this policy, to state laws and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.

2.2. Glenville State College assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

2.3. 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 parking spaces on campus; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of this policy.

8.3. Parking Permits & Vehicle Registration

3.1. Parking space on campus is limited; therefore all parking spaces may be used only by those displaying a valid parking permit.

3.2. All students, faculty and staff, including part-time, temporary, and casual employees who park on campus must purchase a parking permit.

3.3. Each individual may purchase only one parking permit. Permits may be purchased in the Public Safety Office after the individual has completed a Vehicle Registration Form.

3.4. Improper lending, transferring or reproducing of a campus parking permit is prohibited.

3.5. Individuals who have outstanding tickets for previous GSC vehicle violations will not be permitted to register any vehicle or obtain a parking permit until the obligation has been paid.

3.6. Permits must be purchased and displayed by the end of the first week following the beginning of each semester. Should a parking permit be lost or stolen, it shall be the individual's responsibility to purchase a new permit.

3.7. Regardless of the date purchased, parking permits expire August 1st of each year.

3.8. Individuals purchasing a reserved parking space will be issued a parking permit bearing the specific number of the space. These spaces are numbered and clearly marked and are reserved for the purchaser.

3.9. Visitors may be issued a temporary parking permit, valid for short-term periods, typically one day. Employees and students will

not be issued temporary parking permits.

3.10. Special needs parking permits will be issued for employees or students who have disabilities and whose registered vehicles display the appropriate card or license required by state law. Only vehicles bearing both the state required handicap identification and the GSC parking pass may park in designated special needs spaces.

3.11. The President of Glenville State College may authorize special parking permits for groups including Emeritus Faculty and/or members of the GSC Board of Governors or the GSC Foundation Board.

8.4. Designated Campus Parking Areas

4.1. Parking of vehicles on the Glenville State College campus is restricted to areas designated for that purpose and may require a certain type of permit. Parking is prohibited in all other areas.

4.2. Restricted Parking Areas

- Reserved parking spaces
- Loading zones
- Spaces having a white, yellow or red curb line or stripes
- Areas with painted diagonal stripes
- Areas where parking blocks the free flow of traffic
- Areas designated for the handicapped
- Areas reserved for Glenville State College vehicles or other designated vehicles
- Areas reserved for faculty and staff with a valid parking permit
- Areas reserved for faculty, staff and students with a reserved numbered parking space
- Areas reserved for residence hall students with a valid parking permit
- Areas reserved for commuting students, faculty, and staff with a valid parking permit
- Along roadways that do not have parallel parking lines, unless specifically authorized by Public Safety
- Areas designated for compact cars only
- Areas that have been closed off by barricades

8.5. Speed & Flow of Vehicles on Campus

5.1. All West Virginia traffic laws and regulations will be enforced on the campus of Glenville State College. Vehicle operators are required, by West Virginia Code, Chapter 17C, to obey all posted traffic regulatory signs and highway markings, such as pedestrian crosswalk lanes, at all times.

5.2. Bicycle riders are required to adhere to the same traffic laws and regulations as motor vehicle operators.

5.3. The posted traffic speed on Pioneer Way, beginning at the North Entrance and ending at the top of the hill adjacent to the Physical Education building is 25 miles per hour.

5.4. The posted traffic speed on all other streets and parking lots located on the Glenville State College campus is 15 miles per hour.

5.5. When using marked crosswalks, pedestrians will have the right of way.

5.6. Traffic will yield to emergency vehicles responding to an emergency situation.

5.7. One-way streets are properly marked and the traffic will travel in the indicated direction. Exceptions will be made for authorized vehicles that are properly escorted and emergency vehicles that are responding to an emergency situation.

5.8. When Officer(s) are directing traffic, those Officer(s) become the regulatory focus and their presence supersedes the posted regulatory signs and markings.

5.9. All vehicle operators are required to operate their vehicles in a prudent and responsible manner at all times.

8.6. Violations & Fines

6.1. Glenville State College officials have the authority to issue parking and traffic citations, to tow or immobilize a vehicle and/or to collect a fine for any violation of these regulations. Citations will be issued and vehicles may be towed or immobilized for the following violations:

- Speeding or otherwise driving in a reckless manner
- Failure to stop, yield or obey other traffic signs
- Failure to yield to pedestrians
- Failure to display a valid parking permit
- Failure to park within the marked space
- Parking in an area other than a designated parking area
- Parking or driving on sidewalks, grass or landscaped areas
- Unauthorized parking in reserved parking spaces
- Unauthorized parking in spaces reserved for visitors
- 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 College officials for snow removal or for emergencies
- Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, and/or entrances to buildings or parking in a marked exclusion zone
- Driving a vehicle into any area that has been closed off by barricades
- Parking overnight in lots designated as "no overnight parking"
- Violations specified in WV Code, Chapter 17
- Other flagrant violations that endanger people or property

6.2. Towed vehicles will be transported off campus and stored by the towing agency. The towing agency must be reimbursed for the tow cost before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

6.3. A ticket may be issued for multiple violations, each of which carries a separate fine of ten dollars (\$10) with the exception of violations for special needs parking, which carries a fine of one hundred dollars (\$100). The total fine for the violation(s) must be paid at the Cashier's Office within ten (10) college business days from the date the ticket is issued.

6.4. A hold will be placed on the records and grades of students who do not pay their fines within ten days and will remain in effect until the student pays the obligation.

6.5. Those who have outstanding tickets and fail or refuse to pay the prescribed fine may also have their parking privileges revoked and will not be permitted to register any vehicles or obtain a parking permit until the obligation has been paid.

GLENVILLE STATE COLLEGE DEPARTMENT OF PUBLIC SAFETY PARKING POINTS

- Glenville State College Administrative Policy 8 governs the Regulation, Speed, Flow & Parking of Vehicles on Campus. It may be found in its entirety in the GSC Student Handbook located on the College website at www.glenville.edu.
- Parking space on campus is limited; therefore all parking spaces may be used only by those displaying a valid parking permit. All students, faculty and staff, including part-time, temporary, and casual employees who park on campus must purchase a parking permit. Each individual may purchase only one parking permit. Permits may be purchased in the Public Safety Office after the individual has completed a Vehicle Registration Form.
- 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. It does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of this policy. Be sure to allow plenty of time before class to find a parking space.
- Due to the on-going renovation of the Alan B. Mollohan Campus Community Center, there may be times when Pioneer Way/High Street may be blocked or closed due to the construction. Be aware that there is also limited space for pedestrians to walk in that area without having to step into the road. Please stay alert and exercise extreme caution when operating your vehicle in that area, recognizing that pedestrians have the right-of-way.
- GSC officials have the authority to issue parking and traffic citations, to tow or immobilize a vehicle and/or to collect a fine 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 parking permit; Failure to park within the marked space; Parking in an area other than a designated parking area for your permit; Speeding or otherwise driving in a reckless manner; Failure to stop, yield or obey other traffic signs; Failure to yield to pedestrians; Parking or driving on sidewalks, grass or landscaped areas; Unauthorized parking in reserved parking spaces; Unauthorized parking in spaces reserved for visitors; 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 College officials for snow removal or for emergencies; Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, and/or entrances to buildings or parking in a marked exclusion zone; Driving a vehicle into any area that has been

closed off by barricades; Parking overnight in lots designated as “no overnight parking”; Violations specified in WV Code, Chapter 17; Other flagrant violations that endanger people or property.

- A ticket may be issued for multiple violations, each of which carries a separate fine of ten dollars (\$10) with the exception of violations for special needs parking which carries a fine of one hundred dollars (\$100). The total fine for the violation(s) must be paid at the Cashier’s Office within ten (10) college business days from the date the ticket is issued. A hold will be placed on the records and grades of students who do not pay their fines within ten days and will remain in effect until the student pays the obligations.
- In the event a vehicle is towed for parking in a reserved space, the owner of the vehicle may contact Public Safety to discover where the vehicle was towed.
- Color coded parking permits and alphabetized parking lots are used to assist the college community with parking. This system consists of 6 different colored parking permits with each color identifying different groups within the college community. Each permit authorizes the holder to park in specific parking areas designated by letter and these parking areas are identified by large white signs with blue lettering. (See reverse side for a campus map that identifies the parking areas.)
- When the issued permit is properly placed on the inside rear view mirror with the number facing the windshield, the back of the permit will be facing the driver. The bottom line on the back of the permit consists of a series of letters which identifies the parking areas where the registered vehicle may park.

(1) **Orange** permits will be issued to **Commuters** at a cost of \$30.00 per year.
Commuters may park in parking lots A, C, E, G, H, J, K, L, M, and N.

(2) **Blue** permits will be issued to **Pickens Hall** residents at a cost of \$30.00 per year.
Pickens Hall residents may park in lots D, L, M and N.

(3) **Black** permits will be issued to **Pioneer Village** residents at a cost of \$30.00 per year.
Pioneer Village residents may park in lots K, L, M, and N.

(4) **Red** permits will be issued to **Faculty and Staff** at a cost of \$30.00 per year.
It is preferred that Faculty and Staff park in Lots B and I.

(5) A limited number of **Yellow** permits will be issued for **Reserved** parking to Faculty and Staff at a cost of \$160.00 per year. Reserved parking is designated by specific marked parking spaces with assigned numbers.

(6) **Gold** permits will be issued to **Retired Glenville State Employees**. Retirees may park in any legal non-reserved space.

Please contact the Department of Public Safety at 462-4132 or extension 7450 with any questions or problems regarding parking or operating your vehicle on campus.

SALES AND SOLICITATION POLICY

All solicitation and sales of products and articles is prohibited on Glenville State College property except by recognized student organizations and other groups directly connected with the College. Any and all such events should be registered with, and approved by, the Office of Student Life prior to the date the event will take place.

SEXUAL HARASSMENT

Glenville State College respects the dignity of all its members, and condemns sexual harassment as behavior incompatible with its values. Sexual harassment is behavior that includes unwelcomed sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature that affects educational decisions or creates an intimidating, hostile, or offensive environment. The College will hold all communications as confidential as possible with no retaliation that protects the rights of both the accuser and the accused.

Procedure for Filing a Complaint

A student who believes he or she has been sexually harassed by a College employee should report the situation to the Vice President for Student Affairs. The Vice President for Student Affairs, along with the Vice President for Academic Affairs and one other member appointed by the President will serve as a Hearing Board to review charges of sexual harassment.

- * Students should prepare and sign a written complaint detailing the facts and circumstances of the incident.
- * The Hearing Board will review the complaint and will review the facts with both the accuser and accused in separate meetings.
- * Within 5 days of the receipt of the complaint, the Board will hold a hearing for the accused.
- * Within 24 hours after the hearing concludes, the Board will report its findings and recommendations to the Vice President for Business & Finance.

- * Within ten days of receiving the Hearing Board’s findings and recommendation, the Vice President for Business & Finance will inform the complainant and the accused, in writing, of the outcome of the complaint and any actions to be taken. Students or College employees may make a final appeal, in writing, to the President within five school days of receipt of the Vice President for Business & Finance’s written response. The President’s decision will be made in writing and sent to both the student and employee within 15 calendar days of receipt of the written appeal. The President’s decision is final.

SEXUAL MISCONDUCT POLICY

Philosophy

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

Students who violate this policy will be disciplined under the College’s Student Conduct Code and may be prosecuted under West Virginia’s criminal statutes. Whether or not a criminal prosecution occurs, Glenville State College retains the right to proceed with disciplinary action at any time and the College 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.

Definitions

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 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.

Sexual Misconduct offenses include, but are not limited to, Non-Consensual Sexual Intercourse (or attempts to commit same), Non-Consensual Sexual Contact (or attempts to commit same), Sexual Exploitation and Sexual Harassment.

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.

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.

Sexual Exploitation:

Sexual exploitation happens

- *when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit,
- *or to benefit or advantage anyone other than the one being exploited,
- *and that behavior does not otherwise constitute one of 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, 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.

Sexual Harassment:

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

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 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).

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.

Effective Consent:

Effective consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation, or coercion.

Incapacitated Sex:

Being drunk is never an excuse for violation of this policy. To have sex with someone who you know to be, or should know to be incapable of making a rational, reasonable decision about a sexual situation is a violation of policy. This includes someone whose incapacity results from the taking of a so-called “date-rape drug”. Possession, use and/or distribution of these substances or any substance that has the ability to incapacitate in any way, including Rohypnol, Ketomine, GHB, Burundaga, ecstasy and/or alcohol is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is an offense of the most serious nature.

The College’s Response

Students should review the full disciplinary process outlined in the Student Conduct Code to determine the process that would be followed by the College. All information pertaining to an alleged sexual assault will be handled in confidence. The College will offer counseling to both the victim and the accused.

Sanction Statement:

- Any student found responsible of a charge of Non-Consensual Sexual Contact (where no intercourse has occurred), Sexual Exploitation or Sexual Harassment will face a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.
- Any student found responsible of a charge of Non-Consensual Sexual Intercourse will face a recommended sanction of suspension, expulsion and/or separation from the residence halls.

The judicial body reserves the right to broaden or lessen any range of punishments or recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the judicial body nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Reporting

Students may report an incident to any College official including but not limited to:

- Public Safety – 462-4132 or extension 7450
- Vice President for Student Affairs – 462-4114 or extension 7400
- Director of Campus Health Services – 462-7361, extension 7430
- Resident Director or Resident Assistant

Legal Sanctions

Victims of sexual misconduct should report the incident to Public Safety or another law enforcement agency. 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 victim’s. Charges resulting from such incidents may invoke criminal penalties under the law. The penalty of first-degree sexual assault may be 35 years imprisonment. For the second-degree of

these offenses, the maximum penalty is 25 years imprisonment. The maximum penalty for third degree sexual assault is 5 years imprisonment.

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 Stonewall Jackson Memorial Hospital in Weston (269-8100), Minnie Hamilton Hospital in Grantsville (354-9244) and Braxton County Memorial Hospital in Gassaway (364-5156) or by calling 911.

SKATEBOARDS, ROLLERBLADES & SCOOTERS

Due to the potential damage to college property, skateboards, rollerblades & scooters are not permitted anywhere on the Glenville State College campus.

STALKING POLICY

The College is committed to protecting the right of all students to pursue their intellectual, vocational, and personal interests without harassment or interference. The College 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 (see addenda). 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 College discipline when such actions materially affect the learning environment or operations of the College.

Glenville State defines stalking as any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten his or her 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 College 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 (9-911 if call is from a campus line).
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 Facebook, My Space or other similar websites.
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
 - never give out information about another student, faculty or staff member to unauthorized individuals
 - question anyone who requests access to a locked office or room as to his or her identity and purpose
16. 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 police. Ask that it be documented as part of a stalking report.
17. If you know of a student or colleague who is being stalked, pay special attention to her or his departures from the classroom or office. Advise the victim of support services.
18. 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 Affairs Staff.

For more information or assistance, contact the following:

Glenville State Public Safety or Local Police: Tell 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 Affairs Staff: Tell a member of the Student Affairs 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. Any of the following members of the Student Affairs Staff can provide assistance:

- Vice President for Student Affairs
- Director of Student Activities
- Director of Residence Life
- Director of Campus Health Services
- Public Safety Officers
- Residence Directors
- Resident Assistants

Contact Information

Glenville State Public Safety	462-7361 x7450, 462-4132 or 904-2041
Glenville City Police	462-7411
Gilmer County Sheriff	462-7441
West Virginia State Police	462-7101
Police Dispatcher (Non-emergency)	462-7306
Hope, Inc.	462-5352
Director of Campus Health Services	462-7361 x7430

Director of Student Activities 462-7361 x7412 or 462-4111
Director of Residence Life 462-7361 x7411 or 462-4111
Vice President for Student Affairs 462-7361 x7400 or 462-4114
E-mail to Student Life/Student Affairs Staff life@glennville.edu

In an Emergency, call 911 (9-911 from a campus phone)

Addenda

WV State Law 61-2-9(a)

Stalking; harassment; penalties; definitions. 1992. Amended 2001.

(a) Any person who willfully and repeatedly follows and harasses a person with whom he or she has or in the past has had or with whom he or she seeks to establish a personal or social relationship, whether or not the intention is reciprocated, a member of that person's immediate family, his or her current social companion, his or her professional counselor or attorney is guilty of a misdemeanor and, upon conviction thereof, shall be incarcerated in the county or regional jail for not more than six months or fined not more than one thousand dollars, or both.

(b) Any person who willfully and repeatedly follows and makes a credible threat against a person with whom he or she has or in the past has had or with whom he or she seeks to establish a personal or social relationship, whether or not the intention is reciprocated, or against a member of that person's immediate family, his or her current social companion, his or her professional counselor or attorney with the intent to place or placing him or her in reasonable apprehension that he or she or a member of his or her immediate family will suffer death, sexual assault, kidnapping, bodily injury or battery is guilty of a misdemeanor and, upon conviction thereof, shall be incarcerated in the county or regional jail for not more than six months or fined not more than one thousand dollars, or both.

(c) Any person who repeatedly harasses or repeatedly makes credible threats against a person with whom he or she has, or in the past has had or with whom he or she seeks to establish a personal or social relationship, whether or not the intention is reciprocated, or against a member of that person's immediate family, his or her current social companion, his or her professional counselor or attorney is guilty of a misdemeanor and, upon conviction thereof, shall be incarcerated in the county or regional jail for not more than six months or fined not more than one thousand dollars, or both.

(d) Notwithstanding any provision of this code to the contrary, any person who violates the provisions of subsection (a), (b) or (c) of this section in violation of an order entered by a circuit court, magistrate court or family law master, in effect and entered pursuant to part 48-5-501, et seq., part 48-5-601, et seq. or 48-27-403 of this code is guilty of a misdemeanor and, upon conviction thereof, shall be incarcerated in the county jail for not less than ninety days nor more than one year or fined not less than two thousand dollars nor more than five thousand dollars, or both.

(e) A second or subsequent conviction for a violation of this section occurring within five years of a prior conviction is a felony punishable by incarceration in a state correctional facility for not less than one year nor more than five years or fined not less than three thousand dollars nor more than ten thousand dollars, or both.

(f) Notwithstanding any provision of this code to the contrary, any person against whom a protective order is in effect pursuant to the provisions of 48-27-403 of this code who has been served with a copy of said order or 48-27-501 of this code who is convicted of a violation of the provisions of this section shall be guilty of a felony and punishable by incarceration in a state correctional facility for not less than one year nor more than five years or fined not less than three thousand dollars nor more than ten thousand dollars, or both.

(g) For the purposes of this section:

(1) "Harasses" means willful conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress;

(2) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;

(3) "Bodily injury" means substantial physical pain, illness or any impairment of physical condition; and

(4) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household.

(h) Nothing in this section shall be construed to prevent lawful assembly and petition for the redress of grievances, including, but not limited to: Any labor dispute; demonstration at the seat of federal, state, county or municipal government; activities protected by the West Virginia constitution or the United States Constitution or any statute of this state or the United States.

(i) Any person convicted under the provisions of this section who is granted probation or for whom execution or imposition of a sentence or incarceration is suspended is to have as a condition of probation or suspension of sentence that he or she participate in counseling or medical treatment as directed by the court.

(j) Upon conviction, the court may issue an order restraining the defendant from any contact with the victim for a period not to exceed ten years. The length of any restraining order shall be based upon the seriousness of the violation before the court, the probability of future violations, and the safety of the victim or his or her immediate family. The duration of the restraining order may be longer than five years only in cases when a longer duration is necessary to protect the safety of the victim or his or her immediate family.

(k) It is a condition of bond for any person accused of the offense described in this section that the person is to have no contact, direct or indirect, verbal or physical, with the alleged victim.

(l) Nothing in this section may be construed to preclude a sentencing court from exercising its power to impose home confinement with electronic monitoring as an alternative sentence.

WV State Law 61-3C-14(a)

Obscene, anonymous, harassing and threatening communications by computer; penalty. 2002.

(a) It is unlawful for any person, with the intent to harass or abuse another person, use a computer to:

- (1) Make contact with another without disclosing his or her identity with the intent to harass or abuse;
- (2) Make contact with a person after being requested by the person to desist from contacting them;
- (3) Threaten to commit a crime against any person or property; or
- (4) Cause obscene material to be delivered or transmitted to a specific person after being requested to desist from sending such material.

For purposes of this section, "obscene material" means material that:

- (A) An average person, applying contemporary adult community standards, would find, taken as a whole, appeals to the prurient interest, is intended to appeal to the prurient interest, or is pandered to a prurient interest;
- (B) An average person, applying contemporary adult community standards, would find, depicts or describes, in a patently offensive way, sexually explicit conduct consisting of an ultimate sexual act, normal or perverted, actual or simulated, an excretory function, masturbation, lewd exhibition of the genitals or sadomasochistic sexual abuse; and
- (C) A reasonable person would find, taken as a whole, lacks literary, artistic, political or scientific value.

(b) It is unlawful for any person to knowingly permit a computer under his or her control to be used for any purpose prohibited by this section.

(c) Any offense committed under this section may be determined to have occurred at the place at which the contact originated or the place at which the contact was received or intended to be received.

(d) Any person who violates a provision of this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars or confined in a county or regional jail not more than six months, or both. For a second or subsequent offense, the person is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in a county or regional jail for not more than one year, or both.

Federal Interstate Stalking Law

18 U.S.C § 2261A (1)

Whoever (1) travels in interstate or foreign commerce or within the special maritime and territorial jurisdiction of the United States, or enters or leaves Indian country, with the intent to kill, injure, harass, or intimidate another person, and in the course of, or as a result of, such travel places that person in reasonable fear of the death of, or serious bodily injury to, that person, a member of the immediate family (as defined in section 115) of that person, or the spouse or intimate partner of that person; or (2) with the intent (A) to kill or injure a person in another State or tribal jurisdiction or within the special maritime and territorial jurisdiction of the United States; or (B) to place a person in another State or tribal jurisdiction or within the special maritime and territorial jurisdiction of the United States, in reasonable fear of the death of, or serious bodily injury to (i) that person; (ii) a member of the immediate family (as defined in section 115) of that person; or (iii) a spouse or intimate partner of that person, uses the mail or any facility of interstate or foreign commerce to engage in a course of conduct that places that person in reasonable fear of the death of, or serious bodily injury to, any of the persons described in clauses (i) through (iii), shall be punished as provided in §2261(b).

Interpretation

§2261A(1) makes it a federal crime to travel across state, tribal or international lines to stalk someone. The stalker must have the intent to kill, injure, harass, or intimidate the victim, who must be placed in reasonable fear of death or serious bodily injury. The victim's family members, spouse or intimate partners are also protected.

§2261A(2) makes it a federal crime to stalk someone across state, tribal or international lines, using regular mail, e-mail, or the Internet (i.e., cyberstalking). The stalker must have the intent to kill or injure the victim, or to place the victim, a family member, or a spouse or intimate partner of the victim in fear of death or serious bodily injury.

§2261A(1) and (2) make it a federal crime to stalk someone within the special or maritime jurisdiction of the U.S. This includes federal lands such as national parks and military bases.

If you have any questions about the interpretation of these provisions, contact the U.S. Attorney's Office in your district.

Key Definitions

"Spouse or Intimate Partner" (See 18 U.S.C. §2266(7)(A)(ii))

- A spouse or former spouse of the target of the stalking;
- A person who shares a child in common with the target of the stalking;
- A person who cohabits or has cohabited as a spouse with the target of the stalking; or
- Any other person similarly situated to a spouse who is protected by the domestic and family violence laws of the state or tribal jurisdiction where the injury occurred or the victim resides.

"Course of Conduct" (See 18 U.S.C. §2266(2))

A pattern of conduct composed of two or more acts, evidencing a continuity of purpose.

"Serious Bodily Injury" (See 18 U.S.C. § 2119(2) and 18 U.S.C. §1365(g)(3) and (4))

Bodily injury (see below) which involves (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty. This includes any conduct that, if the conduct occurred in the special maritime and territorial jurisdiction of the United States would violate section 2241 (aggravated sexual abuse) or 2242 (sexual abuse) of this title.

"Bodily Injury" (See U.S.C. §1365(g)(4))

(A) a cut, abrasion, bruise, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a bodily member, organ, or mental faculty; or (E) any other injury to the body, no matter how temporary.

"Immediate Family" (See 18 U.S.C. §115(c)(2))

Immediate family includes the individual's spouse, parents, siblings, children, or any other person living in the individual's household related by blood or marriage.

To report a violation of this federal law, contact the FBI or U.S. Attorney's Office in your district.

STUDENTS WITH DISABILITIES, (SERVICES FOR)

Glenville State College is committed to serving our students who have disabilities. In accordance with provisions of the Americans with Disabilities Act, Glenville State College:

- will not deny any qualified person admission or the opportunity to participate in the College's programs or activities based solely on the fact that the person has a disability;
- provides an array of programs and services in an integrated setting
- eliminates eligibility standards or rules that deny individuals with disabilities an equal opportunity to participate in the services, programs, or activities unless such standards or rules are necessary for the provision of the service, program, or activity;
- ensures that any necessary eligibility standards or rules (e.g., those required to ensure the safe operation of the program in question) are not based on speculation, stereotypes, or generalizations about individuals with disabilities;
- makes reasonable accommodations in policies, practices, or procedures to provide equal access to persons with disabilities;
- will not place special charges on students with disabilities to cover the costs of reasonable accommodations necessary to ensure nondiscriminatory treatment;
- explains in the College Catalog and Student Handbook the specific procedures students with disabilities should use to identify themselves and request accommodations;
- operates all programs so that, when viewed in their entirety, they are readily accessible to persons who have disabilities.

Definitions

Under the ADA, an **individual with a disability** is a person who has:

- a physical or mental **impairment** that **substantially limits** one or more **major life activities**;
- a **record** of such an impairment; or
- is **regarded as** having such an impairment.

A **qualified student with a disability** is an individual who, with or without accommodations, meets the academic standards requisite to admission or participation in the College's programs and activities.

Reasonable Accommodation. A modification or adjustment that enables a qualified individual with a disability to participate in the College's programs and activities without creating undue hardships for the College. Such accommodations generally fall into one of two categories:

- **physical modifications**, which entail removal of physical and architectural barriers from existing and planned facilities to make them accessible to and usable by persons with disabilities;
- **programmatically modifications**, which are alterations provided to enable such individuals to access programs, services, or activities that would otherwise not be available to persons with disabilities. Examples that might apply to academic programs are qualified interpreters, note takers, transcription services, written materials, assistive listening devices, closed caption decoders, telecommunication devices, qualified readers, taped texts, audio recordings of classroom instruction, braille materials, large print materials, and adaptive equipment for computers.

Accommodations that cause **undue hardship** are those that are excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the College or its programs.

Identifying Essential Functions

The College is required to inform students in advance of the standards they must meet and the functions they must be able to perform, with or without accommodations, to complete its programs of instruction. Qualified students with disabilities need this information in order to determine whether they will require accommodations

Confidentiality Of Medical Information

All information obtained concerning the medical condition or history of a student with a disability will be maintained by the Academic Support Center in separate medical files, and will be treated as confidential information that will be disclosed only as necessary for the following purposes:

- to identify and arrange the specific academic accommodations required;
- to inform appropriate College personnel about necessary restrictions on the work or duties of a student worker;
- when appropriate, to inform first aid and safety personnel if the disability might require emergency treatment, or if any specific procedures are needed in the case of fire or other evacuations;
- to provide relevant information to government officials investigating compliance with the provisions of the ADA.

Identifying Students With Disabilities

The College is obligated to make accommodations only to the known limitations of an otherwise qualified student with a disability. It is the student's responsibility to notify the College of disabling conditions and to request accommodations.

The **procedure** for so doing is as follows:

Students must contact the Academic Support Center, located in the basement of the Robert F. Kidd Library, to obtain the necessary forms which they may voluntarily indicate that they have a disability, and request specific accommodations. These forms need to be completed and sent to the Academic Support Center, along with appropriate documentation to support the need for accommodation(s). For more information regarding appropriate supportive documentation, please contact the Academic Support Center. The Academic Support Center will maintain a separate, confidential file of this information, and will use the information for the exclusive purpose of arranging the necessary accommodations for the student. The Academic Support Center will coordinate these accommodations directly with the persons (e.g., individual faculty instructors, residence hall directors, director of the physical plant, etc.) who will make them, and will maintain, in the student's separate file, a complete record of the accommodations provided.

Students with disabilities who elect not to identify themselves immediately, or who develop disabilities after being admitted, may identify themselves and request accommodations at any time. They may do so by contacting the Director of the Academic Support Services.

Complaint Procedure

Refer to the College Catalog for details regarding the Complaint procedure.

SUBSTANCE ABUSE POLICY

It is against College policy to serve or drink alcoholic beverages of any kind on campus. It is also against College 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.

WV State Law 60-7-12a(b)
Underage Alcohol Law

Any person who shall knowingly buy for, give to or furnish to anyone under the age of twenty-one to whom they are not related by blood or marriage any non-intoxicating beer or alcoholic liquors purchased from a licensee, is guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not to exceed one hundred dollars or shall be imprisoned in the county jail for a period not to exceed ten days, or both such fine and imprisonment.

Senate Bill 14 (effective July 10, 1993) added two additional misdemeanors.

1. "A person under the age of twenty-one years may not order, pay for, share the cost of or attempt to purchase any nonintoxicating beer, wine or alcoholic liquors from a licensee or consume any nonintoxicating beer, wine or alcoholic liquors purchased from a licensee or possess any nonintoxicating beer, wine or alcoholic liquors purchased from a licensee. Any person under the age of twenty-one years who violates any provisions of this subsection is guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed five hundred dollars or imprisoned in the county jail for a period not to exceed seventy-two hours, or both fined and imprisoned, and, in addition to such fine and imprisonment, may, for the first offense, be placed on probation for a period not to exceed one year: *Provided*, that nothing in this subsection shall prohibit a person who is at least eighteen years of age from purchasing or possessing nonintoxicating beer, wine or alcoholic liquors when he or she is acting upon the request of or under the direction and control of any member of a state, federal or local law-enforcement agency or the West Virginia alcohol beverage administration while the agency is conducting an investigation or other activity relating to the enforcement of the alcohol beverage control statues and the rules and regulations of the commissioner."
2. Any person under 21 years of age who, for the purpose of purchasing non-intoxicating beer, misrepresents his or her age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own, or who illegally attempts to purchase beer, alcoholic liquor, or wine. This misdemeanor upon conviction carries a fine not to exceed fifty dollars or imprisonment in the county jail for a period not to exceed seventy-two hours, or both such fine and imprisonment. The first offense permits the option of placing such person on probation for a period not exceeding one year.

Alcohol or Drug Possession Disclosure

In October 1998, President Clinton approved the Higher Education Amendment of 1998. This amended the Section 952 of the HEA by adding the following:

DRUG AND ALCOHOL VIOLATION

DISCLOSURES

- (1) IN GENERAL-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 records, 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.
- (2) STATE LAW REGARDING DISCLOSURE-Nothing in Paragraph (1) shall be construed to supersede any provision of State law that prohibits an institution of higher education from making the disclosure described in subsection (a).

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 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.

Parental Notification For Violating the College's Alcohol or Drug Policy

As discussed further in the Student Conduct Code when a student is found responsible for violations of these conduct standards, the hearing authority may decide to notify the responsible student's parents or legal guardians of these violations as allowed by Federal law. This will only occur if the student is under 21 and after the hearing authority has discussed this possible notification with the student.

Federal Penalties and Sanctions for Illegal Possession of A Controlled Substance

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) First conviction and the amount of crack possessed exceeds five grams.
- (b) Second crack conviction and the amount of crack possessed exceeds three grams.
- (c) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Renovation of certain Federal license and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Sanctions for Alcohol Violations at Glenville State College

1st Violation

- Disciplinary Warning
- Alcohol education activity
- Parental Notification (if under age 21)
- \$25 fine

2nd Violation

- Residence Hall Probation/Disciplinary Probation
- 10 Community Service Hours
- Mandatory Substance Use Assessment
- Parental Notification (if under age 21)
- \$50 fine

3rd Violation

- Disciplinary Probation with specific restrictions or Residence Hall Separation
- Periodic meetings with member of Student Life Staff to monitor behavior
- 20 Community Service Hours
- \$100 fine
- Parental Notification (if under age 21)

Sanctions for Drug Violations at Glenville State College

1st Violation

- Disciplinary Probation for one year
- Residence Hall Probation for one year
- 20 Community Service Hours
- Mandatory Substance Use Assessment
- Parental Notification (if under age 21)
- \$100 fine

2nd Violation

- Suspension for at least one semester

Options for Assistance

If you would like to speak with a professional about a substance use related issue, please schedule an appointment in the Campus Health Center with one of our contracted counselors, or contact the local substance abuse counseling center.

Campus Health Center – (304) 462-7361 x7430

United Summit Center (Weston, WV) – (304) 269-5220

TOBACCO POLICY

Glenville State College Policy Regarding Tobacco Use in the Workplace

References: a. West Virginia Department of Personnel Policy, DOP-P1, December 1, 1990
b. Gilmer County Health Department Clean Indoor Air Regulation, May 20, 1997

1. **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 College.

2. **Background:** Recent studies of the effects of passive smoke inhalation by nonsmokers conclude that exposure to secondhand smoke can be harmful to one's health. The working environment should present no unnecessary risk of physical harm or discomfort from environmental tobacco smoke. Furthermore, residents, employees, students, visitors, clients, and applicants should not be exposed to cigarette or any other environmental tobacco smoke.

3. Definitions:

- a. Smoking: The use of any lighted tobacco product, including cigars, pipes, or any other tobacco product lighted, burned, or smoked.
- b. Smokeless tobacco: Includes chewing tobacco, snuff and any other non-smoked tobacco product.
- c. ETS: Environmental tobacco smoke, referred to as secondhand or side stream smoke.
- d. Workplace/Worksite: This term includes any office, facility, building, classroom, and vehicle operated by Glenville State College, temporary classroom and meeting facilities, and any other College-owned/leased property and vehicles.

4. Policy: It is the policy of Glenville State College 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 the Heflin Center, Science Hall, Clark Hall, Physical Education Building, Maintenance Building, Alumni House, Fine Arts Center, Administration Building, Eberle Hall, and in all Glenville State College offices, conference rooms, corridors, workrooms, storage rooms, restrooms, mechanical rooms, vehicles, and any other enclosed areas not specifically designated as smoking areas. *This includes outside areas at the entrances to all buildings, unless such areas are specifically designated as smoking areas.*
- b. Smoking and the use of smokeless tobacco products is prohibited in the bleachers, on the field or track, and in the Field House at Pioneer Stadium.
- c. No tobacco products shall be sold on campus.
- d. "NO SMOKING" and/or "SMOKE FREE" signs shall be posted at appropriate locations on campus by the Physical Plant Department.
- e. The College 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 College during employees' normal working hours shall be considered appropriate use of work time. Students will be advised of available smoking cessation programs.
- f. 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 College.
- g. Failure to comply with these policies shall be handled in accordance with the Classified Employees' Handbook, Faculty Handbook, and/or Student Handbook.

5. Effective Date: This policy is effective July 1, 2005.

RESIDENCE LIFE MANUAL

MISSION STATEMENT

The Office of Residence Life is dedicated to the total growth and development of each resident student. The residence life program provides educational living and learning opportunities for students to develop the attitudes, values, and behaviors of responsible adults in a democratic community.

The Office of Residence Life is committed to:

- Providing well-maintained, safe and clean facilities
- Effectively managing and administering the residential living facilities
- Establishing well-defined departmental goals
- Providing a well-prepared professional and paraprofessional staff
- Providing educational programs and services, which augment the College's academic, student, and community development programs.
- Maintaining national standards that ensure high quality of residential living

RESIDENCE HALL PHILOSOPHY

We have been asked many times the difference between residence halls and dorms. When higher education started in America in 1836, students stayed in large buildings containing only a few rooms. Often, the entire student body slept in the same room and these "dormitories" were constructed to suit that particular purpose. In a similar manner, the term "housing" became associated with the management of these facilities.

The terms "residence life" and "residence halls" describe the philosophical approach taken in the management of facilities that are currently available to college students. These facilities are divided into small components and include common areas that are intended for a variety of uses. In other words, residence halls are places to live, not just sleep! Residence life is the administrative plan used to insure that these facilities are places to live.

At Glenville State College, residence life means developing an environment which contributes to the students' education, aids a student in maximizing his/her potential, given opportunities for leadership, and enhances a person in establishing a personal identity. The residence halls become a classroom where students interact with faculty, staff and other students.

Within the residence halls, Glenville State stresses the primary roles of the College: learning, teaching, service and scholarship. Efforts are made to bring reasoned discourses, develop intellectual honesty, and develop mutual respect and to make constructive changes in the community. Residents do not surrender rights or escape responsibilities by residing in the residence halls; instead, they gain additional rights and responsibilities for the entire community.

Residence life strives to support the academic thrust and movement towards excellence of Glenville State College. The residence life program tries to maintain and improve the residence hall environment and facilitate the informal learning process which occurs through interaction with peers from a variety of cultural, ethnic and social backgrounds by encouraging academic excellence, being responsive to maturity, value development and recreation, integrating students into whole persons and encouraging low-risk lifestyle choices.

We believe that the differences in these terms are important. The identification of these facilities as residence halls rather than dorms reflects both understanding of, and support of, Glenville State College's efforts to provide living quarters which share in the College's goals and objectives in pro-active ways rather than serving merely as places to sleep.

INTRODUCTION

GSC wants your residence life experience to be rich and meaningful. We make the residential living facilities comfortable and friendly so you can concentrate on your studies and explore new friendships. Your participation in maintaining this atmosphere will help you get the most from campus living.

Residential living facilities are places where students live together and form communities. As a resident, you will encounter a variety of people and lifestyles. Your experiences will broaden your perspective and help you learn more about yourself and others.

Glennville State College currently operates two residential living facilities. The newest of these facilities is Pioneer Village. Pioneer Village is located on Mineral Road across from Eberle Hall and was completed August of 2001. Located at the bottom edge of campus is Pickens Hall, which was constructed in 1961. Pickens Hall consists of three wings: Wagner, Williams and Scott. Female students live on 1st, 2nd, and 3rd floors of all 3 wings whereas male students live on 4th, 5th, and 6th floors of all 3 wings.

Each residential living facility has live-in staff prepared to make your experiences rewarding. A Resident Director oversees the operation of each residential living facility and its Resident Assistants and Office Staff. Each Resident Assistant is responsible for coordinating activities and programs in the residential living facilities, serving as knowledgeable sources of information, acting as counselors and administrators, and enforcing the rules of the College.

RA Room Assignments

Pickens Hall

First Floor

Room 111 Christina Braden Ext. 6049

Room 131 Ashley Murphy Ext. 6031

Second Floor

Room 218 Megan Richards Ext. 6068

Room 231 Jennifer Bennett Ext. 6081

Third Floor

Room 318 Jessica Adkins Ext. 6118

Room 331 Alisha Tawney Ext. 6131

Fourth Floor

Room 418 David McLaughlin Ext. 6168

Room 431 Edmund Frame Ext. 6181

Fifth Floor

Room 518 Gregory Lamecker Ext. 6218

Room 531 Jesse De La Cruz Ext. 6231

Sixth Floor

Room 618 Robert Myers Ext. 6268

Room 631 Brandon Woofter Ext. 6281

Pioneer Village

Building 1 Room G Isaac Goff Ext. 6307

Building 7 Room P Jacob Jean Ext. 6412

Building 4 Room A Kyle Dugas Ext. 6349

Building 7 Room M Patrick Weaver Ext. 6409

Building 9 Room C Joan Powers Ext. 6431

Building 10 Room M Kelly O'Conner Ext. 6457

WELCOMES

Dear Residents,

It is my pleasure to welcome you to Glenville State College and a new lifestyle. As you enter into our residential life community, you will come to understand what makes living in the residential living facilities a unique experience. Living with your peers is one of the most important growth opportunities provided by Glenville State College. It will open up a world where you can make new, and quite often, lifelong friends, and interact with others having experiences similar to yours. Together you will be able to explore the excitement that is Glenville State College and help each other make the transition to college life.

As a resident student, you are part of a diverse community of learners, where every member must work together to shape and develop the kind of environment in which you wish to live. As you live and learn together, you will need to be aware of the needs and lifestyles of others. You will be living with, and developing an appreciation for, students from diverse backgrounds and cultures.

To ensure that you make the most of your on-campus experience it is important to understand that, as a member of Glenville State's residential community, you have certain responsibilities that must be fulfilled. This resource manual answers many of your questions and outlines the policies essential to a quality community experience. As a responsible residential community member, you will be held accountable for your actions, and you must understand and respect the rights of others and the effect your actions have on those living around you.

I hope your residential life experience is a fantastic journey of self-discovery and that you will take advantage of every opportunity to enhance the living, learning experience that you will encounter. Your positive contributions to that living, learning environment will be necessary for the success of your residential living facility community and your total educational growth.

Jerry Lee Burkhammer II
Director of Residence Life

Dear Pickens Hall and Pioneer Village Residents,

We would like to welcome each of you to your new residence hall communities. The residence life team, which now includes you, is truly excited for this school year to begin. We are looking forward to the opportunity to get to know each and everyone of you and start our journey through another wonderful year. Anytime you have questions, problems, or just need someone to talk to, our doors are always open. If neither of us are available please feel free to talk to one of our friendly, well trained Resident Assistants.

It is our job to make your stay in the residence halls pleasant and productive. Most importantly it is up each of you to help promote the living and learning atmosphere that we strive to have in our residence hall communities. With your help and that of the Residence Life Staff, we expect your stay in our residence hall communities will be an incredible and memorable part of your college education.

Again, welcome to Pickens Hall and Pioneer Village, and have a fantastic year at Glenville State College.

Jodi-Marie Ocheltree
Residence Hall Director – Pioneer Village

Robert Sabbatini
Residence Hall Director – Pickens Hall

John Nicolais
Residence Hall Director – Pickens Hall

RESIDENTIAL LIVING FACILITY GENERAL INFORMATION

The Residential living facility may be occupied during:

- One academic year (consisting of two semesters) from the first day of the Fall Semester until the last day of the Spring Semester.
- One Semester only (either Fall or Spring), from the first day of that Semester until the last day of that Semester.
- Summer Session(s).

(Housing does not include the 3 main breaks which are Thanksgiving, Winter, and Spring Breaks.)

In order to reside in a residential living facility, a student must:

- Be enrolled as a Glenville State College student
- Have a health form on file in the Office of Health Services.

A room application/contract is made for a space in the residential living facilities and not for a specific bed. The College reserves the right to refuse admission or readmission to the Residential living facilities if the student fails to meet College admission requirements or if the student is in violation of current College policies or regulations. The College can remove you from the Residential living facility for the following reasons:

- failure to pay the room charges
- violation of the Student Code of Conduct and/or any housing policies and regulations

I. RESERVATION PROCEDURE

Applications for housing are available in the Office of Student Affairs. A ***non-refundable*** advanced contract fee must accompany your application with a check made payable to Glenville State College. The advance contract payment is due when the contract is returned. If the contract is completed and turned in before April 1, the contract payment is \$75.00. If the contract is completed and turned in after April 1, the contract payment is \$100.00. Mail your completed application and fee to: ***Office of Student Affairs, Glenville State College, 200 High Street, Glenville, WV 26351-1292***. If you intend to withdraw from the residence hall during the semester, please notify your Resident Assistant or Resident Director immediately to insure that proper procedures for checkout are followed. Failure to properly withdraw from the residence halls will result in a \$100.00 processing and handling charge. To cancel a room reservation, contact the Office of Student Affairs.

The ***non-refundable*** contract fee is used for processing of the application, for the general up-keep of the residential living facilities, and for programming within those facilities. 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.

A room key is issued to the resident on the first day of residency. If this key needs to be replaced during the year, there will be a fifty dollar (\$50) fee for the new key. The resident must return the key to the residential living facility office (1) when leaving for Winter Break or (2) when moving out of the residential living facility. Failure to do so will result in a charge of one hundred dollars (\$100) for replacement of the door lock.

If you do not check into your assigned Residence Hall by midnight of the first day of classes, the College may, at its discretion, terminate this contract and charge you according to the above conditions.

II. GENERAL HOUSING POLICY

All unmarried students who have earned less than 58 credit hours are required to reside on campus in one of the College's residential living facilities so long as space is available. All residents in college housing must also purchase a meal plan from Glenville State College Dining Services. Any exception to this rule can be made only with the approval of either the Vice-President for Student Affairs or the Director of Residence Life.

A. APPLICATION FOR OFF-CAMPUS LIVING

All requests to live off-campus must be presented on an official form provided by the Office of Student Affairs. It is the student's responsibility to attach all substantiating information outlined under the above procedures. Incomplete requests will not be accepted. Completed forms are to be returned to the Director of Residence Life.

***** *Completing an application for off-campus living does not guarantee approval* *****

B. PROCEDURES AND CIRCUMSTANCES FOR EXCEPTIONS TO LIVE OFF-CAMPUS

- **Extreme Financial Hardship** - All students applying for financial exceptions must apply for financial aid to the Financial Aid Office. If the student shows financial need and is unable to obtain aid from the College, his/her request for an exception will be considered. Documentation will be required from the Financial Aid Office.
- **Major Medical Reasons** - Students requesting exceptions to the housing policy because of special medical problems must furnish a written statement from a physician to identify: (1) the medical problem in existence; (2) the length of time the condition has existed; (3) the last date the student was treated for the condition by the physician; and (4) the estimated duration of the condition.
- **Residing with Immediate Family Member** - Requests based on this must be substantiated with a written statement from the relative(s). The statement must contain: (1) the relationship to the student; (2) the full address of the relative(s); and (3) the explicit agreement to house the student for the semester.
- **Residence with Employer** - If a student is required, as a condition of his/her employment, to reside with the employer, a written confirmation of such arrangement from the employer must be attached to the application.

C. NOTIFICATION OF DECISION FOR OFF-CAMPUS LIVING

The decision on a request for exception to the policy will be communicated in writing to the student by either the Vice-President for Student Affairs or Director of Residence Life.

III. ROOM FURNISHINGS

- Each student is provided a twin-sized bed, dresser, chair and a desk. Students furnish their own towels, blankets, sheets, pillowcases, bedspreads, wastebasket, study lamp and accessories.
- Each room is furnished with a microwave and refrigerator for the use of the students.
- All the rooms in Pioneer Village and Wagner and Williams Wings of Pickens Hall are wired with the high speed internet. Scott Wing of Pickens Hall utilizes high speed wireless internet. You must have a network card in your computer and have completed the required paperwork to have access to this service
- Residents may place items on the walls using tape or plasti-tac but do so knowing that they are responsible for any damage that occurs as a result.
- Pets, with the exception of fish, are not permitted in the residence hall.
- Heat generating items (irons, hot plates, etc.) must be used only in the laundry rooms and kitchen. Hair dryers and curlers may be used in your room.
- Mops, brooms, and dustpans are located in the janitor's closet on each floor and are available for student use. Toilet tissue, light bulbs, and general supplies are also available through the Resident Assistant.
- Laundry facilities are available in each residential living facility and are located in the following areas:
 - ✓ Basement of Williams Wing – Pickens Hall (female laundry facility)
 - ✓ Basement of Greenbrier House (Building 8) – Pioneer Village (female)
- Every room in the residential living facilities has been connected to the local cable television service. Residents do not have to buy basic cable service from the cable company; it is included without additional charge as part of the benefit of living on campus. To connect to cable service, you need a cable-ready television and a cable cord. If you have trouble with cable reception in your room, you should report it to your residence hall staff. They will see to it that the cable company is notified about your problem.

IV. RESIDENTIAL LIVING FACILITY REGULATIONS

- Quiet hours are from 10:00 p.m. to 8:00 a.m. daily Sunday – Thursday and 12:00am to 8:00 am daily Friday – Saturday.
- Glenville State College requires that all firearms be checked in and stored at the Department of Public Safety Office. Pistols and paintball guns 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 College property is a violation of residential living facility rules. The occupants of the room will be charged until an internal investigation finds the proper person(s) to be charged.
- Periodic room checks are made to determine the condition of the residential living facility rooms (whether or not the occupants are present). Residents whose rooms are excessively dirty will be issued a warning. If, within 24 hours, the room has not been cleaned, a cleaning fine will be charged. This fine is also charged if a resident moves without cleaning the room.
- Violations of residential living facility rules can be dispensed by any staff member and will be handled through the College's Judicial Process.
- Damages occurring in any public areas of the Residential living facilities will be investigated by the Department of Public Safety and the Residential living facility 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 residence hall windows except for the actual window dressings placed there by the college. Any other items are prohibited.

Your Residence Hall Room.....and the responsibility that accompanies it.

When moving into your residence hall room you should remember to fill out a room condition card and write down any defects, damages, or anything else out of the ordinary. By doing this you will ensure that you do not get billed for the repair or replacement of any of those items.

Once you have moved into your room there will be periodic room checks to make sure that you are keeping it clean and free of damages. These room checks will typically be posted twenty-four hours in advance and will be performed by the Resident Directors, Resident Assistants, Director of Residence Life, and occasionally by the Vice-President for Student Affairs. Failure to keep a clean room could result in cleaning fees or disciplinary action. Damages will be assessed accordingly.

When checking out of your room, please be sure to remember that it is an absolute requirement you check out through your Resident Assistant or the Resident Director and turn in your key. Failure to properly check-out may result in a \$100.00 administrative withdrawal charge and result in a hold placed on your grades and transcripts if damages or other charges have been assessed. Failure to turn in your key will result in a \$50.00 charge for the replacement of a lock cylinder.

You are responsible for everything in your room. It is your responsibility to report any damages and fill out maintenance requests for those items that need repaired. Failure to do so will result in you being held financially responsible for those items regardless of circumstance.

V. RESIDENTIAL LIVING FACILITY SECURITY PROCEDURES

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

Pickens Hall

All main outside doors of Pickens Hall, except for the front entrance, will be closed and locked with an activated alarm system 24 hours a day. There is a card swipe detector at the main lobby (Wagner/Williams) entrance for all Pickens Hall Residents to use and gain entrance. At the Scott Wing entrance there is a card swipe detector for use by apartment residents that can be opened by those residents swiping their College ID.

Also, security cameras are installed at each main entrance to further ensure the safety of our residents. These cameras are monitored and video taped 24 hours a day. Students not residing in Pickens Hall must present their College I.D. to the residential living facility monitor upon entering.

Pioneer Village

A Digital Camera System is used to monitor the grounds of Pioneer Village and the parking areas.

VI. VISITATION POLICIES – ALL RESIDENTIAL LIVING FACILITY LOUNGES

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

The Main Lounges in each residential living facility are open 24 hours a day to residents and registered guests. All other residential living facility lounges are open 24 hours a day, but only to residents.

VII. WEEKDAY VISITATION POLICIES – PICKENS HALL

Residents may visit freely Monday through Thursday from 11:00 a.m. to 12:00 midnight. At 12:00 midnight opposite gender visitors must leave the building **except for the main lounges.** Visitors of the same gender may stay until 2:00 a.m., at which time they either need to leave or will need to be signed in as overnight guests. Each resident can have a maximum of 2 same gender guests per night.

The resident and guest must sign the guest book and the guest must supply an I.D. in order to obtain a Visitor's Pass. This Visitor's Pass must be returned to the office when the guest signs out in order to retrieve his/her I.D. Overnight guests may only stay a maximum of two (2) consecutive nights within the facility.

Violations of the regulations may result in loss of visitation privileges.

VIII. WEEKDAY VISITATION POLICY – PIONEER VILLAGE

The visitation policy at Pioneer Village is 24-hour (**with sign-in by midnight at office**) as long as the person visiting the resident lives in a GSC Residential Living Facility.

The resident and guest must sign the guest book and the guest must supply an I.D. in order to obtain a Visitor's Pass. This Visitor's Pass must be returned to the office when the guest signs out in order to retrieve his/her I.D. Overnight guests may only stay a maximum of two (2) consecutive nights within the facility.

Violations of the regulations may result in loss of visitation privileges.

IX. WEEKEND VISITATION POLICY FOR ALL RESIDENTIAL LIVING FACILITIES

Beginning Friday at 11:00 a.m. through Sunday at 12:00 midnight a student may sign in an overnight guest of either gender. The following stipulations relate to all residents and guests, male and female:

- It is the responsibility of the host student to ensure that his/her guest is aware of the college and residential living facility policies. Guests are held responsible for their own actions and are expected to be knowledgeable of College regulations. However, the host may be held accountable for damages or violations committed by his/her guest, unless the guest can be identified and is a Glenville State College Student.
- Overnight guests must be at least 18 years of age or older unless the guest is a member of the resident's immediate family.
- Room keys will **NOT** be provided for guests. Residents may not give their keys or ID card to their guest.
- Students may have up to two overnight guests in their room for a weekend (Friday and Saturday nights only).
- 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.
- Opposite gender guests **must be** escorted to the restroom/shower facilities at all times.
- All overnight weekend guests must be registered or signed in before 12:00-midnight on Friday and Saturday nights. They must leave by midnight on Sunday night. No guest will be allowed to sign-in between the hours of 12:00-midnight. and 8:00 a.m. the following morning. Guests will be signed in with presentation of picture ID containing verification of age.

- Glenville State College students charged with violations of any of the above regulations will be subject to Resident Hall and/or College disciplinary action.

You are permitted to have guests from out of town. Guests may stay with you in your room (with the permission of your roommate) at no charge. If your guests would like to stay in the Residential Living facility and there are vacant rooms available, these rooms may be rented at \$15 per night/per person. Reservations should be made in advance and guests should register at the front desk upon arrival. Children under the age of eighteen (unless an immediate family member) cannot stay in the residential living facility. Overnight guests may stay for a maximum of two (2) consecutive nights within any GSC 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 Student Affairs and the Cashier's Office if required. A ten-dollar (\$10) deposit is required for keys and linens, which will be refunded when the keys and linens are returned. Meals are available at the College Dining Service location at a nominal charge.

X. TELEPHONE SERVICE

Local telephone service is available to all residents. Each resident must, however, provide their own phone. Long distance calls can only be made with the use of a pre-paid phone card or a calling card.

A. INTRA-CAMPUS TELEPHONE SERVICE

Intra-campus telephone service provides on-campus and local telephone service. This system consists of 4 digit extension numbers, assigned to residential living facilities, faculty, staff and administrative office phones.

B. COMMERCIAL TELEPHONE SERVICE

Commercial telephone service is available from pay telephones located in some residential living facilities and at various locations throughout the campus. **OUT-GOING** long distance telephone calls may be made from your intra-campus four (4) digit extension phone by using either a pre-paid phone card or calling card. **INCOMING** local and long distance calls **MAY** be received on intra-campus (four digit) telephones. These are first answered by the college switchboard operator at (304) 462-7361 and then connected to the correct extension unless direct dialed.

The Switchboard is open 24 hours a day (except holidays and breaks when voice mail is available) to receive incoming calls. Commercial telephones and personal residential telephones should be used for all off-campus outgoing calls.

XI. SALES AND SOLICITATION POLICY

All solicitation and sales of products and articles is prohibited on Glenville State College property except by recognized student organizations and other groups directly connected with the College. Any and all such events should be registered with, and approved by, the Office of Student Affairs prior to the date the event will take place.

XII. SUBSTANCE ABUSE POLICY (Reprinted from earlier section)

It is against College policy to serve or drink alcoholic beverages of any kind on campus. It is also against College 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, etc.) is prohibited in the Residential living facilities and on campus.

WV State Law 60-7-12a(b) Underage Alcohol Law

Any person who shall knowingly buy for, give to or furnish to anyone under the age of twenty-one to whom they are not related by blood or marriage any non-intoxicating beer or alcoholic liquors purchased from a licensee, is guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not to exceed one hundred dollars or shall be imprisoned in the county jail for a period not to exceed ten days, or both such fine and imprisonment.

Senate Bill 14 (effective July 10, 1993) added two additional misdemeanors.

1. "A person under the age of twenty-one years may not order, pay for, share the cost of or attempt to purchase any nonintoxicating beer, wine or alcoholic liquors from a licensee or consume any nonintoxicating beer, wine or alcoholic liquors purchased from a licensee or possess any nonintoxicating beer, wine or alcoholic liquors purchased from a licensee.

Any person under the age of twenty-one years who violates any provisions of this subsection is guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed five hundred dollars or imprisoned in the county jail for a period not to exceed seventy-two hours, or both fined and imprisoned, and, in addition to such fine and imprisonment, may, for the first offense, be placed on probation for a period not to exceed one year: *Provided*, that nothing in this subsection shall prohibit a person who is at least eighteen years of age from purchasing or possessing nonintoxicating beer, wine or alcoholic liquors when he or she is acting upon the request of or under the direction and control of any member of a state, federal or local law-enforcement agency or the West Virginia alcohol beverage administration while the agency is conducting an investigation or other activity relating to the enforcement of the alcohol beverage control statues and the rules and regulations of the commissioner."

2. Any person under 21 years of age who, for the purpose of purchasing non-intoxicating beer, misrepresents his or her age, or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own, or who illegally attempts to purchase beer, alcoholic liquor, or wine. This misdemeanor upon conviction carries a fine not to exceed fifty dollars or imprisonment in the county jail for a period not to exceed seventy-two hours, or both such fine and imprisonment. The first offense permits the option of placing such person on probation for a period not exceeding one year.

Alcohol or Drug Possession Disclosure

In October 1998, President Clinton approved the Higher Education Amendment of 1998. This amended the Section 952 of the HEA by adding the following:

DRUG AND ALCOHOL VIOLATION

DISCLOSURES

- (1) **IN GENERAL**-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 records, 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.
- (2) **STATE LAW REGARDING DISCLOSURE**-Nothing in Paragraph (1) shall be construed to supersede any provision of State law that prohibits an institution of higher education from making the disclosure described in subsection (a).

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 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.

Parental Notification For Violating the College's Alcohol or Drug Policy

As discussed further in the Student Conduct Code when a student is found responsible for violations of these conduct standards, the hearing authority may decide to notify the responsible student's parents or legal guardians of these violations as allowed by Federal law. This will only occur if the student is under 21 and after the hearing authority has discussed this possible notification with the student.

Federal Penalties and Sanctions for Illegal Possession of A Controlled Substance

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) First conviction and the amount of crack possessed exceeds five grams.
- (b) Second crack conviction and the amount of crack possessed exceeds three grams.
- (c) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Renovation of certain Federal license and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Sanctions for Alcohol Violations at Glenville State College

1st Violation

- Disciplinary Warning
- Alcohol education activity
- Possible Parental Notification
- \$25 fine

2nd Violation

- Residence Hall Probation/Disciplinary Probation
- 10 Community Service Hours
- Mandatory Substance Use Assessment
- Possible Parental Notification
- \$50 fine

3rd Violation

- Disciplinary Probation with specific restrictions or Residence Hall Separation
- Periodic meetings with member of Student Affairs Staff to monitor behavior
- 20 Community Service Hours
- \$100 fine
- Possible Parental Notification

Sanctions for Drug Violations at Glenville State College

1st Violation

- Disciplinary Probation for one year
- Residence Hall Probation for one year
- 20 Community Service Hours
- Mandatory Substance Use Assessment
- Possible Parental Notification
- \$100 fine

2nd Violation

- Suspension for at least one semester

XIII. HEALTH & COUNSELING SERVICES

Glenville State College is committed to promoting the health and well being of all GSC students. The Campus Health Center provides basic health care to all students currently registered for classes. The Campus Health Center is staffed with a full-time Registered Nurse and a part-time Physician available to evaluate the student's medical condition and provide clinical treatment as necessary. The Campus Health Center is typically open between the hours of 8:00 a.m. - 4:00 p.m. Monday -Friday during the fall and spring semesters. GSC students are encouraged to visit the Campus Health Center at the onset of an illness to ensure early assessment and treatment of health problems. Counseling services are available upon referral or request directed to the Campus Health Center. CPR classes and educational seminars on various health topics are presented throughout the year. First Aid kits are also available in the office of each residential facility. Glenville State College also has a portable Automated External Defibrillator (AED) that is kept in the Campus Health Center or with the Office of Public Safety.

XIV. FIRE DRILLS

Unannounced fire drills are held periodically by the Office of Public Safety.

When the residential living facility alarms sounds:

1. Bring a towel 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:
 - Wagner Wing – use front stairway
 - Williams Wing – use back stairway
 - Scott Wing – use front stairway
 - Pioneer Village – use nearest exit
5. Never use the elevator.

Residence Life Manual Supplement I



IMPORTANT RESIDENCE LIFE INFORMATION!

WHEN CAN I MOVE INTO MY ROOM?

The Residence Halls will open at 8:00am on Wednesday, August 16, 2006 for students to move in. If you do not check in by 10:00 p.m. on Monday, August 21, 2006 and you have not notified the Office of Student Life at (304) 462-4111 of your late arrival, your room will be re-assigned. **If you are a new student in the Residence Hall please report to the office of the facility for which you applied to receive your room assignment and key.**

WHO MUST LIVE IN THE RESIDENCE HALLS?

All unmarried Freshmen and Sophomores are required to reside on campus in College Residence Housing Facilities as long as space is available, unless they have been granted an exception. You may contact the Office of Student Life at (304) 462-4111 for more information regarding exceptions.

WHAT SHOULD I BRING WITH ME WHEN I MOVE IN?

You should bring a pillow, bed linens, a bedspread, a throw rug, towels, wash cloths, soap, a waste paper basket, a study lamp, an alarm clock and personal belongings. Curtains or blinds are provided in each room as well as a desk, desk chair, bed with mattress, and chest of drawers. Please note: Regular fitted sheets DO NOT fit your beds—the mattresses are extra long twin in size. You may purchase these sheets from many local retailers.

WHAT ABOUT FOOD SERVICE?

All students living in College owned Residence Halls will purchase a meal plan for \$1,375 per semester. Glenville State College offers the following three basic meal plans:

- Any 15 meals per week, plus \$150 per semester in “flex dollars” or
- Any 10 meals per week, plus \$250 per semester in “flex dollars” or
- Any 7 meals per week, plus \$350 per semester in “flex dollars.”

IS COLLEGE STAFF ASSIGNED TO THE RESIDENCE HALLS?

On each floor of Pickens Hall and in every other house at Pioneer Village there is a Resident Assistant (RA). These individuals are experienced students who are there to aid and assist you and the other students. The Resident Directors (RD's) are professionally trained staff members of the college. In addition, there are Security Personnel on duty all night and Office Clerks all day.

AM I PERMITTED TO HAVE AN OVERNIGHT GUEST IN MY ROOM?

Yes. During the week you may have an overnight guest of the same gender in your room, but for no more than two (2) consecutive nights. At Pioneer Village you may have a guest of the opposite gender stay any night during the week (as long as they are a resident in one of our residential living facilities). During the week at Pickens Hall you may have a guest of the opposite gender stay in a guest room in the residence hall. You may have an overnight guest of either gender in your room on Friday and Saturday nights. It is your responsibility to sign all guests in at the Residence Hall Office. Your guest may purchase meals in the Heflin Student Union or you may use your flex dollars to purchase a meal for them.

YOUR RESIDENCE HALL PACKAGE

DO THE RESIDENCE HALLS HAVE LAUNDRY FACILITIES?

Yes. Maytag "Computer-Trac" laundry machines with digital readouts including "Time Remaining" displays are available. These facilities are free to all Residence Hall students. Only students residing in the residence halls may use them.

CAN I HAVE A STEREO IN MY ROOM?

Yes, however, there are daily quiet hours from 10:00 p.m. to 8:00 a.m. during which time stereo volume should be kept at a minimum in respect of other residents.

CAN I HAVE A PERSONAL TELEPHONE IN MY ROOM?

Yes. All rooms are equipped with personal phone use capabilities. On-campus and local phone use is included in your residence hall package. However, you must provide your own telephone and, if you wish to make any long distance telephone calls you will need either a long distance calling card or a pre-paid phone card.

IS THERE ANY TYPE OF TELEVISION RECEPTION IN THE ROOMS?

Yes. All residence hall rooms are cable ready and equipped with approximately 48 channels. However, it is up to you to bring a television and a piece of cable to complete hookup from the wall jack to your television.

WILL I HAVE INTERNET IN MY ROOM?

Yes. All rooms have internet capabilities. In Pioneer Village and in Wagner and Williams Wings of Pickens Hall high speed T1 lines are in place to satisfy your internet needs. In Scott Wing of Pickens Hall wireless internet is being utilized. In order to use the T1 lines you must purchase a 10100 NIC card and an RJ45 patch cord. This can be purchased at many local retail outlets. To use the wireless internet you need to see your R.A. upon arrival. In either situation, once you have moved into your room and are ready to hook-up, you must contact your R.A. and complete a form from the Office of Technology before your internet service becomes available for use.

WILL I HAVE ANY ACCESS TO SUPPLIES TO HELP ME KEEP MY ROOM CLEAN?

Yes. In each facility there are sweepers and limited cleaning supplies which may be checked out. These supplies, other than the sweepers are usually only checked out for emergency use. The sweepers may be checked out at any time but only for a period of two (2) hours. **Please note that it your responsibility to keep your room clean.**

ARE THERE ANY ELECTRICAL APPLIANCES IN MY ROOM?

Yes. Each room contains a refrigerator and microwave for student use. Items such as blow dryers or toasters are allowed. However anything that has an open flame or burner is unacceptable. American-made UL tested surge protectors may be used to plug in more than one appliance, however extension cords may not be used. Use of an extension cord could result in being fined by the State Fire Marshall and the initiation of campus judicial proceedings.

HOW WILL I RECEIVE MAIL?

Each resident is assigned a mailbox, which is located in the Mollohan Campus Community Center. Mail is delivered and picked up daily, except weekends and holidays. Mailbox numbers will be assigned at the beginning of the fall semester and keys for your box must be acquired from mailroom personnel.

HOW IS THE \$75.00 CONTRACT/APPLICATION FEE USED?

The seventy-five dollar (\$75) non-refundable contract fee is used for processing of the application and for general up-keep of the residential living facilities. General damage to the public areas of the residential living facilities will be charged 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. The most recent improvements to Pickens Hall include installing microwaves and refrigerators in each room, re-painting of rooms, security upgrades, the addition of high-speed internet in Wagner and Williams Wings, and the soon to be refurbishing of the elevators. The improvements at Pioneer Village include laundry room upgrades, re-painting of rooms, installation of day/night security cameras and the addition of new locks to every room.

OTHER AVAILABLE SERVICES

HEALTH & COUNSELING SERVICES

Glennville State College is committed to promoting the health and well being of its students. The development of the Campus Health Center supports that mission by providing basic health care to students on campus. The Campus Health Center is staffed with a full-time registered nurse and a part-time physician available to evaluate the student's medical condition and provide clinical treatment as necessary and appropriate. The Campus Health Center is located on the first floor of the Campus Community Center and is open Monday - Friday between the hours of 8:30 a.m. and 4:30 p.m. Counseling services are available upon referral or request directed to the Campus Health Center.

INTRAMURALS, RECREATION, & SPORTS FACILITIES

Glennville State College provides comprehensive recreational and intramural programs for all students, faculty and staff of Glennville State College. Our activities range from team sports and informal free play to fitness and outdoor recreation. Activities include:

Team: Coed Softball, Volleyball, Basketball, Whiffleball

Individual: Tennis, Badminton, Table Tennis, Basketball Competition (Hotshot/free throw)

Fitness: Aerobics, Weightlifting, Lap Swimming, Hydro-aerobics

For outdoor exercise, all students are invited and encouraged to use Morris Stadium located on Mineral Road just across from the North Entrance to our main campus. The facilities include the eight-lane, all-weather *D. Banks Wilburn Track*. Between the main campus and the track, three tennis courts and a basketball court are available for student use. Another outdoor basketball area is located in the library parking lot.

Our Physical Education Building houses the *Jesse R. Lilly, Jr. Gymnasium*, a pool, and a small gym for exercise classes and other programs, such as karate classes and aerobics.

IDENTIFICATION (ID) CARDS

Glennville State College students are required to possess a valid identification card. The card is the property of GSC and must be surrendered to any College official upon proper request. To obtain an ID card, students must present a valid driver's license or birth certificate. Student identification cards are made in the Office of Student Life. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. There is no charge for your first ID; however, there is a \$5.00 fee for all replacement cards. Your GSC ID card enables you to attend athletic events and other activities, access your meal plan, gain security admittance to the residence halls, use the Robert F. Kidd Library, and receive health services.

GSC BOOKSTORE

The Glennville State College Bookstore is located on the first floor of the Campus Community Center and offers a wide variety of books, apparel, souvenirs, and school supplies. The Bookstore also offers a textbook buy-back service. Normal Bookstore hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. There are extended hours during rush periods and special events.

GSC FITNESS CENTER

The GSC Fitness Center offers all students a state-of-the-art exercise facility which is open every day to provide students an opportunity to enhance their overall well-being. The facility is equipped with a vast array of cardiovascular and strength training equipment. Aerobic classes taught by certified instructors are also offered and each locker room is equipped with showers for relaxing after a tough workout. All of this is available free of charge for use by GSC students. The Fitness Center is located on the ground floor of the Campus Community Center.

PUBLIC SAFETY

If you have any campus security 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 campus security and/or campus crime, contact the Glennville State College Department of Public Safety. If an officer does not answer the phone, 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 for students on campus. In order to take advantage of this service, simply call the Public Safety Office at extension 7450 prior to the need of escort service and tell the officer where you are. Remember to call Public Safety at extension 7450 any time you feel you need assistance.

HIGH ADVENTURE PROGRAM

The High Adventure Program at Glenville State College makes it possible for everyone on campus to get out and enjoy the outdoors and take part in adventures that are both enjoyable and challenging. During the summer and fall months students can experience the thrills of hiking, backpacking, rock climbing, mountain biking, fly fishing, whitewater kayaking and rafting, and horseback riding. In the winter and spring our excursions include skiing/snowboarding, snowshoeing, winter camping, cross country ski trips, ice-skating, fishing and sledding. Our activities are open to all students on campus and are built to be enjoyable, educational, and challenging for beginners as well as experienced outdoor lovers! Also, students are encouraged to serve as leaders and guides within the program!

STUDENT ACTIVITIES

The Office of Student Activities encourages involvement in the College community through participation in campus activities and organizations. Co-curricular involvement contributes to a student's overall development and complements his/her educational endeavors. An involved student becomes more autonomous and responsible.

The Office of Student Activities provides entertainment for the campus throughout the academic year. The entertainment includes comedians, musicians, hypnotists, magicians, karaoke and interactive games. Special activities are scheduled during Homecoming Week in October and during our spirit week, GSC Week, in April. Along with the events held on campus, Student Activities also plans Off Campus Excursions each month. These trips include professional sporting events, shopping trips and cultural activities.

In addition to coordinating recreational activities, Student Activities also provides educational programming centered on the Glenville State College Renaissance of Shared Values and provides administrative support and training to all Student Organizations.

VEHICLE REGISTRATION

Students, faculty, and staff are required to register all vehicles they intend to park on campus. Parking permits may be obtained from Public Safety in the basement floor of the Administration building at an annual cost of \$30.00. The permit must be clearly visible through the front windshield when viewed from outside the vehicle. Fines will be issued by Public Safety officers if parking regulations are not followed. The rules and regulations concerning parking on campus can be found in the Parking Policy section of the Student Handbook.

MOLLOHAN CAMPUS COMMUNITY CENTER

The Campus Community Center is the "living room" of the campus and the home of the Student Affairs Division which houses the Offices of Residence Life, Student Activities, Post Office, Health Center, High Adventure, Fitness Center, Student Government, and the Campus Bookstore. The building also houses the Dining Room, Cyber Cafe, various meeting rooms and lounges, and is the hub of the campus activity. The Campus Community Center is still currently under renovation and is due to be fully completed by the Fall semester of 2006.

FOR MORE INFORMATION CONCERNING RESIDENCE LIFE AT GLENVILLE STATE COLLEGE CONTACT:

The Office of Student Life
Glenville State College
200 High Street
Glenville WV 26351
Telephone: (304) 462-4114 or ext. 7400 or
for Res. Life call 462-4111 or ext. 7410
Fax: (304) 462-5057
E-mail: reslife@glenville.edu

Jerry L. Burkhammer II, Director of Residence Life
Robert Sabbatini, Pickens Hall Resident Director
John Nicolais, Pickens Hall Resident Director
Jodi-Marie Ocheltree, Pioneer Village Resident Director
Debi Jenkins, Student Affairs Program Assistant

OFFICE HOURS:

STUDENT LIFE OFFICE

8:00 a.m. - 4:00 p.m. Monday through Friday.

RESIDENCE HALL OFFICES

Pioneer Village: Sunday – Saturday, 8:00 a.m.– Midnight.

Pickens Hall: 24 hours a day Sunday - Saturday.

** Please note that the College reserves the right to make changes in room assignments as need may require.

Residence Life Manual Supplement II – Ed-Net Policy

Memo

To: Students located in Residence Halls at Glenville State
From: Larry R. Baker - Associate Vice President –Technology
Date: 8/15/2006
Re: Free Educational Network (EdNet) 2006 - 2007 academic year

Students

Glenville State is providing (EdNet) internet connections for all students at Pioneer Village and Pickens Hall. To connect at Pioneer Village, Williams and Wagner wing at Pickens Hall, students will need a network card, sometimes referred to as a NIC-10/100 Ethernet card, and a CAT5 patch cable (this is a special cable to connect computer to the wall access plate). Students located in Scott Wing - Pickens Hall, will need a wireless card that is **802.11B compatible**. **No students will be allowed to connect to the internet using a modem card and the phone port in the residence halls. The use of a modem and the GS phone system to connect to the internet will not be permitted and is a violation of the GS Student Conduct Code.**

The minimum requirements for room connections is a Intel Pentium (or equivalent) computer running at 200MHZ with at least 4 GB of HD storage and 64 MB of Memory, Windows 98b and a 10/100 NIC or 802.11B wireless card in Scott wing. While PCs (Windows) are, by far, the dominant type of computer at Glenville State, some people do use Apple Macintoshes. If you are bringing a Macintosh and intend to use it on EdNet, it must, at a minimum, be capable of running Macintosh OS 8 .0 and have a supported Ethernet adapter.

Once a student's computer's NIC card is connected to the wall plate with a patch cable, or the wireless card has been added to the computer, the student needs to contact the residence hall computer assistant. The residence hall computer assistant will complete required forms/policies, load appropriate software, and name the computer on the network so the Office of Technology can assign a technician to configure the switch ports and provide student with an internet connection

The Office of Technology requires that all residence hall students download and use Norton Antivirus that is provided free of charge. The computer must be named correctly on the network for identification or the room port will be turned off. The Office of Technology reserves the right to disconnect any student that has a virus or is overusing the system, causing others to have slow access.

Glenville State EdNet Policy

Glenville State maintains the philosophy that EdNet resources are provided for academic use. All inappropriate uses of the network are considered a violation of the spirit and intent of this philosophy, and should therefore be avoided, regardless of whether or not those "uses" are specifically mentioned in this policy or other Glenville State policies. The Office of Technology reserves the right to amend this policy at any time during the year as necessary. Questions about this policy or whether a particular activity would violate it should be addressed to the Office of Technology x 7550.

EdNet may not be used to provide Internet access, for any purpose, to anyone except for the single registered user. Only the user's computer registered for EdNet service may be attached, directly or indirectly, to the network connection in your room. As the registered user of your computer, you are responsible for all actions performed on that computer. Using a computer, hub, switch, router, wireless access point, wireless printer or similar device to give multiple computers or devices network access through a single connection is not permitted. EdNet services and wiring may not be modified or extended for any reason. This applies to all network wiring, hardware, wireless, and in-room jacks. You may not configure your computer to act as a server.

EdNet is a shared resource. Thus, network use that inhibits or interferes with the use of the network by others is prohibited. For example, applications that use an unusually high portion of bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.

Glenville State assumes no responsibility for a user's loss of time, data, or other losses due to unavailable network services, network outages or power fluctuations. In emergencies, the network or segments of it may be taken down with little or no notice for maintenance or to protect the security and integrity of the main campus network.

Glenville State Office of Technology reserves the right to suspend network service for any user suspected of violating the reliability and security of the network.

Building: _____ Room: _____

Student's Name (please print): _____

Student ID#: _____

The Office of Technology requires assignment of a name and workgroup to any PC using EdNet. Each PC will be named by using the GS student housing building name, wing name, room number, and student's first, middle and last initial; workgroups will be named for the wing or complex in which the student lives. This identification policy will ensure the Office of Technology can recognize and distinguish PCs connected to EdNet. PCs without assigned names and workgroups or PCs with the incorrect names and workgroups will be turned off until corrected. Allow **3 days** for your connection port to be turned on *after the Office of Technology receives your application or notification of correction*. Application approval can be done in the Office of Technology or on-line. **If you move rooms a new form must be turned in and the workgroup and computer name must be changed to reflect the new room.**

EXAMPLES OF PC NAMES:

PWA313RGQ would be a PC in **P**ickens Hall, **W**agner wing, room **313**, **R**amona Gertrude **Q**uimby

PWI313JMP would be a PC in **P**ickens Hall, **W**illiams wing, room **313**, **J**ames Paul **M**cCartney

PSC313HGB would be a PC in **P**ickens Hall, **S**cott wing, room **313**, **H**elen **G**urley **B**rown

PVB3GJWL would be a PC in **P**ioneer Village, **B**uilding 3, room **G**, **J**ohn **W**inston **L**ennon

EXAMPLES OF WORKGROUP NAMES:

WAGNER

WILLIAMS

SCOTT

PIONEER

Your PC name (please print) _____ Workgroup Name: _____

(STUDENT) I have read and consented to the two page policy listed in this document.

Student's Signature: _____ Date: ___/___/___

Computer Assistant: _____ Date: ___/___/___

Cause for suspension of network service includes, but is not limited to the following.

- Use or possession of "hacker tools" including, but not limited to, port scanning software, packet capturing utilities, password capturing/cracking utilities, and denial-of-service programs.
- Use of software or devices banned or prohibited by the Office of Technology; the following devices are banned from use on EdNet: wireless network products (e.g. Apple Airport), thin-clients, game consoles (e.g. PlayStation 2 and Sega Dreamcast), hubs, switches, routers, wireless printers, print servers, and network appliances
- Attempting to gain unauthorized access to any host or network resource
- Use of EdNet resources to disseminate libelous, slanderous, racial, or offensive material
- Willful attempts to sabotage network resources
- Intentional or unintentional disabling of network resources
- Registering a domain name or hostname to any IP address
- Attempting to gain access to the network gateway
- Running a DHCP or any other type of server
- Sending IEmail or large scale broadcasts to lists or groups (e.g. spamming)
- Any network use that consumes large amounts of bandwidth and causes poor network performance
- Improper network hardware/software configuration
- Suspected computer virus infection
- Suspected compromise of your computer operating system's security

Glenville State will not tolerate the propagation or publishing of material that is defined as "obscene" by federal, state, or local laws. It is also illegal to transmit material that is threatening or harassing in any manner.

Academic misconduct via EdNet is considered a violation of Glenville State policy. This includes, but is not limited to the unauthorized copying, sending, or receiving of programs, assignments, or files. Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation of policy. Prosecution under State and Federal laws may also apply.

Glenville State computer resources, including EdNet, cannot be used for promoting business interests. Companies and

individuals are prohibited from using Glenville States computers or networking resources for personal or financial gain.

Violation of U.S. Copyright Law will result in the suspension of network service pending disciplinary action via the judicial system and/or criminal prosecution. Federal Wire Fraud Law prohibits the use of interstate communications systems (e.g. phone, wire, radio or television transmissions) to further an illegal scheme or to defraud. Violation of Federal Wire Fraud Law will result in the suspension of network service pending disciplinary action via the judicial system and/or criminal prosecution.

Glenville State's Office of Technology reserves the right to perform periodic host scans to ensure there are no security vulnerabilities on computers connected to EdNet. These scans will be unannounced and will occur at different times of the day. If your computer is found vulnerable, you will be temporarily disconnected until the vulnerability is fixed.

By completing the sign-up process for EdNet service you agree to abide by the policy outlined above. Failure to comply with any of the Policy, may result in the suspension of in-room network services, loss of Glenville State computer use privileges, disciplinary action through the judicial system, and/or criminal prosecution.

If you have questions or comments regarding this policy, please contact the Office of Technology at x 7550.

GLENVILLE STATE COLLEGE
STUDENT CONDUCT CODE
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 GSC community:

- the practice of personal honesty in all matters;
- professional conduct and decorum in classroom, organization and other group environments;
- a 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;
- tolerance for diversity among students, staff and faculty;
- tolerance 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;
- a 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 - GENERAL CONDUCT POLICY

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Glenville State College will protect freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students living and study conditions and the administration of its affairs. It shall constitute a disruptive act for any member of the campus community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of College facilities, the rights and privileges of other members of the Glenville community, or disciplinary proceedings. Moreover, Glenville State College is committed to improving the quality of student life by promoting a diversified educational and cultural experience for all its students. Racist conduct or other acts of bigotry will not be tolerated.

Rights and freedoms imply duties and responsibilities. Note should be taken that a student who exercises his or her rights as a private citizen-whether individually or as a member of a group-must assume full responsibility for his or her actions. All Glenville State College students are subject to, and are required to observe and comply with: the laws of the United States; the laws of the State of West Virginia; local city, county and municipal ordinances; the policies, rules and regulations of Glenville State College and the Glenville State College Board of Governors; and the directives of the officers, faculty, and staff of Glenville State College who are charged with the administration of institutional affairs on campus. Violations of laws and regulations will subject the perpetrator to

disciplinary action by the College and/or the appropriate civil or criminal court.

II. AUTHORITY AND RESPONSIBILITY

Responsibility for good conduct rests with students. Student organizations have similar responsibility for maintaining good conduct among their members and 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 College, 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

The President of Glenville State College is authorized to handle cases or to assign disciplinary cases to special hearing committees or officers, as the President deems appropriate. The Vice President for Student Affairs, as the President's designee in these matters, may further delegate authority and responsibility to designated Hearing Authorities. Glenville State College utilizes Judicial Officers, who are staff members assigned to administratively attend to judicial matters and are authorized to conduct Administrative Hearings, and a Judicial Council that includes student and faculty 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.

This Student Conduct Code is promulgated in accordance with Glenville State College Student Policy 36, Student Rights and Responsibilities, which may be found as a Supplement to the Code. The Vice President for Student Affairs, as the President's designee in these matters, shall normally obtain the advice of the Division of Student Affairs, the Judicial Officers, the Student Life Committee and/or the Judicial Council before making changes in the Student Conduct Code. 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.

III. APPLICATION OF LAWS AND OFF-CAMPUS ACTIVITIES

Glenville State College is not a sanctuary beyond the reach of the criminal laws of the United States, the State of West Virginia, and the City of Glenville. While the rules and regulations of Glenville State College are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interest treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under College rules when their conduct violates institutional standards. Glenville State College students are subject to the provisions of this Student Conduct Code while on College premises or College-related premises, and when involved with off-campus activities. Students will be held accountable to this Code for their off-campus activities when it can be ascertained that the off-campus act has a direct detrimental impact on the College's educational functions. Students may be notified that the Student Affairs office is aware of inappropriate off-campus behavior and a copy of that communication may be placed in the student's file. Any disciplinary action imposed by Glenville State College may proceed, and be in addition to, any penalty imposed by an off-campus authority.

IV. PROHIBITED CONDUCT

The following constitutes the official record of general violations of conduct rules and regulations at Glenville State College. 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 VII. 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 misconduct or attempted misconduct or is responsible for being an accessory to misconduct shall be subject to the sanctions authorized by this code.

Misconduct includes, but is 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 College Student Conduct Code.

- A1. Any violation of College rules regarding the operation and parking of motorized vehicles
- A2. Complicity - Association with a violation of College policy (in contrast to direct involvement or perpetration), either by presence when the violation is committed or non-reporting of the act(s), can result in judicial referral. Students who anticipate or observe a violation of college policy are expected to, as a minimum action, remove themselves from the situation and are strongly encouraged to report the violation.
- A3. Quiet Hours – Residence hall quiet hours are from 10pm-8am Sunday-Thursday and 12:00am-8:00am Friday and Saturday. 24 hour quiet hours are in place each semester from 8:00pm on the day before final exams begin until the end of the last exam.
- A4. Visitation – Residents of Pickens Hall may visit freely Monday through Thursday from 11:00 a.m. to 12:00 midnight. At 12:00 midnight opposite gender visitors must leave the building. Visitors of the same gender may stay until 2:00 am, at which time they either need to leave or will be need to be signed in as overnight guests. The resident and guest must sign the guest book and the guest must supply an I.D. in order to obtain a Visitor’s Pass. Each resident can have a maximum of 2 same gender guests per night.
- Residents of Pioneer Village may visit 24 hours a day during the week as long as the person visiting lives in a GSC Residential Living Facility. Overnight guests must be signed in by midnight at the Pioneer Village office. The resident and guest must sign the guest book and the guest must supply an I.D. in order to obtain a Visitor’s Pass. Overnight guests may only stay a maximum of two (2) consecutive nights within the facility.
- Beginning Friday at 11:00 am through Sunday at 12:00 midnight, residents of both facilities may sign in an overnight guest of either gender. The resident and guest must sign the guest book and the guest must supply an I.D. in order to obtain a Visitor’s Pass.
- It is the responsibility of the host student to ensure that his/her guest is aware of the college and residential living facility rules. Host students may be held accountable for damages or violations committed by his/her guest, unless the guest can be identified and is a Glenville State College student.
- Overnight guests must be 18 years of age or older unless the guest is a member of the resident’s immediate family. Opposite gender guests must be escorted to be restroom/shower facilities at all times.
- A5. 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.
- A6. Failure to Report Maintenance Concerns – It is the responsibility of the resident to report maintenance concerns in his/her room.
- A7. Pets – Pets, with the exception of fish, are not permitted in the residence hall.
- A8. Improper Check-out – When vacating your residence hall room, you must check out with your Resident Assistant or the Resident Director and turn in your key.
- A9. Unauthorized Move – You must obtain the permission of the Residence Director before moving from one residence hall room to another.
- A10. 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.
- A11. Solicitation – Solicitation without permission is prohibited in the Residence Halls.
- A12. Objects in Windows – No items may be hung in residence hall windows except for the actual window dressings placed there by the College. Any other items are prohibited.
- A13. Improper Entry – Residents of Pickens Hall are required to carry their Glenville State ID cards and use those cards to gain entry into the building.
- A14. Door Propping – The exterior doors of Pickens Hall are to remain properly closed and locked at all times.
- A15. Tobacco – The use of tobacco in any form is prohibited in any campus building including all residence halls. Additionally,

tobacco may not be used within 15 feet of the entrance to any building.

A16. Possession of Objects Prohibited in the Residence Halls – The following objects are prohibited in residence hall room: any heat generating items or items that have an open flame. This includes but is not limited to hot plates, coffee pots, toasters and toaster ovens, candles, incense, space heaters and irons.

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 College Student Conduct Code.

B1. Disruption or Interference -- Disruption of or interference with any institutional activity, program, class, meeting, research project or College operation, or interference with the rights of any member of the campus community.

B2. 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 College property.

B3. Alcohol - Underage use; public intoxication; or possession of alcoholic beverages on the College 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 College owned property, or having open or unopened containers in a vehicle parked on College property. Alcohol paraphernalia of any kind, including but not limited to bottles, cans, bongos, advertisements, signs, etc. is prohibited in the residential living facilities and on campus.

B4. Unauthorized use of the name or insignia of the College by individuals or groups.

B5. Failure to comply with directives or to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.

B6. Any misuse by a student of his/her position as a student, or his/her right to use College property.

B7. 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 College faculty and staff or emergency services personnel.

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 College Student Conduct Code. 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.

C1. 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.

C2. 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 College 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 used 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.

C3. 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.

C4. Damage to Property - Damage, destruction, or defacement of College property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

- C5. Theft of property - Theft of College property or possession of stolen College property or property of any person.
- C6. Misuse of College documents, data or records - Forging, transferring, altering, or otherwise misusing any College document, including student identification cards, course registration material, or other document, data or record.
- C7. Unauthorized presence in or forceful entry into a College facility or College related premises.
- C8. Misuse of telephone - No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.
- C9. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing.
- C10. 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.
- C11. 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 the College computer systems.
- C12. Unauthorized use or possession of keys - No one may use or possess any College key without proper authorization. No student is allowed under any condition to have a College key duplicated.
- C13. 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.
- C14. Unauthorized use or misuse of College property or equipment
- C15. Knowingly passing a worthless check or money order in payment of any financial obligation to the College
- C16. Habitual, repetitive, or recurring violations of College regulations.
- C17. Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age or any other protected category.

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 College Student Conduct Code. 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.

- D1. 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”.
- D2. Actual or threatened sexual assault or harassment - This includes, but is not limited to, unwanted sexual touching, making unwelcome sexual advances, or request for sexual favors.
- D3. Possession of Weapons - The use or possession of weapons at Glenville State College is strictly prohibited. Weapons include, but are not limited to, guns, knives, swords, throwing stars, nantchuks, fireworks, and hazardous chemicals. Glenville State College requires students to register all firearms and store them in the Public Safety office.
- D4. Providing false information - In the application for admission, petitions, requests, disciplinary hearing or other matters of record and transactions with officials of Glenville State College.
- D5. False reporting of an emergency - The false report of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner.
- D6. 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 College 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 College Student Conduct Code, but is also a violation of West Virginia state law.

D7. Commission of any act which is a violation of a criminal law of the United States, a State law or a municipal ordinance.

D8. Stalking - Behaviors or activities occurring on more than one occasion that collectively instill fear in the victim, and/or threaten his or her safety, mental health, or physical health.

V. STUDENT ACADEMIC MISCONDUCT

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

VI. DISCIPLINARY PROCESS

All students and student organizations are subject to the disciplinary procedures prescribed in this code. In all disciplinary proceedings, the student or student organization shall be considered not responsible until found responsible of any charge.

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 an employee of the Board of Governors. In taking disciplinary action against a student, Glenville State College may act or 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 College.

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

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

A. Initiation of Charges - The Vice President for Student Affairs or designee bears the responsibility for the initiation of disciplinary procedures against a student for alleged non-academic misconduct. The Vice President for Student Affairs 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 for Student Affairs or designee against a student for alleged violation of the Student Conduct Code. In the absence of sufficient information as determined by the Vice President for Student Affairs 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 normally 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 for Student Affairs or designee, which will provide additional information relating to the charges. This notification may be served by one of the following means:

1. Handing a copy to the student in person, if he/she can be found with reasonable diligence in the Glenville area; or
2. Delivering, via campus mail, a copy to the student, if he/she currently lives in one of the campus residence halls; or
3. Mailing, via certified mail, a copy to the student at the address on file as disclosed by official College records; or
4. Mailing, via certified mail, a copy to the student's last known permanent or home residence as disclosed by official College records, if the student is not presently registered at Glenville State College.
5. Delivering, via the GSC 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.

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 his/her current address while attending the institution or of the current permanent home address, and the proceedings may proceed without hindrance or delay. In addition to the above mentioned methods, an e-mail will also be sent to the student's Glenville State e-mail account.

C. Disciplinary Conference - The purpose of the Disciplinary Conference is to provide additional information and to insure 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 Judicial Officer 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 Conduct Code will be cited.
3. Will be advised that if he or she is suspended or expelled, a notation will appear on the academic transcript.
4. Will be advised that if he or she is 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 Conduct Code and any other appropriate written material.
7. Will be informed that a member of the GSC faculty, staff or administration may serve as an advisor and may be present at the hearing. An advisor may consult with the student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so 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 for Student Affairs 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 College 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 for Student Affairs or designee concerning any questions or interpretations of 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) 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 place 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 for Student Affairs 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 for Student Affairs 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 - If the student does not appear at the Disciplinary Conference, an Administrative Hearing will be conducted by the Vice President for Student Affairs or designee immediately and a determination will be made based upon the available information. No imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. 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 for Student Affairs 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 College community must be consistent with the educational mission of the institution.

At the Disciplinary Conference with the Vice President for Student Affairs 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. Plead not responsible to the charge(s) and request an administrative hearing before the Vice President for Student Affairs or designee where a determination of responsibility will be made. If held responsible by this judicial officer, an appropriate sanction will be determined. The Vice President or designee may decline to conduct the hearing, in which case the Judicial Council must hear the matter.
3. Accept responsibility for the charge(s) and elect for the Judicial Council* to determine an appropriate sanction.
4. Accept responsibility for the charge(s) and elect for the Vice President for Student Affairs or designee to determine an appropriate sanction. The Vice President for Student Affairs or designee may decline to conduct the hearing, in which case the Judicial Council 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 for Student Affairs 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. 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 Judicial Officer shall make his or her decision solely on the basis of 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 the Judicial Officer, College 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 for Student Affairs or designee.
2. The Judicial Officer 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 principle party, unless extenuating circumstances preclude this option.
4. The Judicial Officer assigned to the case is responsible for scheduling, coordinating, and conducting the Administrative Hearing.

5. The Judicial Officer 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 Affairs. The accused may request a duplicate copy of the recording within a period of six 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 Officer shall, consider the information presented to determine responsibility or to drop the charges due to insufficient information. The Judicial Officer 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 Officer can allow the introduction of written and/or oral statement(s) that details 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 Officer will notify the accused student, in writing, of his or her decision. The letter from the Judicial Officer 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 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, College 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 for Student Affairs or designee.

e. Challenge the presence of a Judicial Council member for cause. 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 principle party, unless extenuating circumstances preclude this option.

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

5. The Vice President for Student Affairs 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 Affairs. The accused may request a duplicate copy of the recording within a period of six 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, a 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 details 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 for Student Affairs 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 for Student Affairs 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.

VII. DISCIPLINARY SANCTIONS

The purpose of imposing disciplinary sanctions is twofold: to protect the College 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 himself or herself to good citizenship through behaviors that fall within the conduct regulations of the College.

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. Failure to satisfactorily complete any sanction imposed by a Judicial Officer or the GSC Judicial Council by the deadline specified in the notification letter will result in a hold being placed on the student's records. This means that the student may not receive grades, transcripts or diplomas until the sanction has been completed.

A. Expulsion - Expulsion is permanent disciplinary separation from the College involving 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 College by expulsion may not enter College premises or College-related premises without securing prior approval from the Vice President for Student Affairs or designee.

B. Suspension - Suspension is temporary disciplinary separation from the College involving denial of student privileges. 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. 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 College.

Students separated from the College by suspension may not enter College premises or College-related premises without securing prior approval from the Vice President for Student Affairs or designee.

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 College until one(1) year has elapsed after the student has been expelled.

C. Residence Hall Probation - Residence Hall Probation is a warning that further violation of residence hall rules and regulations may result in Residence Hall Separation or expulsion

D. Residence Hall Separation - Residence Hall separation 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 separation 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 hearing officer or panel. In no case will separation be less than the remainder of the semester in which it takes place.

E. Disciplinary Probation – Disciplinary Probation is the exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be 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 his/her conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of College rules, regulations or policies could result in a more severe sanction. 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 College 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.

F. 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 listed above, which are intended to be educational in nature.

G. Restitution - Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of College property or property of any person which results from conduct in violation of this code. The administrative hearing officer or hearing panel will determine the appropriate reimbursement.

H. 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. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

I. 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. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

J. Parental Notification for Violating the College's Alcohol or Drug & Substance Abuse Policy - When found responsible for violations of these conduct standards, the hearing authority may decide to 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 the student is under 21.

K. Mandatory referral for counseling - Mandatory counseling referrals may be made to the Campus Health Center.

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

M. Educational Sanctions - When deemed appropriate, the hearing officer or council may require 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.

N. Monetary Penalty or Fine

VIII. 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 his/her advisor has 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 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 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 Council	Vice President for Student Affairs or Designee
Vice President for Student Affairs Designee	Vice President for Student Affairs
Vice President for Student Affairs	President

C. In cases where the College President has upheld the institutional sanction of Expulsion, a student may pursue an appeal through the Glenville State College 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.

IX. INTERIM SUSPENSION

A. The Vice President for Student Affairs or the College President may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension is to become immediately effective without prior notice whenever there is reason to believe, based on available facts, that the continued presence of the student poses a substantial threat to himself/herself, to others, to college property, or to the stability and continuance of normal college functions. Actions authorized by this policy include:

1. Temporary suspension of a student's eligibility for enrollment or attendance, as well as denial of the student's access to College facilities or property.
2. Temporary suspension or limitation of a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This action may prohibit a student's presence on College property or in certain facilities, or impose conditions that must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.

B. A student suspended on an interim basis shall be given a copy of this policy and notice explaining the reason for, and duration of the interim suspension, as well as any conditions that may apply. A student notified of such action shall, upon written request, be given an opportunity to meet with the Vice President for Student Affairs or designee within five business days from the date of the request. This meeting shall be held to consider only the following issues related to the interim suspension:

1. The reliability of information alleging a student's misconduct, and
2. Whether the conduct or surrounding circumstances reasonably indicate that the student's presence on campus or continued unrestricted participation in campus activities poses a substantial threat to himself/herself, to others, to college property, or to the stability and continuance of normal college functions.

C. Following an interim suspension, applicable College disciplinary procedures shall be provided as expeditiously as possible.

D. Any student who has been suspended on an interim basis and who returns to the campus or to College property and/or violates other stated conditions shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g. to take an exam, to consult with the Vice President for Student Affairs or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any action, and may be granted by the Vice President for Student Affairs or designee.

X. 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 College. These bylaws are subject to change. (It shall be the prerogative of the College 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 for Student Affairs or designee for review and implementation.

Student Conduct Code Supplement I

BYLAWS OF THE JUDICIAL COUNCIL OF GLENVILLE STATE COLLEGE

Adopted: March 18, 2003

Amended: October 2005

Article I. Name

The name of this committee is “The Judicial Council of Glenville State College.”

Article II. Membership

Section 1. The membership of this committee shall consist of seven (7) members:

- Two students appointed by the Student Life Committee
- Two faculty appointed by the Student Life Committee
- One student appointed by the Vice President for Student Life
- One faculty appointed by the Vice President for Student Life
- The Director of Campus Life

Section 2. Due to the nature of the work of the Judicial Council, the Vice President for 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 and faculty 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 Director of Campus Life 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 accumulative GPA. Good judicial standing is defined as not being found responsible for or accepting responsibility for violating any portion of the Student Conduct Code during the term of service. If a student member loses academic or judicial standing during his/her term of service, that member will be notified in writing that he/she is no longer eligible to serve.

Section 5. Resignations from the Judicial Council must be made in writing and submitted to the Vice President for Student Life.

Article III. Liaisons

Section 1. The Vice President for Student Life shall be the administrative liaison to the Council and shall be assisted by one of the designated Judicial Officers who will typically present potential violations of the Student Conduct Code to the Judicial Council

Section 2. The Vice President and the Judicial Officer shall have full privileges of discussion of all issues that come before the Council. Neither, however, is a voting member of the Council and may not serve as the Council Chair.

Article IV. Duties of the Committee

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

Section 2. To participate in scheduled Judicial Council training.

- Section 3. To advise in the development and revision of Judicial and Student Conduct Code policies and procedures, as requested.
- Section 4. To adjudicate the GSC Student Conduct Code 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 Officers and/or the Vice President for 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 and the Director of Campus Life shall serve as the Chair.
- 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 College, to the College Leadership Council, to the Faculty Senate, to the Student Government Association, 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 Conduct Code in the Glensville State College Student Handbook. Decisions of the Council shall be made by majority vote of those present and voting on a motion.
- Section 3. A quorum for hearings shall consist of (5) members of the Council where membership is as defined in **Article II**. The (5) members must include (2) student members, (2) faculty members and the chair. Alternates may be called as necessary to achieve quorum.
- Section 4. A quorum 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 for Student Life, or the designated Judicial Officer. The Chair shall always honor requests from the President of the College, or the Liaison to call a meeting. The Chair shall also honor the request of any four members of the Committee to call a meeting. In the event of a vacancy in the office of the Chair, any four of the current members of the Committee may call a meeting.
- Section 6. Normally the Chair, Vice President for Student Life, or the designated Judicial Officer 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 for Student Life or the designated Judicial Officer 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 for Student Life or the designated Judicial Officer.
- Section 2. After a meeting, the Judicial Council forwards its recommendations to the Student Life Committee and/or the Vice President for 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 College at a meeting where voting on the bylaws has been listed on the official agenda, been approved by the Student Life Committee, the College Leadership Council and by the President of the College.

Student Conduct Code Supplement II:

GLENVILLE STATE COLLEGE STUDENT RIGHTS AND RESPONSIBILITIES STUDENT POLICY 36

36.1. General

- 1.1. Scope - Policy regarding student rights, responsibilities and conduct at Glenville State College.
- 1.2. Authority - *West Virginia Code* §18-26-8
- 1.3. Effective Date – February 18, 2004
- 1.4. Repeal of former rule - Repeals and replaces Series 57 of Title 131 Interpretive Rule of the Board of Directors of the State College System of West Virginia effective July 1, 1985.

36.2. Purpose

- 2.1. Purpose - The purpose of this policy includes, but is not limited to, the following:
 - 2.1.1. To establish a general policy on Student Affairs, including a statement on student rights and responsibilities, at Glenville State College.
 - 2.1.2. To identify behavioral expectations of students and certain prohibited acts by students at Glenville State College.
 - 2.1.3. To prescribe penalties and sanctions for such prohibited conduct.
 - 2.1.4. To define generally the powers, authority and duties to be exercised by the president and other officials of Glenville State College in applying this policy.
 - 2.1.5. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy.

36.3. Definitions

- 3.1. Board of Governors - The Glenville State College Board of Governors.
- 3.2. Institution or institutions - Glenville State College and any other component of Glenville State College over which the Board of Governors shall have authority, responsibility or control.
- 3.3. President - The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Governors or through some other officer to the Board of Governors and shall include all those acting for or on behalf of such chief executive officer, at or by his/her discretion, or at or by the direction of the Board of Governors.
- 3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board of Governors, by the institution or by the institutional community.
- 3.5. Activity - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by the institution, including, by way of illustration and not as limitation of the

foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.

- 3.6. Facility - Any and all property of an institution used or usable in any activity of the institution.
- 3.7. Campus - All the property and facilities of the institution serving as the locus in quo of any activity of the institution.
- 3.8. Faculty - Those employees of the Board of Governors who are assigned to teaching or research or service functions at the institution, and who hold academic rank.
- 3.9. Staff - Those employees of the Board of Governors who are assigned to teaching or research or service functions at the institution, and who are not members of the faculty.
- 3.10. Student - 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.
- 3.11. Member of the institutional community - Any officer, administrator, faculty member, staff member, employee, student of or at the institution, member of the Board of Governors, as well as any person authorized to participate in an institutional activity at the time applicable.

36.4. Policies Regarding Student Rights and Responsibilities

- 4.1. The submission of an application for admission to the institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Governors and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors and the institution.
- 4.2. Freedom of expression and assembly - The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:
 - 4.2.1. To have access to campus resources and facilities;
 - 4.2.2. To espouse causes;
 - 4.2.3. To inquire, discuss, listen to and evaluate;
 - 4.2.4. To listen to any person through the invitation of organizations recognized by the institution;
 - 4.2.5. To have a free and independent student press which adheres to the canons of responsible journalism;
 - 4.2.6. To not violate the rights of others in matters of expressions and assembly;

- 4.2.7. To abide by policies, rules and regulations of the Board of Governors and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.
- 4.3 Freedom of association - Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.
- 4.4 Right to privacy - The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:
 - 4.4.1. Privileged communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;
 - 4.4.2. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;
 - 4.4.3. Confidentiality of academic and disciplinary records;
 - 4.4.4. Legitimate evaluations made from student records.
- 4.5. Responsibilities of citizenship - The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.
- 4.6. Disciplinary proceedings - Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered not responsible until proven responsible of any charge. The President or designee shall have authority for promulgating policies, rules and regulations, consistent with policies, rules and regulations of the Board of Governors.

36.5. Standards of Conduct; Rules and Regulations

- 5.1. Conduct required in general - All students at the institution are subject to, and are required to comply with, observe, and obey the following:
 - 5.1.1. The laws of the United States;
 - 5.1.2. The laws of the State of West Virginia;
 - 5.1.3. Local city, county and municipal ordinances;
 - 5.1.4. The policies, rules and regulations of the Board of Governors and the institution;
 - 5.1.5. The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.
- 5.2. Disorderly conduct - Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

- 5.2.1. Fights;
 - 5.2.2. Assaults or battery;
 - 5.2.3. Public disturbances;
 - 5.2.4. Unlawful assembly;
 - 5.2.5. The violation of any municipal, state or federal law, or the rules and regulations of the Board of Governors or the institution.
- 5.3. Theft or damage of property - No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.
- 5.4. Disruption - No student shall, individually or by joining with one or more other persons, do any of the following:
- 5.4.1. Disrupt or interfere with any institutional activity, program, meeting or operation;
 - 5.4.2. Interfere with the rights of any member of the institutional community;
 - 5.4.3. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities;
 - 5.4.4. Seize, hold, commandeer or damage any property or facilities of the institution, or threaten to do so, or refuse to depart from any property or facilities of the institution upon direction, pursuant to policies, rules and regulations of the Board of Governors or the institution, by an institutional officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

- 5.5. 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. The president shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:
- 5.5.1. Prohibit 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;
 - 5.5.2. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students as may be appropriate. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;
 - 5.5.3. Identify, through student publications and other appropriate mechanisms, the

sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: Denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations;

5.5.4. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of this policy.

5.6. Discrimination - No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

36.6. Powers, Authority and Duties of the President

- 6.1. General powers, authority and duties of the president - The chief executive officer of the institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the Board of Governors. It shall be the president's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board of Governors; and policies, rules and regulations of the institution. The president is hereby vested with authority requisite to that end, subject to the control of the Board of Governors.
- 6.2. Delegation of authority and responsibility - Any authority, responsibility, or duty granted to or imposed upon the president by this policy may be delegated by the president, subject to the control of the Board of Governors, to another person or persons on the faculty, staff or student body of the institution. All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.
- 6.3. Promulgation of institutional regulations for student discipline - The president of the institution or designee shall have authority and responsibility, subject to the policies of the Board of Governors, for the discipline of all students at the institution. The president, with the advice of faculty, staff and students and subject to the policies of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels at the institution not inconsistent with the policies, rules and regulations of the Board of Governors.
- 6.4. Activities on, and use of, institutional property or facilities - The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules and regulations of the College which shall be promulgated by the president or designee with the advice of faculty, staff and students and shall conform to the policies, rules and regulations of the Board of Governors.
- 6.5. Public use of institutional property or facilities and restrictions imposed - Subject to the control of the Board of Governors, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the institution, any person who (a) is not a student presently registered for current classes or

course work at the particular institution or is not an employee of the Board of Governors currently on duty at the institution and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the president of the institution or the president's designee may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of the institution, or designee shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or designee may take whatever legal or institutional action is necessary to effectuate this authority.

- 6.6. Use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations - The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.
- 6.7. Limitations of assembly and student use of institutional property or facilities - Subject to the control of the Board of Governors, when, in the judgment of the president, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, the president or designee shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.
- 6.8. Limitation of activities and emergency measures - When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Governors, when the president deems it necessary to end or to control such occurrences and the circumstances caused thereby, the president shall take any or all of the following actions or other appropriate actions:
 - 6.8.1. Declare a state of emergency to exist on the campus; and
 - 6.8.1.1. Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
 - 6.8.1.2. Impose curfews on the presence of persons in or on institutional facilities or property;
 - 6.8.1.3. Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
 - 6.8.1.4. Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.
 - 6.8.2. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with this policy.
 - 6.8.3. See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board of Governors or the Higher Education Policy

Commission; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

36.7. Disciplinary Action; Proceedings

- 7.1. Application to students - Any person who is a student as defined in this policy shall be subject to disciplinary action by the institution if that person is involved in any of the actions or conduct prohibited by this policy, notwithstanding the fact that at the time the student is also an employee of the Board of Governors. In taking disciplinary action against a student, as defined herein, the institution may act to remove any status of such a person or 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 such a person might yet not have received from the institution.
- 7.2. Sanctions in disciplinary action - The following sanctions may be imposed upon students as a result of disciplinary actions by the institution:
 - 7.2.1. Probation - Exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.
 - 7.2.2. Suspension - Exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.
 - 7.2.3. Expulsion - Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.
 - 7.2.4. Other sanctions as articulated in the Student Conduct Code.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations. Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution or designee. Students will be advised during the disciplinary process if they may be subject to the sanctions of suspension or expulsion if found responsible for the offense.

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 College until one (1) year has elapsed after the student has been expelled.

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 a 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.

- 7.3. General requirements for disciplinary channels - Rules and regulations establishing disciplinary channels at the institution, promulgated pursuant to Sections 4.6 and 6.3 of this rule, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:
 - 7.3.1. There shall be provisions for the following designated hearing authorities who may adjudicate judicial incidents:
 - 7.3.1.1. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.
 - 7.3.1.2. There shall be designated judicial officers who are staff members assigned by the President or designee to administratively attend to judicial matters.
 - 7.3.2. The designated hearing authorities shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of this policy, of cases involving students suspended pursuant to Section 6.8.1.1 of this policy and of any alleged violations of the Student Conduct Code.
 - 7.3.3. The jurisdiction and authority of all designated hearing authorities shall be, in cases of disciplinary action against students:
 - 7.3.3.1. To hear evidence;
 - 7.3.3.2. To make findings of fact from the evidence presented;
 - 7.3.3.3. To make recommendations to the president of the institution or designee, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
 - 7.3.3.4. To refer for hearing to a lesser disciplinary channel, as appropriate, in cases not involving potential suspension or expulsion.
 - 7.3.4. All designated hearing authorities shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
 - 7.3.5. The student may then object or take exception to the recommendations of the designated hearing authority under such procedures as the president or designee may deem appropriate.
- 7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing authority established pursuant to Section 7.3 of this policy brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.
 - 7.4.1. Written charges of violation shall be presented to the accused student which shall include at least:
 - 7.4.1.1.1. A statement of the policy, rule or regulation which allegedly has been violated;
 - 7.4.1.1.2. A statement 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 complained of;

- 7.4.1.1.3. A statement that a hearing will be held before the hearing authority on the charges, together with notice of the date, time and place of the hearing; and
- 7.4.1.2. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing. Students retain attorneys in such cases at their own expense and must notify the hearing authority at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings.

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing authority.

7.4.2. Said written charges shall be served upon the student charged by one (1) of the following means:

- 7.4.2.1.1. Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or
- 7.4.2.1.2. Delivering, via campus mail a copy to the student if he/she currently lives in one of the campus residence halls; or
- 7.4.2.1.3. Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or
- 7.4.2.1.4. If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home residence as disclosed by official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

7.4.3. A hearing shall be held at the date, time and place specified (unless postponed by the hearing authority for good cause shown) and shall provide the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

- 7.4.3.1. The accused student has the right to have an advisor. Such an advisor may be a member of the Glenville State College faculty, staff or administration. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing authority. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4.1.4 of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The College 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;

- 7.4.3.2. All material evidence may be presented subject to the right of cross-examination of the witnesses;
- 7.4.3.3. There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;
- 7.4.3.4. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

7.4.4. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. 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.

7.4.5. After the hearing, the hearing authority shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution or designee. Within ten (10) working days following receipt of the hearing authority recommendations, the president or designee shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of this policy, the decision of the president shall be final.

7.5. Review by the Board of Governors. The Board of Governors may, from time to time, require from the president reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Governors may require. In disciplinary cases where the institutional sanction is expulsion, the Board of Governors may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board of Governors first obtained. 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

If the Board of Governors determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Governors.

In reviewing student appeals involving the sanction of expulsion, the Board of Governors will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Governors may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

CAMPUS PHONE DIRECTORY

College Switchboard Phone Number304-462-7361

All offices on the Glenville Campus may be reached by dialing this number and requesting the designated extension.

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Academic Appeals	Academic Affairs	7100
Academic Support Center	Daniel Reed	7105
Activities	Stephanie Southall	7412
Add/Drop a Course	Your Advisor	
Admissions	Admissions	7130
Alumni Affairs	Debbie Nagy	7503
Art	Duane Chapman	7341
Assessment	Daniel Reed	7105
Athletics	Steve Harold	7221
Books & Supplies	Bookstore	7720
Business Office	Business Office	7500
Campus Health Center	Julia Barr	7430
Campus Phone Numbers	Switchboard	0
Campus Postings	Student Activities	7412
Car Registration	Public Safety	7450
Catalog	Academic Affairs	7100
Change of Major	Advisor/Division Chair	
Cheerleaders	Athletics	7220
Commencement	Registrar	7120
Computer Facilities & Services	Larry Baker	7550
Counseling Services	Campus Health Center	7430
Convocation	Registrar	7120
Debts	Business Office	7500
Developmental Studies	Daniel Reed	7105
Dining Services	Stephen Shattuck	7740
E-mail	Office of Technology	7550
Fee Statements & Payment	Cashier's Office	7510/7509

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Financial Aid	Karen Lay	7171
Grade Reports	Registrar	7120
Greek Life	Jerry Burkhammer	7411
GSC Week	Stephanie Southall	7412
Housing & Residential Life	Jerry Burkhammer & Res Life Office	7411/7410
ID Cards	Residence Life	7411
Incomplete Grades	Registrar	7120
Instructional Technology	Jason Phares	7556
International Students		
Admissions – I-20's & INS	Michelle Wicks & Lori Schoonmaker	7131/7132
Internet	Office of Technology	7550
Internships	Division Chair	
Intramurals	Kipp Colvin	7441
Judicial Affairs	Student Affairs or Stephanie Southall	7400/7412
Library	Library	7160
Lost & Found	Student Affairs	7400
Music	Duane Chapman	7341
Office of Technology	Larry Baker	7550
Orientation	Student Affairs	7400
Organizations, Student	Stephanie Southall	7412
Parking	Public Safety	7450
Postal Services	Denise Sprouse	7420
President	Peter Barr	7000
Probation, Academic	Registrar	7120
Public Relations	Annette Barnette	7603
Public Safety	Dan Bell	7450
Records, Academic	Registrar	7120
Refunds	Cashier's Office	7510/7509
Residence Halls	Jerry Burkhammer & Res Life Office	7411/7410
Scholarships	Registrar	7120
Student Disability Services	Daniel Reed	7105
Student Affairs	Student Affairs	7400
Student Employment	HR Office – David Stalnaker	7513
Student Government	Student Affairs or SGA Office	7400/7419

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Student Union	Student Affairs	7400
Suspension, Academic	Registrar	7120
Swimming Pool	Kipp Colvin	7441
Theater	Dennis Wemm	7323
Tickets		
Athletic	Dennis Fitzpatrick	7220
Fine Arts	Fine Arts	7340
Traffic/Parking	Dan Bell	7450
Transcripts	Registrar	7120
Tuition & Fees	Cashier's Office	7510/7509
Tutoring	Daniel Reed	7105
Veteran's Information	Brenda McCartney	7123
Web Site	Public Relations	7603
Withdrawal Procedure	Registrar	7120

COLLEGE CABINET

President	Dr. Peter Barr	7000
Vice President for Academic Affairs & Registrar and Director of Institutional Research	Dr. Kathy Butler	7100
Vice President for Business & Finance	Mr. Robert Hardman	7500
Vice President for Student Affairs	Vacant	7400

ACADEMIC DEPARTMENT CHAIRS

Business	Dr. Marty Armentrout	7251
Education	Dr. Debra Harrison	7200
English	Mr. Wayne de Rosset	7321
Fine Arts	Mr. Duane Chapman	7341
Land Resources	Mr. Rick Sypolt	7371
Science and Mathematics	Dr. Joe Evans	7309
Social Sciences	Dr. Mike Smith	7271

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STUDENT HANDBOOK PURPOSE

The Purpose of this handbook is to provide a general description of Glenville State College and many of its various programs for students and to present detailed information regarding policies and procedures which affect students. In as much as the educational process necessitates change, the information, policies and procedures in this handbook represent a flexible program which may be altered where such alterations are thought to be in the mutual interest of the College and its students.

The provisions of the handbook do not constitute any offer of a contract which may be accepted by students through registration and enrollment in the College. The College reserves the right to change without notice any provision within this handbook.

Glenville State College offers equal opportunity in its employment, admissions, and educational activities.

Division of Student Affairs

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