

ACADEMIC AND STUDENT SERVICES

The Office of Student Affairs, located in the Alan B. Mollohan Campus Community Center, offers a wide variety of services, facilities and activities that foster total student development, support the academic curriculum and enhance the quality of campus life. Please contact the Student Affairs Office at 462-4114 for further information on any of these 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. In April, 2005 the facility was re-dedicated as the Alan B. Mollohan Campus Community Center.

The lower level of the Campus Community Center is home to the GSC Fitness Center. Here you will find a wide array of weightlifting equipment, exercise machines, and an aerobics room. As you go upward and reach the first floor you will find the Post Office and the Health Center where our friendly nurse and attentive professional licensed counselor will be happy to help you feel better about things. This is also the floor on which you can stroll into the bookstore to purchase books, supplies, or clothing items.

On the second floor you can help yourself to a wide variety of treats and meals as this is the home of the campus dining area and the Rusty Musket which is our campus snack bar. Located on this floor as well is the Aramark Dining Services office where you can stop by and add Musket Money (flex dollars) or meals to your current meal plan.

Finally, when you reach the third floor you will find a large number of meeting spaces, the ballroom, and a magnificent multipurpose room which also serves as a movie theater. Also, on this floor, you can go to the Student Life area which houses the Office of the Dean of Students, Counseling Services, as well as the Student Activities and Residence Life offices.

So, whether it's to grab a meal, snack, see the nurse or counselor, buy a book, sit down and study in a cool quiet place, join an organization, get your student ID, pick up your mail, or take advantage of a myriad of all the other services and events provided by Student Life, the MCCC is definitely the place to stop.

ACADEMIC SUPPORT CENTER (ASC)

The academic support center conducts placement examinations, offers tutoring sessions in an array of subject areas, oversees services for students with documented learning disabilities, and provides career planning and placement services. Additional information on disability services can be found in the catalog section on student rights and responsibilities.

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ATHLETICS

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

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

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

Admission to all home athletic events (unless it is a fundraiser) is free to GSC students who present a valid student identification card. Tickets can be purchased for non-GSC students at all football and basketball games, most other events do not require a ticket. Fundraising events require a ticket.

ALUMNI SERVICES

The College operates an Alumni Office in the Arbuckle House, located at the corner of Court and Linn Streets. The Special Assistant to the President/Director of Alumni Affairs manages all relations for College alumni by working with the President of the College, and the Executive Council of the Alumni Association. The Alumni Office maintains an up-to-date list of Glennville State College alumni. The Alumni Center is the headquarters for all of the alumni chapters.

BOOKSTORE

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

The GSC Bookstore offers a wide variety of books, apparel, souvenirs, and school supplies. The Bookstore also offers a textbook buy-back service. GSC works with The Follett Higher Education Group to provide the enhanced Bookstore services including The Rent-A-Text program. Please visit rent-a-text.com for more information or contact the campus Bookstore at 304-462-4116. Normal Bookstore hours are 9:00 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to 4:00 p.m. on Fridays. There are extended hours during rush periods and special events.

CAREER SERVICES

The Academic Support Center staff can help students define the career they would like, determine their next step—whether work or graduate school, become more confident in interviews, locate prospective employers, and conduct a job search.

CAMPUS COMMITTEES

There are many opportunities available for Glenville State College students to take active roles in the shared governance of the College. If you are interested in serving on an academic or student life committee, please contact the Office of Student Affairs..

COLLEGE COMPLETION CENTER

The college completion center counsels students experiencing difficulty adjusting to college life and directs these students to appropriate academic and student support services as needed.

COUNSELING SERVICES

In addition to basic health care, Glenville State College is committed to promoting the mental health and safety of all GSC students. The Student Life Counseling Center provides counseling and basic mental health assessment to all currently registered students on an as needed basis. The Student Life Counseling Center is staffed by a full-time WV Licensed Professional Counselor. In addition, the counselor is certified in the areas of chemical and gambling addiction allowing for a wide range of counseling services ranging from the treatment of such issues as depression, anxiety, anger and communication problems to chemical addiction. All services are confidential. Self-referrals are welcome as are referrals from Glenville State College staff or parents of registered Glenville State College students. All services, whether assessment or individual/family counseling sessions, are free to registered GSC students. The Student Life Counseling Center is open during regular college hours Monday through Friday throughout the year (except during breaks and holidays) with evening hours as needed by arrangement. For more extensive mental health treatment, the Student Life Counseling Center can facilitate referrals and follow-up with United Summit Center, the local community comprehensive mental health agency.

CULTURAL EVENTS

Art

Throughout the school year, the Glenville State College Fine Arts Gallery hosts local, regional and national art exhibits, including an annual juried Glenville State College student art show.

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 Department.

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Bands: Marching, Bluegrass, Concert, Jazz and Pep

Choral: Choir and Chamber Singers

Woodwind Ensembles: Saxophone Ensemble, Clarinet Quartet and Woodwind Ensemble

Brass Ensembles: Trombone Ensemble, Trumpet Ensemble, Tuba/Euphonium Ensemble, Brass Quintet and Brass Ensemble

Percussion Ensembles: Marimba Ensemble, African Ensemble and Percussion Ensemble

National Performances: Nationally recognized performances, programs, activities, and presenters. College and community cultural events and programs are often highlighted in the Fine Arts Auditorium.

DINING SERVICES

Glenville State College has partnered with the Aramark Corporation to provide an outstanding dining experience for the campus. Three options are offered for the meal plan with Musket Bucks (flex dollars) designed to meet student needs. *Mollohan's* offers breakfast, lunch and dinner. *The Rusty Musket* offers meals as well as quick “grab and go” items for students on the move. *The Rusty Musket* is also open throughout the day and offers extended evening hours.

E-MAIL ACCOUNTS

E-mail is considered an official method for communication at Glenville State College. It delivers information in a convenient, timely and cost effective and environmentally aware manner. This policy allows for students to communicate through a standardized channel with faculty and other College staff as needed. If a student forgets his/her e-mail account or password information he/she must contact the Office of Technology.

Qualification for Email

Email accounts will be automatically created for any person who is an entering student once that student has registered for classes. Information about these accounts is attainable through the Office of Technology located on the second floor of the Louis Bennett Hall

College Use of E-mail

As an official method of communication, the College may send communications to students via e-mail. Students are responsible for the consequences of not reading, in a timely fashion, College-related communication sent to their official Glenville State College e-mail account. Students are not permitted to bulk mail or spam students, faculty, staff or administration address lists.

Student E-mail Account

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

Expectation Regarding Student Use of E-mail

Students are expected to check their Glenville State College e-mail on a frequent and consistent basis in order to remain informed of College-related communications. Accounts should be checked daily.

Appropriate Use

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

Glenville State College reserves the right, consistent with this policy and applicable law, to access, review, and release all electronic information that is transmitted over, or stored in, College equipment, systems or facilities, whether or not such information is private in nature, and therefore, confidentiality or privacy of electronic mail cannot be guaranteed.

Email Violations

In general, policies and restrictions outlined in state ([Electronic Mail Protection Act, West Virginia Statute, House Bill 2627](#)) and federal laws and the Faculty, Classified Staff or Student Handbooks are applicable when using electronic mail. Specific examples include, but are not limited to the following:

- **Forged Mail**- It is a violation of this policy to forge an electronic mail signature or to make it appear as though it originated from a different person.
- **Intimidation**- It is a violation of this policy to send electronic mail that is abusive or threatens an individual's safety. The use of electronic mail for sexual, ethnic, religious, or other minority harassment is also prohibited. Known threats to personal safety will be reported to Public Safety.
- **Harassment**- It is a violation of this policy to use electronic mail to harass an individual. This includes sending or forwarding chain letters, deliberately flooding a user's mailbox with automatically generated mail, inappropriate e-mail messages, and sending mail that is deliberately designed to interfere with proper mail delivery or access.

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- Unauthorized Access- It is a violation of this policy to attempt to gain access to another person's mail files regardless of whether the access was successful or whether or not the messages accessed involved personal information.
- Illegal Use of Mail Services- It is not only a violation of this policy to send copyrighted materials electronically - it is a federal offense. All violations will be dealt with severely. Any other illegal use of electronic mail will also be dealt with severely and/or reported to the proper authorities.
- Chain Letters/Junk Email – It is a violation of College policy to send chain letters and junk email. Chain letters fill the net and the mail servers with useless junk at the expense of the subscribers that use the Internet mail legitimately.
- Spam– It is a violation of College policy for anyone to “Spam” from University mail servers. Spam is exploiting servers or similar broadcast systems for purposes beyond their intended scope.
- Hoaxes– It is a violation of College policy to distribute an email hoax with the intention to mislead or trick other into believing or accepting or doing something, so as to bring about the belief in or acceptance of what is actually false.
- Attachments – Attachments are any items added in addition to the original email being created. Attachments must adhere to the section on illegal use of the mail services above. Attachments have a direct affect on all mail servers and recipients, so an attachment should not exceed 10 MB. Large attachments should never be sent in mass mailing.

Redirecting E-mail

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

FITNESS CENTER

The Fitness Center offers 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. Classes, taught by certified instructors, are also offered. All of this is available free of charge for use by GSC students.

HEALTH 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 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.

HIGH ADVENTURE

The High Adventure program at Glenville State College makes it possible for everyone on campus to get out, 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 wild adventures include skiing, snowboarding, snowshoeing, winter camping, cross country ski trips, 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. These activities are open to all students and are 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.

IDENTIFICATION (ID) CARDS

Glenville State College students are required to possess a valid identification card called the Pioneer Passport. The card is the property of GSC and must be surrendered to any College official upon proper request. Student identification cards are obtained in the Student Life Office. There is no charge for your first ID; however, there is a \$5.00 fee for all replacement cards. Your Pioneer Passport (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.

INTERNATIONAL STUDENT SERVICES

International student services are provided by trained staff in the Office of Admissions who work specifically to assist International Students with immigration issues, work authorizations, acclimation to the social and academic culture of the college, and other concerns which may arise during the student's tenure at Glenville State College. International student course selections are coordinated through faculty advisors.

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INTERNET SERVICES

Internet connectivity is provided in computer laboratories located in the Library. Wireless connectivity is also available, in many areas on campus for students using laptops and other portable computing devices.

Students living in residence halls receive free internet service. It is the responsibility of the student to contact the Office of Student Life if there is a problem with his/her connection. Students are not permitted to install or use their own routers or access points for wireless services.

Any attempt to override, hack, or breach the security of the College's network is illegal and strictly prohibited. Any attempt to gain unauthorized access or breach the network's security will result in immediate suspension of computer privileges and referral to the Provost and Senior Vice President.

Using the internet services illegally or in an improper way is prohibited. This includes, but is not limited to, the unlicensed and illegal downloading or copying of copyrighted material.

INTRAMURALS & RECREATION

Glenville State College provides comprehensive recreational and intramural programs for all students, faculty and staff of Glenville 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, two tennis courts, a volleyball court 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.

LIBRARY

The Robert F. Kidd (RFK) Library provides access to a broad range of information resources supporting research and the curriculum. Library collections include electronic resources, print, audiovisuals, microforms, mixed media and archival materials. Library staff members assist patrons in library use, assignments and research needs.

The RFK Library Research Center on first floor offers 46 full-service computers for patron use. On second floor, the Berlin B. Chapman Room houses materials pertaining to West Virginia, the college, local history, genealogy and other special collections. Other key library areas include Archives and Special Collections, ROTC and classrooms on ground floor and the Alma Arbuckle Children’s Collection Room on third floor.

The library’s webpage at <http://www.glenville.edu/library/index.php> allows access to the online catalog (MARLO), a wide variety of online resources/ databases and WVDeli (<http://wvdeli.lib.overdrive.com> – for digital checkout and download of eBooks, audiobooks, music and videos). These digital resources provide information from thousands of journals, newspapers, and other types of specialized information. Online resources can be accessed on or off campus.

Although library computer usage does not require having a registered library account, patrons must be registered to check out hardcopy circulating materials, reserve items, equipment and WVDeli online digital materials. Check-out periods include:

- 14 days – Regular books
- 7 days – Audiovisuals (DVDs, videotapes, audiobooks, CDs, etc.)
- 1 hr.-14 days – Reserve items (as assigned by the instructor)
- 1 hr.-14 days – Equipment (headphones, flash drives, flip cameras, etc.)
- Periodicals (journals, magazines and newspapers) are in-house use only

Most materials may be renewed if not on hold for another person. Materials not available can often be obtained from other libraries through interlibrary loans (ILLs). Library policies and rules are accessible at <http://www.glenville.edu/library/policies.php>.

Library users are responsible for all items checked out in their name and for returning the materials on time and in good condition. Fines *are* charged for overdue or damaged materials. However, WVDeli digital material checkouts automatically expire so these electronic resources do not generate overdue fines.

Regular library hours during the fall and spring semesters are:

- Monday-Thursday7:45 a.m. to 10:00 p.m.
- Friday7:45 a.m. to 4:00 p.m.
- Sunday2:00 p.m. to 10:00 p.m.

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

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LOST AND FOUND

Items which are found should be delivered immediately to the Office of Student Affairs where they will be logged and kept until claimed or until the end of each semester. After that time, all unclaimed items will be given to Gilmer County Community Resources, Inc. You may inquire about lost items by visiting or calling the Office of Student Affairs.

MATRICULATION CONVOCATION

A Matriculation Convocation at Glenville State College is held during the fall Orientation program and marks the entry of a new class of scholars into the Glenville State College academic community. During Convocation, 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.

ORIENTATION

Preliminary advising and registration for new students is conducted on campus during the summer. Formal orientation sessions for new students who enroll in the fall are held prior to the start of class in August. Attendance at Orientation is required. During the program, new students meet with College administrators, faculty, staff and students.

PARKING

Students, faculty, and staff are required to register all vehicles they intend to park on campus. Annual parking permits may be obtained at the Public Safety Office. The permit number must be clearly visible through the front windshield when viewed from outside the vehicle. Fines will be issued by Public Safety personnel if parking regulations are not followed. Multiple parking violations will result in the person responsible for said violations appearing before the judicial coordinator. Fines, holds, and/or sanctions may be levied for violations of the Glenville State College Student Code of Conduct.

PIONEER CHEERLEADERS

The cheerleaders at Glenville State College have an energetic, forceful personality, with an ability to charm an audience and adapt to changing situations. They too, along with the Pioneer Mascot, are a visible symbol of the spirit and ideals of GSC and are present at most of the College's athletic events to positively promote and support the College.

PIONEER MASCOT

The Pioneer Mascot is a visible symbol of the Glenville State College spirit and ideals and is present at many College events and activities. The Pioneer works collaboratively with the Student Affairs Office, and 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 in the Alan B. Mollohan Campus Community Center. Stamps, money orders and other mail supplies are available for sale at this site. Federal Express, UPS, Airborne Express, Federal Express Ground and USPS Parcel Post are available through the Post Office. Residence Hall students may sign out a mailbox key and are expected to return that key at the end of the spring semester or upon withdrawal. Failure to return the key may result in assessment of a charge to replace the lock.

PUBLIC SAFETY

If you have any Public 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 campus security and/or campus crime, contact the Glenville State College Department of Public Safety at 462-4132, extension 6450 or (304) 904-2041. If an officer does not answer the phone, leave a brief, precise message, providing your name, address, and phone number and an officer will contact you as soon as possible. In case of an emergency, call 911.

All firearms must be checked in at the Public Safety Office located in the basement of the Administration Building. The firearms will then be logged and locked in a gun safe for secure keeping. The firearm will be released only to the owner at his or her request after displaying proper college identification. No firearms are allowed on campus until registered with the Department of Public Safety.

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.

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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 as 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 the Dean of Student Affairs and the Provost.

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 2.5 GPA 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. Selected areas are used for married students and other students with special needs.

Goodwin Hall is located next to the Mollohan Campus Community Center and is the newest facility on campus. It has 482 single and double rooms (9'6" x 16'3"). It has separate restrooms, electronic deadbolt locks operated with student ID's, satellite television, high-speed wired and wireless internet access, telephone access, desk and chair, extra long twin-sized bed, wardrobe, and two-drawer chest. The building has climate controlled air conditioning and heating, digital video cameras and devices in all public areas, ten laundry rooms, nine study lounges, seven vending areas, integrated sprinkler system throughout, and energy efficient lighting.

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 for housing are available in the Office of Residence Life or may be accessed on-line through the Student Life section of the Glenville State College website at www.glenville.edu. A contract fee of \$75.00 must accompany your application; checks should be made payable to Glenville State College. Mail your completed application and fee to: Office of Residence Life, Glenville State College, 200 High Street, Glenville, West Virginia 26351-1292. To cancel a room reservation, contact the Office of Residence Life.

If one intends to withdraw from the residence hall during the semester, the Resident Assistant or Resident Director should be notified immediately. A residence hall withdrawal fee may be assessed if a student fails to properly withdraw from the College and/or residence hall.

A room key is issued at the beginning of the year; there is a 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.

Students requesting housing accommodations due to disabilities must contact the Director of Student Life. See the *Student Handbook* for more details.

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, 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. Candles and incense are strictly prohibited.

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 and Goodwin 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.

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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.

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.

STUDENT GOVERNMENT ASSOCIATION

Student Government Association is an elected body of students serving as a medium for campus student opinion. In weekly informal meetings open to any member of the campus community, various facets of the College social and academic life are discussed. Because the Student Government Association is elected by the students, it is maintained as a flexible organization open to the opinions, desires, and suggestions of a concerned campus. The Constitution of the GSC Student Government Association may be found in the Student Handbook and on the GSC website.

STUDENT ORGANIZATIONS

Being a member of a student organization or committee enriches your time spent at Glenville State College in many ways. Student organizations and committees also give you the opportunity to explore new interests, develop skills, enhance your academic program, and have an impact on the college community. Glenville State College has over 30 active Student Organizations in the campus community. These groups include professional organizations, Greek organizations, special interest groups and honorary societies. The Office of Student Activities has contact information for all Student Organizations. Students wishing to form a new campus organization must complete an application that may be obtained in the Office of Student Activities.

TELEPHONE

Local telephone service is provided free of charge for students living in college housing, however, students are responsible for purchasing their own telephone. Should a student want to make long distance calls, he/she should purchase a calling card. Though students receive free voicemail service, it is the student's responsibility to activate the service by dialing 8888 and going through the automated setup process. If a student requires assistance with the voicemail setup or has an issue with the phone service, he/she should contact the Office of Technology.

THEATRE

GSC Theatre regularly produces plays on campus. Casting is open to the entire college community, as are all technical/production positions.

WEB VISTA AND WIMBA (online courses)

A Web Vista account is created for each Glenville State College student when he/she first enrolls in an online course. It is the responsibility of the student to change his/her password for security purposes. If a student forgets his/her password, the student must contact the Office of Technology to have the password reset. Should a student have problems logging on to his/her account, he/she should contact the Office of Technology. If the problem is a navigational, classroom, or educational issue the student should contact his/her instructor.

Online courses are subject to all applicable rules, laws and policies that govern regular classes.

STUDENT RIGHTS AND RESPONSIBILITIES

Students should consult the Glenville State College Student Handbook for a complete listing of all campus policies and procedures. Included in this information is the AIDS Policy, Alcohol & Drug Policy, Campus Security Act data, Discrimination and Discriminatory Harassment Policy, Hazing Policy, Parking Policy, Sales and Solicitation Policy, Sexual Misconduct Policy, Sexual Harassment Policy, Student E-mail Policy, Tobacco Policy and information on services to students with disabilities.

CIVILITY ON CAMPUS

Glenville State College is committed to six core values. Along with these values, civility is valued as essential to human relationships. 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.

DISABILITY SERVICES

Student Disability Services

Students with disabilities are encouraged to contact the Academic Support Center. 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 Louis Bennett Hall.

Policy and Procedures for Providing Services to Students with Disabilities

In accordance with provisions of the Americans with Disabilities Act of 1990, Glenville State College:

- does 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 programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity;
- eliminates eligibility standards or rules that deny individuals with disabilities an equal opportunity to participate in the services, programs, or activities unless "necessary" for the provision of the service, program, or activity;
- ensures that any "necessary" eligibility standards or rules 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;
- does 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 with 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:

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- **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;
- **programmatic 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 note takers, written materials, assistive listening devices, telecommunication devices, qualified readers, taped texts, audio recordings of classroom instruction and large print materials.

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

Identifying Essential Functions

The College informs 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.

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 wishing to self-identify must do so by contacting the Academic Support Center and completing a Self-Identification form and a Request for Accommodations and Services. Students must supply appropriate documentation. Such documentation includes Individual Education Plans, psychological assessments, and/or medical records. These reports need to validate the disabling condition, and must be no more than three years old. An original signature must be present either in the records or in a letter from an authorized representative of the organization from which the records originate in order to be complete.
- 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 arrange these accommodations directly with the people (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 anytime. The student may do so by contacting the Academic Support Center.
- If testing is required to document the disability, the Academic Support Center will refer the student to an appropriate party to be tested. Any costs of such testing will be the responsibility of the student requesting accommodation.

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 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 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.

Complaint Procedure

Any qualified student with a disability who believes his or her rights under the Americans with Disabilities Act have been violated is urged to seek redress as follows:

Report the concern immediately to the Director of the Academic Support Center. If the Director cannot alleviate the concern, he or she will refer the matter to Provost within three working days. If the case is such that the complainant is not satisfied with the response of the Director, he/she may appeal the Director's decision to the Provost, in writing, within three working days.

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The Provost will address the issue within ten working days of having received the concern. If the Provost cannot alleviate the problem to the satisfaction of the complainant, he or she will alert the College President within three working days.

If the complainant is dissatisfied with the response received from the Provost, they may appeal the matter, in writing, to the President within three working days of receiving the Provost's response. The President or President's designee will review the appeal and render a decision within ten working days from the date the appeal is received. This decision will be in writing to the student and will be binding.

Services and Accommodations Provided

The Director of the Academic Support Center works with students to individualize the type and level of accommodations provided to them. The following is a summary of the services and accommodations available.

Tutoring: The service of tutoring is offered to all students. Students may utilize tutoring services by contacting the Tutoring Center and scheduling appointments for individual or group tutoring.

Reader Services: Readers may be provided for visually impaired and learning disabled students who are unable to read regularly printed textbooks or tests.

Taped Textbooks: Students are encouraged to utilize Recording for the Blind and Dyslexic (RFB&D) to acquire commonly used textbooks free of charge. The Academic Support Center coordinates the acquisition of available textbooks for the students.

Note Taking: Students who have a visual impairment or learning disability may request note taking as an accommodation. The student and the instructor of the class work together, and the instructor appoints a volunteer to act as a note taker. Copying services are provided to the student by the Academic Support Center free of charge.

Test Proctoring and Accommodation: Students who need adaptive testing procedures include both learning disabled and physically disabled students. Time extensions, private locations for testing, oral test administration, use of an independent proctor, or other procedures may be used. The course instructor has the final determination as to the method of evaluation. It is the responsibility of the student to remind the instructor to send the test to the Academic Support Center the day of the test. Likewise, it is the responsibility of the student to notify the Academic Support Center at least two days in advance of the scheduled test time in order to make accommodations for the test.

Liaison with Faculty: Upon request, the Academic Support Center will contact instructors and discuss with them the nature of a student's disability and the appropriate classroom and evaluation accommodations to be made.

Equipment: The Academic Support Center has various items for either loan to or general use by students with disabilities. Equipment currently on hand includes:

- A computer system with an enhanced monitor for students with visual impairments
- Tape recorders for listening to taped textbooks
- Copying facilities to enlarge images and text
- Recorders for students who need to record lectures

Other accommodations, services and equipment may be provided on an “as-needed” basis. All services are individualized to meet the needs of each student served.

If you have any questions about any of the information, or would like more information concerning services for students with disabilities, please feel free to contact our office:

Academic Support Center
Glennville State College
Glennville, West Virginia 26351
304-462-4118

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Glennville 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. Glennville State College designates the following items as Directory Information: student name, address, e-mail, telephone number, date and place of birth, photograph, field of study, participation in officially recognized activities and sports, weight and height of athletes, enrollment status, degrees and awards received, dates of attendance, grade level, and schools attended.

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 Information* form in the Registrar’s Office to officially request that no information be released. This form remains active for as long as the student remains enrolled. Information determined to be part of a student’s educational record may be released according to the guidelines included in this policy.

In order for College officials to disclose student information other than Directory Information, to parents, family or anyone other than the individual student, that student must complete the appropriate form(s) A *Waiver for Release of Information* is available in the Office of Student Affairs for release of disciplinary and residence life information. The *Student Consent to Parent/Guardian Access to Educational Records* form is

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available in the Registrar's Office and on the college website. Parents may have access to a student's academic records by submitting the *Parent/Guardian Request for Access to Student's Educational Records* along with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. This form is available in the Registrar's Office and on the college website. A student has the legal authority to notify the Office of the Registrar that he or she is no longer a dependent for federal income tax purposes, at which time the release will be rescinded.

STUDENT CONDUCT CODE

A complete outline of student obligations and the disciplinary process is contained in the Student Conduct Code located in the Student Handbook.

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 students' living and study conditions or 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, the Glenville State College Board of Governors and the West Virginia Higher Education Policy Commission; 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.

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.

For further information about the Glenville State College disciplinary process, please refer to the Student Handbook.

SEXUAL HARASSMENT POLICY

Definition of Sexual Harassment

Sexual harassment undermines the integrity of the College's work, learning, and teaching environments. It is unsolicited, non-reciprocal behavior. Unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is an explicit or implicit condition of employment or evaluation;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Bringing a Complaint

Any individual who has observed or feels that he or she has been directly affected by the conduct described above may bring a complaint of sexual harassment. Complaints should be filed within 30 days of the occurrence of the act in question. This time limit may be extended by the Affirmative Action Officer. Any form of retaliation against an individual who brings such a complaint in good faith is strictly prohibited. However, any employee who knowingly and with malicious intent brings a false charge of sexual harassment against another employee will be subject to severe sanctions.

Responsibilities

Whenever possible, the complainant should attempt first to resolve the complaint through an immediate or next-higher-level supervisor. If this is not feasible or possible, the complainant should contact the Affirmative Action Officer for advice and/or assistance. If the complaint cannot be resolved informally, the Affirmative Action Officer will assist the complainant in defining the charge and completing the complaint form.

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If a formal complaint is filed, the Affirmative Action Officer will:

- inform the persons named in the complaint of the allegations against them and notify them that no retaliation may occur;
- assist the individuals named in the complaint in defining the charge;
- obtain a response to the complaint within ten working days of the day the complaint is filed;
- after receiving the response, investigate the complaint further if appropriate and necessary [NOTE: The Affirmative Action Officer will have access to all the necessary documents, the authority to call and interview witnesses, and the authority to bring together the complainant and respondent if desirable.];
- within 20 working days of receiving the response of the person(s) named in the complaint, issue a finding to all such individuals. If the Affirmative Action Officer finds insufficient evidence to substantiate a charge of sexual harassment, he/she will inform the complainant of this and advise the complainant that the case is closed.
- if the evidence substantiates a finding of sexual harassment, the Affirmative Action Officer will make recommendations for the resolution of the complaint, and ensure that appropriate action is taken. Examples of sanctions that may be taken include, but are not limited to: a letter of reprimand to be placed in the wrongdoer's personnel file; negative performance evaluation; suspension without pay for a designated period of time; or dismissal of the wrongdoer.

The person named in the complaint (the respondent) will:

- provide a written response to the allegations within ten working days of receiving notice of the complaint from the Affirmative Action Officer;
- take no reprisal or retaliation against the complainant, others related to the complainant, or persons involved in the complaint investigation.

The respondent's supervisor will:

- provide a response to the Affirmative Action Officer within seven working days of receiving the recommendation from the Affirmative Action Officer concerning action to be taken; take no reprisal or retaliation against the complainant, others related to the complainant, or persons involved in the complaint investigation.

The Affirmative Action Officer of Glenville State College is the Director of Human Resources.

CONSENSUAL RELATIONSHIPS

Consensual relationships between Employees and Students: An ethic of professionalism and respect within the College community demands that those with authority not abuse the power with which they are entrusted. Consensual amorous/sexual relationships between employees and students may not only have negative repercussions for the individuals involved, but may create an uncomfortable or distrustful environment for others in the community. The power differential complicates the ability to demonstrate that any such relationship is fully consensual. Given the complications associated with these types of relationships, it should be noted that employees could be faced with a personal, civil or criminal action as a result of engaging in such relationships.

Because of the potential for favoritism or other conflicts of interest, the College affirms and upholds a policy which strongly discourages all consensual amorous/sexual activity between employees and students, and which prohibits such consensual activity where any supervisory role exists. Such conduct also results in relationships that are fundamentally unequal. Therefore,

- 1) faculty members shall not engage in consensual amorous/sexual relationships with advisees and/or students enrolled in their courses,
- 2) no employee of the College shall engage in consensual amorous/sexual relationships with students under their supervision in such matters as evaluating, advising, coaching or directing a student as part of a school program or student employment and
- 3) any employee found in violation of items 1) or 2) will be subject to disciplinary action which may include loss of tenure or termination at the discretion of the College president.

Open honest communication between the College and employees will serve to prevent misunderstandings and/or distasteful rumors that can circulate regarding such situations.

Any employee engaging in a consensual amorous/sexual relationship with a student outside of his/her supervisory capacity is encouraged to bring this to the attention of his/her immediate supervisor. The student in question must also appear with the employee when the appropriate supervisor is informed.

Non-consensual amorous/sexual relationships (for example, quid-pro-quo arrangements) between employees and students are never appropriate and will be faced with disciplinary action under the College's Sexual Harassment Policy.

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 right of others to express themselves as guaranteed by the Constitution of the United States.

Civil and Human Rights

I pledge to protect the civil and human rights of my fellow students, the faculty, staff and administrators and all members of our 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.