



GLENVILLE

STATE COLLEGE

STUDENT HANDBOOK

2016-2017

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For a greater breakdown of topics and more specific information please see the index at the end of this document.

MISSION STATEMENT

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

VISION STATEMENT

Glenville State College will be recognized as one of the best small public liberal arts colleges in the country.

STUDENT LIFE MISSION STATEMENT

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. It augments the academic endeavors of the College by providing quality support services and co-curricular opportunities in a caring, student-centered environment that promotes student responsibility and character development. Student Life strives to be a full partner in the educational process by offering programs and services that supplement classroom instruction.

OATH OF EXCELLENCE

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

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 an on-going pursuit of knowledge and truth.

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

Social Responsibility - I will contribute to the Glenville State 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.

GUIDING PRINCIPLES

The College is guided by key principles in the advancement of its mission and vision. These principles are:

Student Centered

The College will act in the best interest of students in the development and implementation of its academic programs and student support services.

Community

The faculty, staff, and students of the College will work collaboratively to enrich the learning environment and educational practices of the institution.

Diversity

The College will exhibit and celebrate the span of human diversity across national origins, religions, cultures, and genders.

Integrity

Members of the College community will conduct themselves in a responsible, fair, empathetic, and ethical manner.

Leadership

The College will foster leadership that promotes excellence in instruction, career preparation, support services, basic and applied research, and creative expression.

Innovation

The College culture will promote and celebrate continuous improvement through the assessment of student learning and organizational practices.

Service

The College will support and contribute to the economic development and the public good of West Virginia and beyond.

ACADEMIC GENERAL INFORMATION

Please consult the College Catalog for more complete information on Academic Programs and Policies

ACADEMIC ADVISING

Students will be assigned to faculty advisors when they enter the College. Faculty advisors help students in matters of study skills, scheduling classes, and academic and career planning. Prior to registering for classes online, you will see your academic advisor to plan out your course schedule and to obtain your six digit PIN. You will not be able to register for classes online without your PIN.

ACADEMIC APPEALS

Glenville State College possesses a formal academic appeal process. Academic appeals apply to disputes concerning academic penalties, grade penalties, exclusion from class, final course grades, academic probation, academic suspension, and dismissal from undergraduate programs of the Institution. The Glenville State College catalog provides details of the academic appeal process.

In an effort to resolve an academic or classroom grievance for which a formal academic appeal is not warranted, a student should first request a consultation with the instructor of the pertinent course within seven (7) workdays of the incident. If, after consultation with the instructor, the grievance is not resolved, the student may appeal to the Department Chairperson within seven (7) workdays. Alternatively, if the student is uncomfortable discussing the matter with the course instructor, the student may directly meet with the Department Chairperson. The Department Chairperson will confer with the student and the instructor individually prior to making a recommendation.

If the grievance is not resolved by the Department Chairperson, the student may then, within seven (7) workdays of the response by the Department Chairperson, appeal, in writing, to the Vice President for Academic Affairs. The written appeal should include evidence or information relevant to the incident. For the instances in which the Department Chair is the course instructor, the student has the option to appeal directly to the Vice President for Academic Affairs.

If the student is not satisfied with the disposition of the grievance by the Vice President for Academic Affairs, he/she may appeal in writing within seven (7) workdays of the decision of the Vice President to the President of the College. The decision of the President of the College is final.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating, plagiarism, and unauthorized assistance on graded assignments. These actions are considered serious violations of ethical standards in an academic environment and breaches of the basic values of Glenville State College. Consult the College Catalog for more information on academic dishonesty.

ACADEMIC FORGIVENESS

Students with poor academic records who have not been enrolled as a full-time student in any college or university the last five consecutive academic years immediately preceding the readmission semester may be eligible for academic forgiveness. Academic forgiveness must be requested in writing to the Registrar 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.

ACADEMIC PROBATION AND SUSPENSION

You will find the faculty and staff committed to helping you achieve your academic goals. Nevertheless, some students fail to maintain the minimum grade point average and are placed on probation or academically suspended. Please see the College Catalog for specific details.

ACADEMIC SUPPORT CENTER

The Academic Support Center assists students in determining career pathways and relating the college experience to professional intentions. They work collaboratively with administrators, faculty, and staff to develop and support the integration of career-related activities within the broader curriculum. In addition to planning and hosting the Spring Career Fair, the Academic Support Center also coordinates employment enrichment activities and teaches professional development seminars for classes, the general campus, and the broader community. They also advise undeclared and general studies students, advise RBA/IDS students, track academic progress weekly, track student attendance and work with the student retention. Career Services encourages the cultivation of greater self-awareness and effective goal setting.

Students who need disability services and had accommodations while in high school may also be eligible for those services when they enter college. This office provides a number of services for students with physical, sensory, vision, speech, psychological, and other disabilities. Students having a psychological evaluation, Individual Educational Plan (IEP), or 504 Plan from high school need to contact the center to continue their services while at Glenville State College. The documentation should be forwarded to the Director of Disabilities Services in the Academic Support Center located in Goodwin Hall.

ADMINISTRATIVE WITHDRAWAL (FIW)

Faculty members may recommend a student be administratively withdrawn from a class for disruptive behavior, repeated failure to follow instructions, and excessive absences. In such cases, faculty members will forward their written recommendation to the Office of the Registrar. The Registrar will notify the student of the recommendation by e-mail.

Faculty members are expected to have advised the student and the Academic Support Center of their intent to recommend that the student be administratively withdrawn from class prior to submission of their recommendation. If the recommendation is approved, a grade of FIW will be posted to the student's transcript.

Students may appeal the administrative withdrawal through the Academic Appeals Committee.

CAREER SERVICES

See Academic Support Center.

CHANGE OF ADVISOR

Occasionally, a student may wish to change his/her advisor but does not wish to change his/her major. The request to change advisors should be made to the advisee's Department Chair. If the Department Chair concurs, the change will be made within the department by the department secretary.

The student, previous advisor, and new advisor will be informed of the change. The previous advisor should send any accumulated documentation to the new advisor for his/her use.

CLASS ATTENDANCE POLICY

Students are expected to be present at all class sessions. On rare occasions it may be necessary for the student to be absent from scheduled classes or laboratories for personal reasons. On such occasions, all matters related to a student's absences, including the making up of work missed, are to be arranged between the student and the professor. The student should also understand that he/she is responsible for the academic consequences of any absences. The standard of practice is to allow one absence per credit hour; however, each professor may choose an alternate attendance policy. All faculty are required to state their attendance policies in course syllabai.

Students occasionally may be absent from scheduled classes in order to participate in officially sanctioned college activities, institutional absences. A list of students who are excused during a specific time period will be maintained by the Office of Academic Affairs and circulated to faculty. An institutional absence does not change deadlines for submitting assignments, but faculty will allow students to make up graded work that was done in class (exams, quizzes, etc.). In the case of missed laboratories, an alternate assignment may be given at the discretion of the instructor.

All instructors, including those who choose an alternate attendance policy, shall maintain a record of student attendance for all classes.

If the student has exceeded the number of allowable absences for the specific course, the instructor may recommend that the student be administratively withdrawn from the class for lack of attendance as follows:

1. The instructor sends the recommendation for administrative withdraw to the Registrar.
2. The Registrar sends an e-mail notifying the student that he/she needs to withdraw from the course prior to the deadline for withdrawing from a class with a "W" or they will receive an "FIW/U/NC" for the course. The instructor of record and academic advisor will also be notified by e-mail.

3. If the student has not withdrawn from the class prior to the deadline for withdrawing from a class, the Registrar will post the final grade of “FIW/U/NC” and the student will not be permitted to withdraw from the class.

4. A student may appeal in accordance with the academic appeal policy.

COLLEGE CATALOG

Students who enroll at Glenville State College will follow the provisions of the catalog in use at the time of their admission. Students beginning school during the summer sessions will follow the provisions of the coming fall semester. 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 two consecutive semesters (Fall/Spring or Spring/Fall) will 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.

COLLEGE CLOSINGS

When weather or other conditions force the President to temporarily close the campus, information will be broadcast over television and radio stations.

Television

WDTV-5,
WBOY-12,
WTAP-15,
WSAZ-3,
WCHS-8,
WOWK-13,
WOAY-4.

Radio

WBRB (101.3 FM),
WVRC (104.7 FM),
WDBS (97.1 FM),
WAFD (100.3 FM),
WKQV (105.5 FM),
WVBD (100.7 FM),
WSGB (96.5 FM/1490 AM),
WVAR (98.1 FM/600 AM),
WSWW (95.7 FM),
WVAQ (101.9 FM),
WKKW (97.9 FM),
WAJR (1440 AM),
WFBY (102.3 FM),
WWLW (106.5 FM),
WCIR (103.7 FM),
WHAW (980 AM),
WVRW (107.7), and
West Virginia Public Broadcasting (the closest
transponder being 88.9 FM).

You can call 304-462-7361 and the operator or a recorded message will give you cancellation information. Closings will be posted on the Glenville State College website at www.glenville.edu.

COMMENCEMENT

Commencement exercises are held each spring and winter. To complete a degree program, students must satisfy all college regulations and requirements for graduation. All fees and financial obligations to the College must also be met. Students planning to graduate must apply for graduation by the published deadline. All candidates (except the Regents Bachelor of Arts) who complete graduation requirements in May or December are required to participate in commencement.

COURSE PLACEMENT: ENGLISH AND MATH

When registering, any student who fails to meet the West Virginia Higher Education Policy Commission's Freshman Assessment and Placement Standards in English and Mathematics is tested in basic skills in these areas. Test results, as well as data from ACT scores, analysis of secondary school records are reviewed in order to determine each student's need for basic skills courses. See the "Course Placement" in the College Catalog for specific requirements.

Students who are placed in developmental courses in either English or Mathematics must enroll in these courses upon admission and continue to do so until exit requirements are met.

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 and faculty in the new area of interest. A change of major is accomplished by processing a Request to Declare, Change or Add Major/Minor Form available from your academic advisor, the Registrar's Office or online.

Students who do not declare a major upon enrolling will be designated as general studies. To declare another major, a student must complete a Request to Declare, Change or Add Major/Minor form, obtain the appropriate signatures and submit the form to the Registrar's Office

DROP/ADD PROCEDURES

Students find it necessary at times to drop or add a course. If you want to drop or add a course to your schedule you must meet with your academic advisor to complete the proper form and then submit the form to the academic department secretary for processing. You should check the current academic calendar for drop/add deadlines.

After the last date to withdraw from a course with a grade of "W," students may withdraw from a class only for medical reasons or other circumstances beyond their control with the approval of the Vice President for Academic Affairs.

ELECTRONIC DIGITAL COMMUNICATION DEVICES

Interruptions caused by rings and musical selections from electronic digital communication devices interrupt and disrespect the opportunities for student learning in the classroom environment. When in the classroom, all electronic digital communication devices must be turned off and out of sight. Laptop computers may be used only for course-related activities with instructor permission. There may be no conversations via an electronic digital communication device, whether audible or text-messaging, during class.

The instructor has the right to ask the student to leave the classroom for the remainder of the class period if the student needs to use an electronic digital communication device. If the student leaves the room to speak on an electronic digital communication device, it is at the instructor's discretion as to whether or not the student may return to the classroom when the conversation is completed.

ENROLLMENT IN OTHER INSTITUTIONS

Any student at Glenville State College who plans to enroll in another college or university for one or more courses and expects to transfer the hours to Glenville State College must file a Permission to Take Classes at Another Institution Form with appropriate approvals and submit the form to the Registrar's Office. Students are not eligible to receive federal financial aid based on hours taken at another institution, nor do the hours taken count toward full-time student status at Glenville State College.

To be approved, the student must have been a full-time, degree seeking student at Glenville State College during the semester prior to seeking permission to take classes at another institution. A maximum of six semester credit hours will be approved per semester. If a student is carrying 18 hours with Glenville State College as a regular student, or 15 hours as a probationary student, permission will not be granted unless the student has met the guidelines for carrying extra hours for the current semester.

If necessary, the student may be asked to provide copies of course descriptions. Upon completion of the approved courses at another institution, it is the responsibility of the student to provide an official transcript to Glenville State College.

FINANCIAL OBLIGATIONS

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 may result in a student not being permitted to re-enroll, receive official transcripts, and/or remain in the residence halls. In some circumstances, students may be administratively withdrawn from all of their classes if financial obligations have not been met.

GRADE APPEALS

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. The College provides

a procedure for students to appeal the decision rendered in awarding a final course grade. Consult the Academic Appeal Policy procedure in the College Catalog for further information.

GRADES

Students generally receive a course grade of A, B, C, D or F, Credit/No Credit based on performance in class activities, assignments, and examinations. Grades noted with # are assigned for developmental courses and are not included in GPA or earned hours. A detailed discussion of the College's grading policies is provided in the College Catalog.

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 new students are officially welcomed to the College and agree to abide by the Oath of Academic Excellence.

ONLINE COURSES

A Blackboard 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 once a student logs on. All usernames are the students last 8 digit of their student ID number; the initial password is: Passw0rd (note the capital P and number zero). If a student forgets his/her password, the student must contact the Blackboard Helpdesk to have the password reset. Should a student have problems logging on to his/her account, he/she should contact Instructional Technology or the Blackboard Helpdesk at 304-462-6449. If the problem is a navigational, classroom, or educational issue the student should contact his/her instructor.

PRIVACY OF STUDENT RECORDS

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.

Glenville 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 Life for release of disciplinary and residence life information. The *Student Consent to Parent/Guardian Access to Educational Records* form is available in the Registrar's Office and on the 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.

REPEATING COURSES

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 as to whether the course is repeated prior to the 60th hour or after the 60th hour.

SEMESTER LOAD

The unit of credit is the semester hour. The semester hour represents a minimum of 45 hours of classroom instruction and related assignments. Activity courses including lab experiences generally require increased instructional time.

A typical full-time load is 15 - 16 semester hours. Students may carry up to 18 semester hours during the fall and spring semesters and 12 semester hours for the summer if they have satisfactory grades and permission of their advisor; however, students on academic probation are not permitted to carry more than 15 hours during the fall and spring semesters and 6 semester hours for the summer.

To carry 19 or more hours, the student must have a minimum overall GPA of 3.00, at least a GPA of 3.00 on the previous semester's work, or be completing requirements for graduation that semester. A request to Carry Extra Hours form must be submitted and the student must have permission of the academic advisor, the appropriate department chair, and the Vice President for Academic Affairs. Permission to carry 19 or more hours will be granted 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.

STUDENT SUPPORT SERVICES

Student Support Services is a federally funded TRIO program designed to help students succeed in college through supplemental educational and cultural activities that help students earn their degree. Participants must be first generation college students, students from low income families, or have a documented physical or learning disability.

Services provided include:

- Individualized Tutoring
- Peer Group Study Sessions
- Supportive Counseling
- Academic Counseling
- Career Counseling
- Financial Counseling
- Educational Seminars and Workshops
- Cultural Activities and Trips
- Scholarships
- Laptop and technology loan program
- Printing services
- Professional Test Preparation

If you are interested in joining the SSS program please stop by the offices on the first floor of Goodwin Hall.

TRANSCRIPTS

All transcript requests will be processed through the Registrar's Office and will only be furnished upon the written request of the student. Requests may be submitted directly to the Registrar's Office or through the National Student Clearinghouse service available in your EdNet account. A fee is charged for each official transcript. All financial and academic obligations must be satisfied or a request will not be processed. Unofficial transcripts may be viewed at any time through your EdNet account.

WITHDRAWAL FROM CLASS

Students may withdraw from a course with a grade of "W" for a specified time period after midsemester grades as published in the academic calendar. Students who want to withdraw from a class should meet with their advisor to secure a drop slip. Once the form is completed, it should be taken to the respective department secretary for processing. After the last date to withdraw with a grade of "W", students may only withdraw from a class for medical reasons or other circumstances beyond their control as approved by the Vice President. A "W" will be utilized for students who withdraw for extenuating circumstances from courses after the published withdraw date. No student may withdraw from a class once final exams have begun. The last day for withdrawal for summer classes will be published in the academic calendar and in the appropriate schedule of courses.

WITHDRAWAL FROM COLLEGE

It is the responsibility of a student desiring to withdraw from College to notify the College Completion Center and announce his/her intention to withdraw. The last day to completely withdraw from the College is the last day of classes each semester. You should check the current academic calendar for withdrawal deadlines. At the time of withdrawal, the student will sign a

withdrawal form 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. Refunds are subject to the established last date of attendance.

CAMPUS LIFE

ALAN B. MOLLOHAN CAMPUS COMMUNITY CENTER

The Mollohan Center is a multi-purpose facility housing an array of student and community activities and functions.

The lower level of the Mollohan Center is home to the College Fitness Center, with a wide array of weightlifting equipment, exercise machines, and an aerobics room.

Located on the main floor of the Mollohan Center are the College Bookstore, a full service Post Office, student mail boxes, and the nurse's office.

Dining services are located on the second floor. Multiple food stations make up the Mollohan Restaurant, which serves three meals a day Monday – Friday and two meals a day on Saturday and Sunday. Just down the hall is the Rusty Musket which is our campus snack bar. Located on this floor as well is the Aramark Office where students can add Musket Money (flex dollars) or meals to their meal cards. Also, on this floor is the office of the Student Government Association.

Up on the third floor are meeting spaces, a ballroom, and a multi-purpose room which also serves as a movie theater, Student Life office suite, which houses the offices of the Director of Student Activities, Administrative Assistant for Student Life, and the Dean of Student Life.

ART EXHIBITS

Throughout the school year, the Fine Arts Gallery hosts local, regional and national art exhibits, including an annual juried student art show. There are many art classes open to students across campus including drawing, painting, ceramics and digital photography. The GSC Art Society is open to everyone and is one of the larger student organizations on campus.

ATHLETICS

The Athletic Department is located at the Waco Center, 921 Mineral Road. Glenville State College (GSC) varsity athletes compete in NCAA Division II with the exceptions of Acrobatics & Tumbling which is a member of NCATA and Boxing that will be governed by USA Boxing. GSC is a member of the Mountain East Conference (MEC) for all varsity sports. GSC will also be adding Women's Soccer to our sports sponsor list which will be a club sport for 2016-2017 and become varsity status in 2017-2018. The Boxing club will move to a co-ed varsity sport. The college sponsors six men's, six women's and one co-ed varsity sports for the 2016-2017 school years, which are:

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

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

Co-Ed: Boxing

Admission to all home athletic events (unless it is a fundraiser or tournaments) is free to GSC students who present a valid student identification card. Tickets can be purchased for non-students at all football and basketball games, most other events do not require a ticket. There is a student athlete handbook, found on the athletic we-site, that all athletes need to follow and it can be found on the athletic web-site.

BOOKSTORE

The Follett Bookstore partnered with Glenville State College in 2001. Follett serves over 1200 educational institutions across the United States and Canada. Follett is committed to serving the students, faculty and administration of the GSC community through superior customer service. The campus Bookstore is located on the first floor of the Mollohan Campus Community Center.

Standard business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. There are extended hours for book rush and special events. Extended hours will be posted in the store window and on web site. Visit the bookstore online at www.glenvilleshop.com; your bookstore 24-7.

Used books continue to be the best value for students. As part of the efollett.com network of bookstores, on over 1200 campuses, giving us access to the largest selection of used books.

In addition to course materials, the 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.

The bookstore is also your source for computer software and peripherals. Software is always available at educationally discounted prices. If we don't have it, we can get it.... Ask us about special orders on software!

The Bookstore offers a full range of attractive, high quality products including new merchandise, clothing and gifts. Although textbooks are our core business, the bookstore represents your source for "everything college."

The Rent-A-Text program offers rental of select textbooks at over 50% off the new textbook price. Please visit rent-a-text.com or ask an associate in the bookstore.

Our Brytewave program offers digital versions of select textbooks – saving up to 60%, useful on any web browser device, collaborate, share, study, summary notes... This is the future of textbooks. Ask an associate in the bookstore for more information or visit www.brytewave.com.

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.

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. Aging editions, editions that have been around a while, command less and less as their revision date approaches.

The College Bookstore offers a wholesale buyback every day. Major buybacks are scheduled twice a year, during fall finals and spring finals. Keep an eye out for these dates to get top-dollar for your old textbooks!

COUNSELING SERVICES

In addition to basic health care, the College is committed to promoting the mental health of all students. The Counseling Center provides counseling and basic mental health assessment to all currently registered students on an as needed basis. The 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 College staff or parents of registered college students. All services, whether assessment or individual/family counseling sessions, are free to registered students. The Counseling Center is open Monday through Friday 8:00 a.m. to 4:00 p.m. throughout the year (except during breaks) with evening hours as needed by arrangement. The Counseling Center is located on the 2nd floor of the Lilly Gymnasium. Easy access is gained from the outside elevator to the right of the main entrance. For more extensive mental health treatment, the Counseling Center can facilitate referrals and follow-up with United Summit Center, the local community comprehensive mental health agency, or for medication management through Minnie Hamilton Health System’s Glenville Office. The counselor can be reached at 304-462-6432 or through Campus Security after hours.

DEGREE AUDIT FOR GRADUATION (DEGREE WORKS)

Degree Works is the official online advising and degree auditing tool for Glenville State College. It is designed to assist you and your advisor in reviewing your degree programs. It is recommended that you review your audit often during the semester such as: prior to registration, after registration, if you drop or add courses, after grades are posted or when you have requested a course substitution. You can access Degree Works through your EdNet account. You should use your Degree Works Audit when:

- Reviewing your progress with an academic or major advisor. (You are highly encouraged to bring up-to-date audit any time you meet with your advisor.)
- Creating a list of questions to discuss with your advisor.
- Identifying courses that need to be completed.
- Selecting courses that meet your degree requirements.
- Determining a projected graduation date.
- Choosing a major.
- Deciding whether to add a minor.

Another feature of Degree Works is the “What If” function. The “What If” function allows you to hypothetically change your major, minor, or concentration. The What If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

DINING SERVICES

The College has partnered with ARAMARK Corporation to provide an outstanding dining experience for the campus. Resident students may choose from four meal plan options; three with Musket Bucks (flex dollars) and one without Musket Bucks that includes every meal served in Mollohan’s Restaurant. Each option is designed with different student needs in mind. Commuter Students enrolled in 9 or more course hours will have \$50 deposited to their flex account that can be used for their dining needs. Block plans and extra musket bucks are available for purchase in the dining services office to supplement your meal plan. Arrangements for special dietary/nutritional need (allergies, gluten free etc.) are available on request, with prior notice, by stopping in the Dining Services Office.

Dining services are located in the Alan B. Mollohan Campus Community Center. Mollohan’s Restaurant, is open for hot breakfast, lunch, and dinner, Monday through Friday. Weekend service includes brunch on Saturday and brunch and dinner on Sunday.

The Rusty Musket Cyber Cafe offers hot breakfast and lunch, quick “grab and go” items for students on the move, and extended evening hours for late night snacks. In addition, the Convenience Store inventory includes light cooking items and other useful sundries.

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 must complete the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov . For priority processing, application for federal financial assistance should be filed by March 1 prior to the academic year in which assistance is needed.

Academic 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 received by November 1.

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

More detailed information is available in the college catalog and website. Students may view their records online by clicking on MYGSC from the homepage www.glenville.edu. Financial Aid staff is available from 8am – 4pm weekdays in Louis Bennett Hall offices and can also be contacted by phone at 304-462-4103 or email at financial.aid@glenville.edu.

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 an array of cardiovascular and strength-training equipment. The cardiovascular area is comprised of five treadmills, five ellipticals, two stair climbers and two stationary bikes, plus a rowing machine. The strength-training area contains weight machines, selectorized equipment and a multitude of free weight equipment. As an essential part of the fitness center a personal trainer is on hand to help plan workouts.

Group exercise classes are offered free of charge to students.

For hours please check the web site at Glenville.edu/life/fitness_center.php

GSC WEEK

Each April, a week is designated for students, faculty and staff to show their school spirit. It is a week full of tradition that allows everyone to come together as a family to celebrate and embrace all the qualities that make Glenville State College such a unique and wonderful place. GSC Week events include but are not limited to daily socials, entertainers, the annual Blue and White football game, the SGA Spring Formal, and so much more. If you are interested in helping with GSC Week, contact the Office of Student Activities.

HEALTH SERVICES

The College is committed to promoting the health and well-being of all students. The Campus Health Center provides basic health care to all currently registered students. The 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 Health Center is open Monday through Friday 8:00 am – 4:00 pm during the fall and spring semesters. Students are encouraged to visit the Health Center at the onset of an illness to ensure early assessment and treatment of health problems.

HIGH ADVENTURE

The High Adventure program makes it possible for students to enjoy the outdoors and take part in adventures that are both enjoyable and challenging. During the fall months, students can experience the thrills of hiking, backpacking, rock climbing, mountain biking, fly fishing,

whitewater kayaking and rafting, sky-diving and horseback riding. In the winter and spring excursions include skiing, snowboarding, snowshoeing, winter camping and cross country ski trips.

In addition to outdoor activities, the High Adventure program oversees an indoor climbing wall in the Health and Physical Education Building. Facility hours and special class times will be posted on campus.

Students with experience and training provided by the High Adventure Coordinator are encouraged to serve as leaders and guides within the program. There is also an Outdoor Recreation Minor in which students can gain valuable leadership and technical expertise while receiving credit toward a degree.

HOMECOMING

Each fall, the campus community celebrates Homecoming, a week filled with entertainment and school spirit. A full scale Homecoming celebration occurs on Saturday, beginning with a spectacular parade featuring floats, marching bands, and the Homecoming Royalty. Headlining the week's activities is coronation so the court can preside over the week's activities. The festivities end at the conclusion of the football game at the I.L. & Sue Morris Stadium on Saturday. Games, contests, dances, and entertainment activities fill the entire week. To participate in one of the many Homecoming Committees, contact the Student Government Association, the Office of Student Life or Director of Student Activities.

IDENTIFICATION (ID) CARDS

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

INSTRUCTIONAL TECHNOLOGY

The College currently uses Blackboard as the official learning management system. To log into your online course(s), check your email or view your grades, go to www.glenville.edu and click on MyGSC. To log into your student email account your complete email address which will be lastname.firstname.middleinitial@gsc.glenville.edu (i.e. public.johnq@gsc.glenville.edu). You should have received a letter in the mail with your temporary password, if not please contact our office at 304-462-6145. To log onto Blackboard, your username is the last eight digits of your student id number and the password is Passw0rd (make sure you use a capital P and a zero in place of the o). All students must change their password upon logging in for the first time. All online courses are available the first day of class. If you do not see your course after the first day, please contact the helpdesk at 304-462-6449.

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. Glenville State College prides itself in giving 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 Glenville State College are addressed by the Office of Admissions. International Student activities and social support services are provided by the Office of Student Life.

International Student academic services and academic courses selection are coordinated through faculty advisors. Should an international student need additional academic assistance, arrangements will be made through academic departments or the Office of Academic Affairs.

INTERNET

All occupants of the residence halls are provided wired Internet connectivity with limited wireless access. It is the responsibility of the student to contact a member of the resident life staff if there is a problem with connection. Shentel is the Internet/cable television service provider for residents of Goodwin Hall and Pioneer Village. Those students will access the wireless SSID "Student_Wireless" wherever accessible on campus. Documentation is provided upon move-in with instructions on how to connect to Shentel's network. Students living off-campus must contact any of the Internet Service Providers serving the Glenville area to obtain connectivity.

Internet access is provided via the open computer lab in the library; wireless access is also provided in many areas around campus. However, these resources require a username and password. Your username is the last eight digits of your student id number and the password is again Passw0rd. For example, "Username: gsc\00011111 password: Passw0rd." All students must change their password upon logging in for the first time via a wired connection before attempting to utilize the wireless internet. The Glenville State College wireless network for Commuters will be listed as "GSC" when browsing for available wireless. Residence hall students should continue to connect to "Student_Wireless."

Students shall not attempt to override, hack, or breach the security of the College's network or computer systems. Further, using the College's network resources illegally or in an improper way is prohibited, including but not limited to illegally downloading copyrighted material. All such infractions will result in immediate suspension of computer and network privileges and will be referred to the Provost.

INTRAMURALS AND RECREATION

Glenville State College provides comprehensive recreational and intramural programs for students, faculty and staff. Activities include both team and individual competitions and challenges. Students can view active leagues and sign up for competition by visiting **www.imleagues.com** and searching for Glenville State College. Leagues and tournaments for

multiple sports including volleyball, basketball, whiffle ball, corn hole and more will take place throughout the school year. Students are encouraged to download the **Rec*It** app on their phones or tablets in order to stay up to date with intramural standings and news. For more information you can contact the Supervisor of Residence Life and Intramurals at (304)462-6412.

LIBRARY FACILITIES

The Robert F. Kidd Library offers students access to a broad range of information resources supporting research and the curriculum. Library collections include digital resources, print, audiovisuals, microforms, mixed media and archival materials. Librarians and trained support staff are available to assist students with library assignments and research needs.

A core area of the Library is the Research Center, a full-service computer lab for student and 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 areas include Archives and Special Collections (ground floor), the Alma Arbuckle Children's Collection (third floor), and the beautiful Kemper bird displays (first/second floors).

From the library's webpage access is available for: the Library catalog to locate materials; a wide variety of databases and eBooks; WVDeli to check out and download various eMaterials (register in the library to download WVDeli materials); LibGuides for how-to information; freegal for free music; Zinio for reading popular magazines; library policies and much more. The electronic databases provide information from thousands of journals, newspapers, specialized information resources and eBooks. Online/digital materials may be accessed on or off campus. For remote access, use the same user ID and password used to log into the GSC domain or a library-assigned code word available through a library staff member.

A GSC ID is required to check out hardcopy circulating library items and reserve materials.

Check-out periods are:

14 days – Regular books

7 days – Audiovisuals (e.g. DVDs)

1 hour-14 days – Reserve items (as assigned by the instructor)

1 hour-14 days – Equipment (headphones, flash drives, flip cameras, MP3 players, etc.)

Most materials may be renewed if not on hold for another person.

Students are responsible for all materials checked out in their name, for returning materials on time in good condition, and for timely payment of charges accrued in overdue fines and lost or damaged materials. Overdue notices and billings are sent through the student's library registered e-mail account. Students are responsible for checking and maintaining their e-mail accounts and responding properly to library notices. (Note: WVDeli digital checkouts automatically expire so these materials do not/cannot generate overdue or lost/damaged fines.)

Materials needed but not held within the library are often available from other libraries through the interlibrary loan system (ILL). Circulation staff members process ILL requests for a nominal fee.

Regular library hours during the fall and spring semesters are:

Monday-Thursday.....7:45 a.m. to 10:00 p.m.

Friday7:45 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. Changes in regular hours are posted at both library entrances.

LOST AND FOUND

Items which are found should be delivered immediately to the Student Life 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 or calling the Student Life Office at 304-462-4114.

MUSIC

Many opportunities exist for 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.

Bands: Marching Band, Concert Band, Jazz Band, Pep Band, Bluegrass Band, and Jazz Combo

Choral: Concert Choir and Chamber Singers

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

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

Percussion Ensembles: Percussion Ensemble, Marimba Ensemble and African Ensemble

In addition nationally recognized programs, activities, and presenters are often highlighted in community and college events in the Fine Arts Building.

NEW STUDENT ORIENTATION

Prior to the start of classes each semester, an orientation program is provided to new students. During this time, activities are planned to assist students in becoming acclimated to the Glenville State College campus and to address transitional issues that are critical to success in the first year of college. In addition, there are many opportunities during the Orientation for students to get to know each other and members of the faculty and staff of the College. Attendance at Orientation is required.

PHONE SERVICE

If a student desires telephone service in their room they will need to rent a phone from the Office of Technology at a cost of \$25 a year, regular analog phones will not work in the room. Local telephone service is provided free of charge for students. Should students want to make long distance calls, they will need to purchase a calling card. Students also receive free voicemail

service, and it is their responsibility to activate that service. If a student requires assistance with the voicemail setup or has an issue with their phone service, they should contact the Office of Technology at 304-462-6145.

PIONEER MASCOT

The Pioneer Mascot is a visible symbol of Glenville State College spirit and ideals. 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.

To be eligible for initial consideration and continued participation as the Glenville State College Pioneer, applicants must meet the following criteria:

1. The student must be enrolled as a full-time undergraduate student of Glenville State College.
2. The student must have and maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale.

For more information, please contact the Office of Student Life located on the 3rd floor of the Mollohan Center or call 304-462-4114.

POSTAL SERVICE AND MAIL BOXES

A full-service post office/mailroom is located on the first floor of the Mollohan Center. Window service is available daily Monday through Friday from 8:00 a.m. to 4:00 p.m. Faculty, staff, students and community can mail letters, purchase postage stamps, and various envelopes, send out packages via UPS, Fedex Next Day, USPS, and Fedex Ground. Mail arriving through the USPS will be placed in mailboxes after 12:00 noon on a daily basis.

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

Residence hall students must check their mailboxes regularly since most college correspondence is sent through campus mail.

PUBLIC SAFETY

College employees include public safety officers who patrol the campus. The duties of these officers include, but are not limited to, 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.

Glennville State College employs full time sworn certified police officers as well as security guards. All members of the Office of Public Safety are trained in basic first aid and CPR/AED, attend yearly in-service training, and maintain radio contact with emergency dispatchers. Certified officers, by action of the West Virginia Legislature, have and may exercise all the powers and authority of and will be subject to all the responsibilities of a deputy sheriff of the county. They are licensed to carry deadly weapons.

The 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 Public Safety Office is located on the ground floor of the Administration Building.

If the call is an emergency, please call 911 to speak to the Lewis/Gilmer County 911 Center. If you are calling from on campus, dial 911.

If you need immediate assistance please call 911 and you will be assisted by an available officer directed to you by the 911 dispatch. If the call is non-emergency but you wish to speak to an on campus officer please call Public Safety at 304-462-2041. If an officer does not answer the phone and you do not need to speak to an officer immediately, please leave a brief, precise message, providing your name, address, and phone number. An officer will contact you as soon as possible.

If you have any safety concerns or questions, wish to request foot or parking lot patrol and/or a security escort, report a crime, give information relating to a crime, or obtain information regarding public safety and/or campus crime, contact the Department of Public Safety.

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 and tell the officer who and where you are. Remember to call Public Safety any time you feel you need assistance.

Contact Information

Glennville State Public Safety 304-904-2041

RESIDENTIAL LIFE

Residential facilities are places where students live together and form communities. As a residential student, 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 full-time students who have earned less than 72 credit hours and are under the age of 21 are required to reside in one of the College's residential facilities so long as space is available. All residents in college housing must also purchase a meal plan from Glennville State College Dining Services. Any exception to this rule can be made only with the approval of the Senior Vice President Student and External Relations.

If a student wishes to reside off-campus they must meet one of the following exemptions:

- Residing with Immediate Family Member (You must live within a 50 mile driving distance recommended by Google Maps.)
- Married and/or Dependent Children at Home
- 21 Years or Older (You must be 21 before the semester starts.)
- Major Medical Reasons
- Completion of 72 or more hours of college credit

Goodwin Hall is located next to the Mollohan Campus Community Center. There are single and double rooms available in a suite style setting placed along a corridor hallway.. Each suite is equipped with its own restroom facilities, electronic operated locks for use with student assigned swipe cards. The building has climate controlled air conditioning and heating, security cameras, ten laundry rooms, nine study lounges, an integrated sprinkler system throughout, and energy efficient lighting.

Pioneer Village is located on Mineral Road and is an upperclassmen facility. Nine buildings house sixteen students each and one building houses twelve students, the Resident Director, the main office, laundry facilities and a student lounge.

Goodwin Hall and Pioneer Village have live-in staff who are dedicated to making the residential life experience a rewarding one. The Resident Director/Resident Hall Associate oversees the operation of the residential facility and supervises a student staff of student Resident Assistants. The Resident Assistants coordinate programs in the residential facilities, serve as resource people and friends, and, when necessary, act as conduct monitors for the College.

Pickens Hall is located at the lower part of campus and currently houses married students and summer camp students.

Reservation Procedure

Applications for housing are available in the Office of Residence Life or through the Student Life section of the Glenville State College website at www.glenville.edu.. A **non-refundable** advanced application fee must accompany your application with a check made payable to Glenville State College. The advance application payment is due when the application is returned. Mail your completed application and fee to: **Office of Residence Life, Glenville State College, 200 High Street, Glenville, WV 26351-1292.**

If you intend to withdraw from the residential facilities during the semester, please notify the Resident Director immediately to ensure that proper procedures for checkout are followed. Failure to properly withdraw from the residential facilities will result in a processing and handling charge. To cancel a room reservation, contact the Office of Residence Life.

Room Furnishings and Services

In Goodwin Hall each student room is furnished with an extra-long twin-size bed, 2 drawer dresser, wardrobe, chair, desk, refrigerator and microwave. In Pioneer Village each student room is furnished with an extra-long twin sized bed, 2 drawer dresser, chair, desk and closet.

Cable television hook-up and high speed Internet access is available in every residential room. Residents may bring their own television and computer to access these services. Students may rent a phone from the Office of Technology. Should a student want to make long distance calls, they would need to purchase a calling card.

On-site laundry facilities are provided for use by residents only.

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). Only fish that can be kept in a 10 gallon aquarium are permitted in the residential facilities. 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.

STUDENT ACTIVITIES

The Office of Student Activities encourages involvement in the College community through participation in an array of activities and organizations. Co-curricular involvement contributes to a student's overall development and complements his/her educational endeavors. With the expansion of student activities, by jointly working with other departments on campus i.e. Residence Life, Student Support Services and Student Organization, we are now able to provide opportunities for the students to further their education and interest in learning about multicultural, international, and diversity activities. We have also created several different series of events for the student body to take a part in as well which include: Health and Wellness, Cultural/Diversity, Concert, Comedy, and Leadership. An involved student becomes more self-reliant and responsible.

The Office of Student Activities provides additional educational opportunities and activities for the campus throughout the academic year. These activities includes but are not limited to hypnotists, magicians, laser tag, video game tournaments, BINGO, board game nights, and interactive games. Special activities are scheduled during Homecoming Week and GSC Week. 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. A list of student organizations can be found on page 76.

STUDENT DISABILITY SERVICES

See Academic Support Center.

STUDENT EMPLOYMENT

If students are eligible for and accept the federal workstudy award offered as part of a financial aid package and are interested in finding a job on campus, they must still fill out an application for on-campus employment during the open application period. The college also has some positions that are non-need based, called workshop. A FAFSA form is not required for these positions.

Applications for all on-campus positions – workstudy and workshop - may be found online at https://www.glenville.edu/life/student_job_app.php.

Because of the limited amount of workstudy and workshop positions available, there is no guarantee that you will get a job. However, your chances of finding one will increase greatly if you understand and follow the procedures outlined here.

The open application period for the Fall 2016 semester begins June 15th and closes on August 31st. Enrolled students have this timeframe to review the On-Campus Job Announcements and then submit their application online. Applications are reviewed by supervisors, who interview applicants who meet their criteria and then hire the best candidates.

If you submitted your application for employment before the June 15th opening, you will need to resubmit a new application after the new open application period begins on July 15th.

If you are an upperclassman 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 filled out an application last school year and were not placed, you must complete a new application to be considered for a position for this semester.

Upon employment, students must complete all necessary payroll documentation before they can be paid. Student workers are directed to visit the Academic Support Center to fill out these forms and also submit copies of their driver's license/ID card and social security card for identity verification and a blank voided check or bank statement to establish direct deposit.

Students are not allowed to work over 20 hours a week during a period of enrollment. All students work at minimum wage.

All student employees must maintain a 2.0 each semester and 2.0 cumulative grade point average in order to maintain the privilege of student employment. Student workers failing to meet GPA requirements will be placed on probation the following semester. Failure to meet GPA standards during the probationary semester can result in a loss of the privilege of student employment until the student meets both 2.0 GPA benchmarks.

Any student worker with an FIW is placed on immediate student employment probation.

All student workers will be paid twice a month. Students must update their time sheet each day they work and must turn in the time sheet to their supervisor every two weeks.

Student employees are directed to read the Student Employment Handbook, which is available on the Career Services web page at http://www.glenville.edu/life/career_svcs.php. Any questions regarding Student Employment procedures can be directed to immediate supervisors and/or the Career Services Counselor at ext. 6152.

Glenville State College is an Equal Opportunity/Affirmative Action Employer.

THE PHOENIX

The Phoenix, the campus newspaper, covers issues and events of interest to the college community. An electronic version of the newspaper appears weekly during the fall and spring semesters, with special print editions for events like Homecoming. The Phoenix is operated by student volunteers under the supervision of a faculty advisor. Academic credit may be earned for working with the campus newspaper.

THEATER

Theater productions occur three times per year on campus. Casting is open to the entire college community, as are all technical/production positions. Interested students may contact the Language and Literature Department at 304-462-6320 (ext. 6320) for more information

TITLE IX

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

Krystal D. Smith
Director, Human Resources
Coordinator, Title IX/AA/EEO
3rd Floor Harry B. Heflin Administration Building
304-462-6193
[Send email](#)

In the absence of Ms. Smith, complaints and questions may be directed to:

Teresa Sterns
President's Office
Director, Hidden Promise Scholars Program
Co-Coordinator, Title IX/AA/EEO
304-462-6100
[Send email](#)

Written correspondence may be sent to:

200 High Street
Glenville, WV 26351
FAX: (304) 462-7610

TRAVEL ASSISTANCE

Glenville State College will provide transportation for students to the Charleston Airport and Morgantown Megabus Station *ONLY*. Transportation is *ONLY* provided on the Thursday and Friday of Finals week at the conclusion of each semester, Friday prior to Thanksgiving and Spring Break, or by special circumstances approved by the Dean of Students or his designee. Arrangements for transportation should be made at least a week in advance by contacting the Director of Residence Life. Payment for the trip is determined by the number of passengers and should be made to the Cashiers's office with a receipt being given to the driver the morning of the trip (receipt will serve as your ticket for transportation).

TRILLIUM

The Trillium is a student literary magazine that has been produced annually by the Language and Literature Department since 1979. Much like the botanical Trillium, this publication emerges in the spring. It contains poetry, fiction, other creative writing, photographs, and drawings from students, faculty, and staff and the general public.

TUTORING PROGRAM

Peer tutoring is available to all students in a variety of subject areas on a daily basis. Tutoring is offered on a drop-in basis or can be scheduled in advance. Tutoring schedules are typically available at the beginning of each semester as early as the second week of classes. Visit the Academic Support Center for more details about the benefits of the tutoring program and how you can become a tutor.

TV/RADIO STATION

The College radio and TV stations serve the campus and surrounding communities with sports, news, music, movies and public service programming. Radio station programming is available on and off campus via webcasting through the institution's internet system. Television programming is available on campus via Shentel channel 74. Off campus programming is available via Shentel Cable channel 182, throughout much of West Virginia, Virginia and other communities in the Shentel network. The stations are operated by student volunteers and student workers, under the supervision of a staff member and faculty advisor. Students may also earn academic credit for working for the radio and/or TV stations(s). If you would like to be involved, please contact Jennifer Wenner at 304-462-6436 (ext. 6436).

WEB SITE

The 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 determine course requirements for their major; look up faculty office locations, phone numbers, and email addresses; and obtain information about the library, bookstore, computer labs, and student organizations. Campus residents can find information concerning residence halls, campus safety, the campus post office, and the dining facilities. Athletic events, fine arts performances, as well as all campus activities are listed in the online calendar. Grades and class lists can also be accessed from the Glenville State College website. If you have problems or need to make updates, contact 304-462-6146 (ext. 6146).

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 Glenville State College 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.

Glenville State College utilizes a Judicial Coordinator, who is a staff member assigned to administratively attend to judicial matters and is authorized to conduct Administrative Hearings, and a Judicial Council that includes 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. The Judicial Coordinator may refer special cases to the Title IX Coordinator.

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 Dean of Student Life, as the President's designee in these matters, shall normally obtain the advice of the office of Student Life staff, the Judicial 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.

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

III. APPLICATION OF LAWS AND OFF-CAMPUS ACTIVITIES

This Student Conduct Code applies to behaviors that take place on the campus, at school/college--sponsored events and may also apply off-campus or outside of school when the administration determines in its discretion that the off-campus or outside-of-school conduct affects a substantial school/university interest. A substantial school/college interest includes but is not limited to

* Any action that could constitute a criminal offense as defined by federal or state law even if no law enforcement investigation has been initiated. This includes but is not limited to: allegations of single or repeat violations of any local, state or federal law in the municipality/city/town where the school/university is located;

* Any situation that significantly disrupts the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

* Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others

IV. Social Media Policy

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

Guidelines

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

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access

to your site. Information (including pictures, videos, comments, and posts) may be accessible even after you remove it.

- Use caution when adding someone or inviting someone to be a friend. Many individuals are looking to take advantage of students-athletes, to get close to student-athletes to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purposes of sports gambling or negative publicity.
- Limit information about your whereabouts or plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- What you post may affect your future. Many employers and graduate school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posts).
- Similar to comments made in person, Glenville State College will not tolerate:
 - o disrespectful comments and behavior online, such as Derogatory or defamatory language;
 - o Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
 - o Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the College's Policy on Prohibited Harassment and Discrimination.

Monitoring and Consequences

Glenville State College reserves the right to have staff, faculty, or administration access, monitor, and/or receive reports about students' social networking sites and postings or to contract with an outside vendor or vendors to do so. In addition to reviewing postings according to the Guidelines identified above, Any concerns about a student's posting or other online activity related to potential Judicial violations should be reported immediately to the Judicial Coordinator at george.montgomery@glenville.edu or (304)462 – 6412.

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

V. 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. The following are considered Level A violations:

- 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 – Any violation of college rules regarding visitation in residential facilities.
- 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 (10 gallon tank maximum), 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. This includes removing windows as well.
- A13. Smoking – Smoking 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. This includes but is not limited to e-cigs, vaporizers, hookahs, and cigarettes.
- A14. Possession of Objects Prohibited in the Residence Halls – The following objects are prohibited in residence hall rooms: all heat generating items or items that have an open flame. This includes but is not limited to hot plates, coffee pots, Keurig's, toasters and toaster ovens, candles, incense, space heaters and irons.
- A15. Traffic and Parking Violations – Individuals who have exceeded three traffic and parking violations per semester that have been issued by Public Safety.

Level B Violations

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

- 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. Failure to comply with directives or to identify oneself when requested by Faculty, Staff, or Administration.

- B5. 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. The following are considered Level C violations:

- C1. 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.
- C2. Theft of property – Theft of College property or possession of stolen College property or property of any person.
- C3. 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.
- C4. Unauthorized presence in or forceful entry into a College facility or College related premises.
- C5. Misuse of telephone – No student shall make or assist in making unauthorized or telephone calls or otherwise misuse or abuse telephone equipment.
- C6. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing.
- C7. 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.
- C8. 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.
- C9. 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.

- C10. 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.
- C11. Unauthorized use or misuse of College property or equipment
- C12. Knowingly passing a worthless check or money order in payment of any financial obligation to the College
- C13. Habitual, repetitive, or recurring violations of College regulations (2 or more)
- C14. Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age or any other protected category.
- C15. Unauthorized use of the name or insignia of the College by individuals or groups.
- C16. Any misuse by a student of his/her position as a student, or his/her right to use College property.
- C17. Improper Entry – Residents of Pickens Hall and Goodwin Hall are required to carry their Glenville State I.D. cards and use those cards to gain entry into the building.
- C18. Door Propping or assisting of an unauthorized entry – Exterior doors and stairwell doors of Pickens Hall, Goodwin Hall and Pioneer Village, and other than the main entries, are considered emergency exits and are to remain properly closed at all times.

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. The following are considered Level D violations:

- 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, Airsoft Guns and projectiles, knives, swords, throwing stars, nantchuks, fireworks, and hazardous chemicals.

- 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.
- D9. 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.
- D10. 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 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.
- D11. Cyberbullying – is the use of Information Technology to harm or harass other people in a deliberate, repeated, and hostile manner. This includes, but is not limited to, use of social media to defame, demoralize, or to make offensive/vulgar comments towards an individual and/or groups.
- D12. 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.

VI. STUDENT ACADEMIC MISCONDUCT

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

VII. 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 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.

A \$10 Administrative Fee will be assessed for each disciplinary hearing held.

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

A. Initiation of Charges – The Dean of Student Life or designee bears the responsibility for the initiation of disciplinary procedures against a student for alleged non-academic misconduct. The Dean of Student Life or designee will review instances of reported misconduct to determine if disciplinary proceedings should be initiated. Any member of the campus committee may register a complaint in writing with the Dean of Student Life or designee against a student for alleged violation of the Student Conduct Code. In the absence of sufficient information as determined by the Dean of Student Life or designee, a complaint will be dismissed.

B. Notification of Charges – Once it is determined that disciplinary proceedings will be initiated, the accused student will be provided written notification of charges. This preliminary notification will specify the alleged violation(s) of this code and will also inform the accused student of a scheduled Disciplinary Conference with the Dean of Student Life or designee, which will provide additional information relating to the charges. This notification may be served by one of the following means:

1. 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 Glenville State College 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 ensure that the accused student will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. Students may choose to resolve the charges with the Dean of Student Life or Judicial Coordinator 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 College's faculty, staff or administration may serve as an advisor and may be present at the hearing. An advisor may consult with the student and otherwise participate directly in the proceedings when recognized by the hearing authority. In cases involving potential suspension or expulsion, legal counsel may be present at the hearing. Students retain attorneys in such cases at their own expense and must notify the Dean of Student Life or designee at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings. Legal counsel may serve in an advisory capacity to the accused student in such cases, however counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The 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 Dean of Student Life 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 business (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 Dean of Student Life or designee who schedules hearings and determines whether a delay will be granted. Such a delay will not affect the student's status.
11. Will be advised that the Dean of Student Life or designee may choose to delay the hearing for good cause. Such a delay will not affect the student's status.
12. Will be advised of options for resolutions of disciplinary charges.

D. Failure to Respond – If the student does not appear at the Disciplinary Conference, a fee will be assessed. An Administrative Hearing will be conducted by the Dean of Student Life or designee immediately and a determination will be made based upon the available information. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

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

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

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

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

1. Plead not responsible to the charge(s) and have a regular hearing before the Judicial Council* where a determination of responsibility will be made. If held responsible by the Judicial Council, an appropriate sanction will be determined.
2. Accept responsibility for the charge(s) and elect for the Judicial Council* to determine an appropriate sanction
3. Plead not responsible to the charge(s) and request an administrative hearing before the Dean of Student Life or designee where a determination of responsibility will be made. If held responsible by this judicial coordinator, an appropriate sanction will be determined. The Dean or designee may decline to conduct the administrative hearing, in which case the Judicial Council must hear the matter.
4. Accept responsibility for the charge(s) and elect for the Dean of Student Life or designee to determine an appropriate sanction. The Dean of Student Life or designee may decline to conduct the administrative 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 Dean of Student Life may determine that it is inappropriate for the proceedings to be held before the full Judicial Council and convene an administrative hearing.

G. Administrative Hearing Procedures (Can be used for level A, B, C or D violations)

1. During a hearing, the accused student is entitled to:
 - a. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by the Judicial 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 Dean of Student Life or designee.
 - b. Appear in person and present any relevant information, be informed of all information presented, call witnesses and ask questions of witnesses present at the hearing.

c. Elect not to appear at the hearing, in which case the hearing shall be conducted in the student's absence.

d. Refuse to answer any questions or make a statement; the Judicial Officer shall make his or her decision solely on the basis of information presented at the hearing.

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 Life. 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 Dean of Student Life 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 Dean of Student Life or designee is responsible for scheduling, coordinating, and presenting all cases and may be present during the entire hearing.
5. The Dean of Student Life or designee may make a tape recording of all hearings. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of Student Life. The accused may request a duplicate copy of the recording within a period of six months from the date of the hearing and must assume the cost for this expense.
6. Hearing Decision – Immediately upon completion of the hearing, the hearing authority shall consider the information presented to determine responsibility or to drop the charges due to insufficient information. The hearing authority shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information.

In a Judicial Council hearing, an absolute majority vote of council members present shall be required to find the accused responsible and to assign a particular sanction. If

responsibility is acknowledged or is determined prior to the determination of the sanction, the hearing authority can allow the introduction of written and/or oral statement(s) that 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 Dean of Student Life or designee for consideration in determining an appropriate sanction.

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

VIII. 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. Repeat offenders may be subject to sanctions of a higher level violation.

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

The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination. *Failure to satisfactorily complete any sanction imposed by a Judicial Officer or the 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 Dean of Student Life.

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 Dean of Student Life.

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 Suspension or expulsion.

D. Residence Hall Suspension - Residence Hall suspension involves removal from the campus residence hall community for conduct that clearly demonstrated an inability to function appropriately in the residence hall living situation. Such suspension may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls and may prohibit access to associated dining facilities. Visitation will not be permitted without securing prior approval from the 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 will recommend that notification be sent to the responsible student's parents or legal guardians of these violations as allowed by Federal law. This will only occur after the hearing authority has discussed this possible notification with the student and the student is under 21.

K. Mandatory referral for counseling - Mandatory counseling referrals may be made to the Campus Counseling 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 (determined by the hearing authority and approved by the Dean of Student Life)

IX. 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 have the right to review the accused student's disciplinary file, including any tape recordings of the hearing.

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

An appeal may be sought on two grounds:

A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within five 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
Judicial Coordinator
Judicial Council
Dean of Student Life

Appeal Officer
Judicial Council
Dean of Student Life
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.

X. INTERIM SUSPENSION

A. The Dean of Student Life 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 Dean of Student Life 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 Dean of Student Life 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 Dean of Student Life or designee.

XI. 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 Dean of Student Life or designee for review and implementation.

**BYLAWS OF THE JUDICIAL COUNCIL
OF GLENVILLE STATE COLLEGE**

Adopted: March 18, 2003

Amended: May 2014

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 six (6) members:
- Two students appointed by the Judicial Coordinator/Dean of Student Life
 - Two faculty appointed by the Judicial Coordinator/Dean of Student Life
 - Two Staff member appointed by the Judicial Coordinator/Dean of Student Life
 - The Judicial Coordinator (serves in essence as prosecuting attorney)
 - Chair of Judicial Council (serves in essence as the Judge and has no voting privileges unless there is a tie)
- Section 2. Due to the nature of the work of the Judicial Council, the Dean of Student Life may also appoint alternate members to be available if a regular member of the Council is unable to serve during a particular hearing.
- Section 3. Student 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 Chair of the Judicial Council is a standing member of the Judicial Council.
- Section 4. To be eligible for membership, student members of the Judicial Council must be in good academic standing and good judicial standing. Good academic standing is defined as the maintenance of a 2.0 semester and cumulative GPA. Good judicial standing is defined as not being found responsible for or accepting responsibility for violating any portion of the Student 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 Judicial Coordinator.

Article III. Liaisons

- Section 1. Chair of the Judicial Council shall be the administrative liaison to the Council and shall be assisted by the Judicial Coordinator who will present potential violations of the Student Conduct Code to the Judicial Council.
- Section 2. The Chair of the Judicial Council and the Judicial Coordinator will serve as members of the Judicial Council and shall have full privileges of discussion of all issues that come before the Council. Neither, however, is a voting member of the Council. However, if a tie occurs the Chair of the Judicial Council will act as the swaying vote unless the Council has previously stated a conflict of interest/involvement is present. Neither the Judicial Coordinator or Dean of Student Life may serve as the Council Chair.

Article IV. Duties of the Committee

- Section 1. To hear appropriately referred cases involving potential violations of the Student Conduct Code and to make recommendations to the Dean of Student Life and the Judicial Coordinator regarding student responsibility and sanctions as necessary.
- Section 2. To participate in scheduled Judicial Council training.
- Section 3. To advise in the development and revision of Judicial and Student Conduct Code policies and procedures, as requested.
- Section 4. To adjudicate the 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 Coordinator and/or the Dean Student Life may communicate officially on behalf of the Council.

Article V. Officers and their duties

- Section 1. The only officer of the Committee shall be the Chair of the Judicial Council.
- Section 2. The Chair of the Council shall ordinarily preside at all meetings. In the Chair's absence, the Council shall select a member present to serve as Chair for that meeting. The Chair shall be responsible for communications from the Council to the Liaison, to other administrative officers of the 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 Glenville State College Student Handbook. Decisions of the Council shall be made by an absolute majority vote of those present and voting on a motion.
- Section 3. A minimum for hearings shall consist of (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 minimum for meetings shall consist of five (5) members of the Council where membership is as defined in Article II.
- Section 5. Hearings and meetings shall be called as needed by the Chair, Dean of Student Life, or the Judicial Coordinator. 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, Dean of Student Life, or the Judicial Coordinator shall give at least 48 hours notice of the date, time, location, and nature of meetings or hearings to the membership. Notice shall be given in an efficient manner to be determined by the Council. Emergency meetings may be called by the Chair, Dean of Student Life or the Judicial Coordinator with less than 48 hours notice.

Article VII. Lines of Reporting

- Section 1. After a hearing, the Judicial Council forwards its recommendations to the Dean of Student Life and the Judicial Coordinator.
- Section 2. After a meeting, the Judicial Council forwards its recommendations to the Dean of Student Life depending upon the nature of the item under review.

Article VIII. Amendment Procedure

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

Article IX. Ratification

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

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, community service, and community enrichment.
3. Promote student welfare.
4. Constitute a medium for expressing the opinion of the students.
5. Strengthen cordial relations among administration, faculty, students, and the community.
6. Perform such acts as are necessary to advance student welfare.
7. 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, Parliamentarian, and Public Relations Officer.

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

1. Class Representatives: Representatives from sophomore to senior classes shall be nominated and elected during the general election. This includes the number of hours in which one is currently enrolled. (Sophomore 30-59; Junior 60-89; Senior 90+)

- a. Freshman Representative: The Freshman class representative shall be elected during the Homecoming court elections.

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

Section 4 – Commuter Representative(s) shall be elected during the general election. There will be two (2) commuter representatives. Commuter Representatives cannot reside in any GSC residential facility.

Section 5 – Two (2) Housing Representatives, one (1) male and one (1) female, shall be elected during the general election. Representatives must reside in any respective residential facility at the time of election and throughout tenure of office held.

Section 6- Honorary Membership- Any person who dedicates ten years of service, and who has been nominated for said membership will be honored as a lifetime member.

ARTICLE IV – Qualification of Members

Section 1 – Executive officers shall consist of President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer 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) hours per semester and maintain an overall GPA of 2.5 throughout the tenure of office held.

1. Executive Officers: The Executive Officers 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.
2. President and Vice President must commit to a full year term.

Section 2 – Members consist of four (4) Class Representatives, six (6) Senators-at-Large, two (2) Commuter Representative(s), and two (2) Housing Representatives. All members of the SGA must be full-time students at the time of their elections. The scholastic record of the 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. Freshmen are excluded from GPA requirements, until a full collegiate GPA has been established. A nominee must attend two consecutive meetings.

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.

Section 5- Any non-member of SGA, who has given ten years of service or more in multiple areas, will require nomination for life time membership in a non-voting capacity to SGA. Said individual must meet the requirements of giving time and dedication in multiple areas working side by side with members of SGA without hesitation, malice and only for the good of the organization.

ARTICLE V – Powers and Duties of 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.
11. To approve purchases.

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

1. To assume the duties of the President in his/her absence or at his/her 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 Representative on the Advisory Council of Students.
5. To prepare an agenda for each SGA meetings; executive and regular.
6. To chair the committee for the annual retreat.
7. To approve purchases with the SGA stamp.

Section 3 – Secretary:

1. To hold custody of all official documents and deliver them to his or her successor.
2. To keep the minutes of the SGA meetings; executive and regular.
3. To keep all records in permanent form.
4. To prepare all SGA minutes for distribution to the members of the SGA and other interested persons.
5. To send notice when an excuse for absence(s) is not accepted.
6. To send a letter, after the second (2nd) un-excused absence, warning removal from membership following any future un-excused absence(s).
7. To send a letter after the third (3rd) unexcused absence, informing the delinquent member of his/her 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. To establish budgets for events.
4. To approve purchases.
5. To present the budget update at the bi-weekly meeting of the SGA.

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, procedures, and the constitutionality of all actions taken by the SGA.
3. To be familiar with Robert's Rules of Order and enforce rules when needed.
4. To conduct general SGA elections.
5. To assume the duties of the Vice-President in his/her absence.
6. To become the Vice-President if for some reason the vice-presidency becomes vacant.

7. To preserve the integrity of the Constitution currently being used by the SGA.
8. To keep order within the parliament.
9. To keep accurate account of attendance and submit to the Secretary.

Section 6 – Public Relations Officer: The duties of the Public Relations Officer shall be as follows:

1. To have all SGA flyers approved through the Public Relations Office and The Office of Student Life
2. To submit monthly updates to the Public Relation Office.
3. To take pictures at all SGA events and functions.
4. To advertise all SGA events.
5. To handle all correspondence with assistance from the Secretary.

ARTICLE VI – The Powers and Duties of the Members

The duties of the members are to represent their constituency, to bring forth any complaints/suggestions requested from said constituency, and to be the official contact person between the SGA and an individual/department assigned to them at the beginning of each year.

ARTICLE VII – Advisor(s)

Each SGA shall choose its own advisor(s) by majority vote, two weeks after the SGA elections. Its advisors shall consist of at least two (2) faculty/staff advisors of their choosing and at least two (2) administrative liaisons, the Dean of Student Life and the Director of Student Activities.

Those interested in becoming faculty/staff advisors shall complete the formal application, which will be distributed to all faculty/staff on campus via email. The deadline for returning applications shall be noted on the application, and late submissions will not be considered.

The newly elected Executive Officers will review all applications and conduct interviews. After completing this process, the Executive Officers will make their recommendations to the Senate for approval by majority vote. Once approved, the new advisors will begin their role the following meeting.

Section 1 – The duties of the Advisor(s) shall be as follows:

1. Follow Robert’s Rules of Order
2. Advise/Assist SGA when necessary.

ARTICLE VIII – Meetings

Section 1 – The SGA shall meet weekly except when deemed inadvisable. Regular meeting times will be every Thursday at 12:20pm.

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 weekly as an executive committee prior to regularly scheduled SGA meetings.

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 a valid type-written excuse to the Parliamentarian, 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 a valid type-written excuse to the Parliamentarian, no later than the meeting immediately following the absence.

Section 6 – The seat of any member in the Student Government Association may be considered vacant after four (4) consecutive excused or unexcused absences during an SGA election year; these absences will include regular SGA meetings and SGA sponsored activities. The reason for absences will be reviewed by Executive Officers. A warning will be provided following the third (3rd). If the member is not present at the following meeting, the seat will be considered vacant.

Section 7 – All meetings of the SGA, whether regularly or specially called, shall be governed by parliamentary procedure in accordance with Robert’s Rules of Order.

ARTICLE IX – Quorum

A simple majority of the current membership, exclusive of the President, shall constitute a quorum. A simple majority is defined as one half plus one, of the active members.

ARTICLE X – 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 Glenville State College online database system.

Section 3 – Voting in all elections under the direction of the SGA shall be by secret online ballot and shall take place over a period of two (2) days

1. On the first day, polls will be set up in the Alan B. Mollohan Campus Community Center from 9:00a.m.– 6:00p.m.
2. On the second day, polls will continue to be open through online only.
3. The ballots will be counted through online tabulation with the supervision of the SGA advisor(s). The election results shall be posted within two (2) days of the closing of the polls and all ballots retained for at least seven (7) days after the polling.

Section 4 – It is the responsibility of the Parliamentarian to make known to all nominees and/or applicants prior to the election the campaigning rules and expectations of said persons if elected.

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

Section 6 – SGA Offices: Any eligible student wishing to run for an SGA office shall submit his name to the Office of Student Life, no later than the date deemed appropriate by the senate but no later than the first week of April. Each candidate shall submit a written platform and application to the Office of Student Life. The list of nominees and their platforms shall be posted before the student body on the third (3rd) full week of the

second semester. President and Vice President Candidates are required to run for election together as running mates. The general election shall be held two (2) weeks after the list has been posted. The election shall be under the direction of the SGA and assisted by the Division of Student Life.

Section 7 – No individual may become a nominee for more than one SGA office, and/or positions, in each SGA election.

Section 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 candidates. This election will be held for one day from 10:00a.m. – 2:00p.m. at the Alan B. Mollohan Campus Community Center.

Section 9 – Other special elections:

1. Notices, starting 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 Office of Student Life on or before a time specified by the SGA.
3. It is the responsibility of the Parliamentarian to make known to all nominees and/or applicants prior to election the campaigning rules and expectations of said persons if elected.
4. All voting shall be under the direct supervision of the SGA.
5. All of these special elections shall be controlled by the SGA and shall be governed by Article X.

ARTICLE XI – 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 New Student Orientation and other campus functions.
3. To stimulate the development of school loyalty and tradition.
4. To foster academic and personal growth in members of the student body and GSC community.
5. To govern all elections other than those that are within the jurisdiction of campus organizations.
6. 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. A vote for removal may not be taken until seven (7) days after the charge has been brought against any individual of the SGA.
 - b. 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.
 - c. 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.
 - d. Only charges which can be substantiated shall be considered valid.
7. To have the power to override the veto of the President of the SGA by a two-thirds vote.
8. To protect students' rights as established by the Constitutions of the United States and of West Virginia.

ARTICLE XII – Expenditures

Section 1 – Any budget for sub-committees and any other expenses greater than \$150 must be approved by a two-thirds majority vote of members. With the exception of student organization funds provided.

Section 2 – The treasurer must receive a copy of every receipt charged to the Student Government fund and organization number. The receipt must also have a copy of the purchase approval form filled out in its entirety, including signatures of the SGA President, Vice President, Treasurer, and one advisor. This is to ensure that the treasurer can present an accurate bi-weekly report to the SGA members.

Section 3 – Any person found guilty of using SGA funds erroneously or for personal gain will be immediately expelled from office, with possible legal action following.

Section 4 – A fund will be allocated each year to be distributed to student organizations through an application process, and decided upon by the Executive Committee.

ARTICLE XIII – 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 presidency 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. The election shall be governed by Article X, Section 3 , 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 Office of Student Life within one (1) week from the time that the chairman assumes office.
2. If the Vice-President is willing and able to succeed to the presidency, the Parliamentarian will fill the vacancy of the vice-presidency.
3. If the Parliamentarian has filled the vacant Vice-Presidency, a current member of the SGA will be nominated and voted on by a majority of the SGA to replace the Parliamentarian. The new vacant position may then be appointed.

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 by majority vote. Unless otherwise stated in Article XIII, Section 1, Sub-Section 1, 2, 3.

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. Members may also nominate someone for the vacant position. Refer to Article IV, Section 2.

ARTICLE XIV – Inauguration of Officers, and Members.

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 and Residence Hall Representatives who shall be sworn in at the first meeting of the SGA after their election/appointment. The ceremony shall be no later than two weeks after the general elections.

Section 3 – Oath of Officers shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitutions 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 Members shall be as follows:

“I, (insert name), do solemnly swear (or affirm) to support the constitutions 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 XV – Homecoming

Section 1 – Duties of the SGA Officers and Members:

1. In the month of April, the SGA President will schedule and hold a pre-planning meeting for Homecoming of the following year. The President will invite all members of the SGA, the Alumni Director, the Public Relations Director, the Athletic Director, the Dean of Student Life, the Director of Student Activities, the Band Director, and the SGA advisors to the meeting. The following year’s Homecoming theme will be announced at this meeting.
2. Two weeks after the start of the fall semester, the SGA President will schedule and hold a second pre-planning meeting, inviting those aforementioned.
3. The SGA President should attend all Homecoming sub-committee meetings.
4. It is the responsibility of the Parliamentarian to make known to all nominees the rules of campaigning. Also, the SGA must inform the candidates that they are responsible for being present at all Homecoming functions in which the Homecoming Court is involved. If they are unable to attend any, they shall be disqualified from their nomination.
5. During the week of Homecoming, all SGA members are required to attend every event including the dance, bonfire, parade, coronation, and any additional events scheduled by the SGA. One (1) unexcused absence will result in possible expulsion from the SGA.
6. The annual coronation of the Homecoming Court will be held on campus on or before the Thursday of Homecoming week in the GSC Amphitheater or the Presidential Auditorium; likewise, the annual Homecoming Dance will also be held on the Thursday.
7. The annual bonfire will be held the Friday of Homecoming week. The GSC President will conduct the official lighting of the fire.

Section 2 – Homecoming Court Election Rules: Any person running for Court positions must meet the following requirements:

1. The nominee must be enrolled in or have completed twelve (12) hours (be a full time student).
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 GPA of at least 2.0, excluding Freshman candidates.
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 (3) senior princess nominees and the top three (3) 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 prince nominees will serve as senior princesses and senior princes, respectively.

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 10:00am – 6:00pm 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 absentee ballot provided the requirements of Article X, Section 3 are met.
9. Appropriate dress is required for all Homecoming events, including pictures. Details of such dress will be included in the Homecoming packets.

Section 3 – Rules that apply to Organizations, Standing Committees, Varsity Athletic Teams, 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 to the Office of Student Life by the assigned date and time, one month prior to Homecoming week.
5. Only students of Glenville State College are eligible to compete in Homecoming events.
6. Organizations not affiliated with Glenville State College and other community entities may participate, but cannot compete in Homecoming events.
7. Any organization that fails to comply with the above rules of participation will not be eligible to in any Homecoming events for the following year, nor will that organization be able to nominate any candidates for the Homecoming Court.

ARTICLE XVI – 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 Director of Student Activities will then forward the required materials to the SGA. A potential organization will then be placed on the next week's agenda to present to the SGA, then the following week, discussion will take place and decision will be made. If it is approved by the SGA it will be submitted to the Dean of Student Life 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 Director of Student Activities.

Section 2 – Penalties: The President or representative 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.

Recommendations for forfeiture of organizational status will be submitted by the Director of Student Activities to the Student Government Association for approval.

ARTICLE XVII – Standing Committees

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

- Student Life Committee: 4 members
- Athletic Committee: 2 female members and 2 male members
- Academic Affairs Committee: 2 members
- Curriculum Committee: 3 members
- Assessment Committee: 2 members
- College Leadership Council: 1 member
- Retention Committee: 2 members
- International Committee: 1 member
- TV/Radio Committee: 1 member

The numbers listed above represent the minimum number of representatives on a committee.

Section 2- The SGA shall appoint student representatives to the following standing SGA committees:

- Retreat Committee: 4 members
- Campus Beautification/Safety Committee: 4 members
- Parking Committee: 3 members
- Activities Committee: 3 members
- Anti-Bullying Committee: 4 members
- Other Committees as necessary

The numbers listed above represent the minimum number of representatives on a committee.

Section 3 – 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 4 – They shall be appointed in August preceding the year for which they shall serve.

Section 5 – The number of student representatives on each committee shall correspond to the number listed in the Student Handbook.

ARTICLE XVIII – Proposals for Policy Changes

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

ARTICLE XIX – Amendments

The SGA shall have the right to amend the constitution by a 2/3 vote of membership. The amended constitution is subject to the approval of the Dean of Student Life and College President.

Last modified – February 2012

Student Organization Guidelines

One of the goals of the Office of Student Activities is to provide support to student organization leaders and members. The following guidelines have been established for all GSC 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 community service project or civic engagement 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 an affiliate of Glenville State College
- Send the organization President or another officer to meetings held by the Director of Student Activities throughout the semester
- Participate in Fall and Spring Pioneer Preview, Homecoming, GSC Week Events
- If you are a National Organization, you must provide a letter from the national headquarters that you are in good standing
- The organization 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 meeting requirements
- An officer must attend the SGA meetings the first week of every month.

Paperwork

- **Current constitution and by-laws (only if changes have been made)**
- **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(At the end of the semester)
- Electronic Event Registration Form (send to Director of Student Activities and the Campus Facilities Manager)

The above information that is **BOLD** type must be submitted at the beginning of the Fall Semester before approval can be given to any student organization approved event.

Consequences

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

- If the Student Organization does not meet requirements during the probationary semester, the Director of Student Activities will make the recommendation to the Dean of Student Life and the Student Government Association that the Student Organizations recognition be suspended.
- Failure to attend 3 consecutive SGA meetings in a row, will automatically result in being placed on probation with SGA. This will be reported to the Director of Student Activities. It will then be the Student Organizations responsibility to set up a joint meeting with the Director of Student Activities and the Student Government Association Executive Committee to discuss the lack of involvement by the Student Organization.
- Failure to attend 2 Student Leadership Series, will automatically result in being placed on probation with the Office of Student Activities. This will be reported to the Dean of Student Life. It will then be the Student Organizations responsibility to set up a joint meeting with the Director of Student Activities and the Dean of Student Life to discuss the lack of involvement by the Student Organization.
- In order to be reinstated, the organization will have to reapply for recognition with SGA and the Office of Student Activities.

Student Organization Guidelines for Events

1. The president, vice president, or secretary of the organization sends the event approval by electronic e-mail to the Campus Facilities Manager and the Director of Student Activities.
2. The Campus Facilities Manager will check the master schedule to see if there are any conflicts on the schedule. The Campus Facilities Manager will notify the president, vice-president, or secretary and the Director of Student Activities.
3. No advertisement may take place until the Campus Facilities Manager has confirmed your locations. All flyers will then need to go to the Director of Student Activities for approval.

Please use the following format to schedule events:

Event:

Organizations Name

Organization's Contact (including e-mail address and phone number): Organization's

Advisor/Sponsor:

Time:

Date:

Number of Participants

Preferred Location:

Resources Needed (audiovisual, sound, etc.)

Attach flier if possible:

If an event will be in the ballroom or in one-half of it, know that the Campus Facilities Manager will need to know your requirements for room set up three days in advance if requiring anything other than just tables and chairs.

Will food be served?

If so, indicate below and send me your room set up

Coordinate menu/food offerings with Aramark

In making each request, know that it is a policy of this institution that for evening events, one of the organization's advisors (or their full-time faculty/staff designee), must be present for the duration of the activity

Student Organization Guidelines for Campus Postings

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

Event Flyer Policy

1. Student Organizations may submit flyers electronically to the Office of Student Activities.
2. Bulletin boards and kiosks are intended for use by student organizations and college departments. **Please only post one of your flyers or posters on the bulletin board and kiosks. IF more than one is on display, it will be removed.**
3. All flyers and posters will need to include the name of the organization, location, event, date, time and contact information for approval.
4. Flyers and posters in the residence halls concerning Residence Life will need to be approved by the Office of Residence Life.
5. No flyer or poster may appear on painted walls, doors, in the elevators and on glass or windows, with the exception of same day announcements of campus emergencies or urgent announcements from the Office of Student Life.
6. All flyers and posters must be approved and STAMPED with the official seal (located in the Office of Student Activities).
7. Posters and flyers may be posted on BULLETIN BOARDS and KIOSKS ONLY. The following is a list of places where bulletin boards are accessible:
 - a. Residence Halls
 - b. MCCC Ground Floor
 - c. Heflin AB Ground Floor and Second Floor (there are bulletin boards in each classroom)
 - d. Science Building First-Fourth Floor (please see the department secretary for distribution)
 - e. Fine Arts Building
 - f. Clark Hall First-Third Floors
 - g. Academic Support Center
 - h. Health & PE Building

The following is a list of places where kiosks are accessible:

- a. MCCC First-Third Floor
- b. Fine Arts Building
- c. Amphitheater

8. Copies of black and white flyers and posters can be made in the Office of Student Activities. Each organization is limited to FIVE color copies per event.

9. It is the responsibility of each Student Organization to take down their flyers once their event has passed.

Student Organization Fundraising Policy

Fundraising activities by Student Organizations should offer a benefit to the College community that is consistent with the College's educational mission. The sponsor of a fundraising activity must complete an event form, available in the Office of Student Activities and online. All fund raising events must be approved in advance by the Director of Student Activities.

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

Student Organizations

Organization Name	Organization Name Advisor
Alpha Psi Omega	Dennis Wemm
Alpha Rho Tau	TBA
Alpha Theta Xi	Shara Curry
Alpha Xi Omega	Jason Barr
American Choral Directors Association	Teresa Dody
Baptist Campus Ministries	Jenny Boggs
Behavioral Science Club	Amanda Lamb
Chi Beta Phi	Paul Peck
Chi Zeta Pi	Marissa Fox
College Democrats	Active during an Election year
College Republicans	Active during an Election year
Delta Xi Rho	Marjorie Stewart
Fishing Club	Kevin Cain
Future Business Leaders of America-PBL	Gary Arbogast
Fellowship of Christian Athletes	Janet Bailey
Forestry Club	Brian Perkins
FFA	Robin Cottrill and David O'Dell
GSC Activities	Jodi Walters
GSC Chapter of WV Society of Professional Surveyors	Jared Wilson
GSC Early Education Group	Connie O'Dell and Shelly Ratliff
GSC Health and Fitness Club	Alison Witte
GSC High Adventure	Gary Arbogast
GSC Wrestling Club	Jared Wilson
GSC Yoga Club	Annaliza Marks
Glenville Environmental Organization	Milan Vavrek
Glenville State College Professional Landman	Adam Black
Kappa Delta Pi	Tara Cosco
National Association for Music Educators	Lloyd Bone
Pioneer Shooting Club	TBA
Pioneers for a Cause	Brittany Frymier and Tara Cosco
Science Fiction and Fantasy Guild	Jonathan Minton
Sigma Omega Beta	Jonathan Minton
Sigma Pi Xi	Kelly Treece
Student Athletic Advisory Committee	Dwight Heaster
Student Government Association	TBA
Student Veterans Association	Charles Schmidt
Wesley Foundation	Paul Peck and Mark James

For more information about the student organizations at Glenville State College or to JOIN one of them please contact the Office of Student Activities at 304-462-6416 or by email jodi.walters@glenville.edu
 Revised May 3, 2016

Student Clubs

DEFINITIONS

Advisor: An advisor is either a full-time faculty or staff person who oversees a campus organization's operations, events, and meetings in a consultative capacity.

Student organizations: There are 4 tiers of student organizations.

- 1) **Student Club**: the traditional meaning of student organizations which celebrate the strong traditions of the Student Activities Office and support of Student Government Association. These clubs may reserve college space.
- 2) **Social Greek Club**: the traditional meaning of student organizations which celebrate the strong traditions of the Greek Council and Student Activities Office and support of Student Government Association. These clubs may reserve college space.
- 3) **Academic Club**: clubs that originate from the classroom for an academic purpose only: examples include but are not limited to Shakespeare Club, Mock Trial Team, Reading Club, Debate Team, Writing Club, etc. These clubs may reserve college space.
- 4) **Athletic Club**: clubs designed for physical activity: examples include but are not limited to Yoga, Boxing Club, Ju Jitsu, Wrestling, Karate, Modern Dance, Fencing etc. These clubs may reserve college space.

No activity taking place off of GSC grounds is a recognized GSC function without expressed written consent of the Dean of Students and/or Director of Student Activities. Officers, Advisors, and Members do not have the authority to override this provision by expressed or implied consent.

ADVISOR

Once an advisor accepts the position, he/she should sign a written commitment letter with the Office of Student Activities and provide all contact information. An advisor should:

1. Update contact information immediately to Student Activities
2. Provide support, direction, and feedback to all club members
3. Direct the club to achieve leadership, professionalism and personal growth
4. Maintain an awareness of the activities and programs sponsored by the club
5. Attend meetings/programs/activities as often as possible
6. Be available to talk by phone or electronic means for emergency purposes during any meetings/programs/activities
7. Be copied on any proposal, financial paperwork and minutes
8. Notify the Student Activities Office of any unacceptable behavior, violations, noncompliance or accidents within 24 hours of occurrence
9. Review and uphold the Student Organizations' Constitution
10. When starting funds exceed \$250.00 or to exceed \$250.00 the advisor must be present
11. The advisor must be present for the counting of funds raised or collected over \$1,000.00.
12. Attend programs and activities involving alcohol and any combat sport activity/physical contact. Examples are but not limited to: boxing, karate, Ju Jitsu, wrestling, fencing and dancing.

Any of the Clubs above are responsible for:

1. Notifying/Inviting the advisor to all meetings/programs/activities via e-mail
2. Discussing programming ideas with advisors before actually implementing programs
3. Consulting the advisor on all budget proposals, constitutional changes, and member restructuring

4. Reserving space for more than 6 hours per week must be approved through the Director of Student Activities and Director of Facilities

COLLEGE 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 Student Government Association.

Academic Policy Committee

-Two students selected by Student Government Association

Athletic Committee

-Two students appointed by Student Government Association (one man – one woman)
-Two students from Student Athletic Advisory Committee

College Leadership Council

-President of Student Government Association
-One student appointed by Student Government Association

Curriculum Committee

-One student appointed by Student Government Association

Diversity/International Committee

-Two students appointed by Student Government or International Student Organization
-Two students appointed by Dean of Student Life

Facilities Committee

-Student Government Representative

Homecoming Committee

-Student representatives determined by Student Government Association

Judicial Council

-Two students on the Student Life Committee

Library Advisory Committee

-Two students appointed by Student Government Association

Textbook Affordability Committee

-Two students appointed by the Vice President for Academic Affairs

Student Life Committee

-Four students appointed by Student Government Association
-One student appointed by the Dean of Student Life

RESIDENCE LIFE POLICIES

INTRODUCTION

Residential facilities are places where students live together and form communities. As a residential student, 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 three residential facilities. Goodwin Hall is located next to the Mollohan Campus Community Center. Pioneer Village is located on Mineral Road across from the WACO Center. Located at the bottom edge of campus is Pickens Hall, which currently houses only married students.

Goodwin Hall and Pioneer Village have live-in staff prepared to make your experiences rewarding. A Resident Director/Resident Hall Associate oversees the operation of each residential facility and its student Resident Assistants and office staff. Each Resident Assistant is responsible for coordinating programs in the residential facilities, serving as knowledgeable sources of information, acting as counselors, and ensuring compliance with the rules of the College.

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

RESIDENTIAL FACILITY GENERAL INFORMATION

The Residential 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. (**Housing does not include the 3 main breaks which are Thanksgiving, Christmas, and Spring Break.**)
- One Semester only (either Fall or Spring), from the first day of that Semester until the last day of that Semester.
- Summer Session(s).

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

- Be enrolled as a full-time Glennville State College student
- Have a Housing Contract on file. A room application is made for a space in the residential facilities and not for a specific bed.
- Have a health form on file in the Office of Health Services

The College reserves the right to refuse admission or readmission to the residential 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 students from the residential facility for the following reasons:

- not registered for classes
- failure to pay tuition and/or room charges
- violation of the Student Code of Conduct or other College policies and regulations

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

I. RESERVATION PROCEDURE

Applications for housing are available in the Office of Residence Life and the Office of Student Life. A non-refundable advanced application fee must accompany your application with a check or money order made payable to Glenville State College. Mail your completed application and fee to: Office of Residence Life, Glenville State College, 200 High Street, Glenville, WV 26351-1292.

If you intend to withdraw from the residence hall during the semester, please notify the Resident Director/Resident Hall Associate immediately to ensure that proper procedures for checkout are followed. Failure to properly withdraw from the residence halls will result in a \$150.00 processing and handling charge. To cancel a room reservation, contact the Office of Residence Life.

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

If you do not check into your assigned residential facility by midnight of the first day of classes, the College may, at its discretion, terminate your housing application.

II. GENERAL HOUSING POLICY

All full time students who have earned less than 72 credit hours and are under the age of 21 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 the Dean of Student 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 Life. It is the student's responsibility to attach all substantiating information outlined with the exception you are requesting to live off-campus. Incomplete requests will not be accepted. Completed forms are to be returned to the Dean of Student Life.

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

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

(Located at Appendix of this handbook)

- Residing with Immediate Family Member – **You must live within a 50 mile driving distance recommended by Google Maps.** Requests based on this consideration must be substantiated with a written statement from the parent/legal guardian or sibling 21 years or older. The statement must contain: (1) the relationship to the student; (2) the full address of the parent/legal guardian or sibling 21 years or older; and (3) the explicit agreement to house the student for the semester.
- Married and/or Dependent Children At Home – If you are currently married or have dependent children living at home with you, you are eligible to apply to live off campus. Attach copy of marriage certificate and/or birth certificate of dependent children.
- 21 Years or Older – **You must be 21 before the semester starts.** Students 21 year of age or older may apply to reside off campus. Proof of age/birth date must be provided.

- Major Medical Reasons – Students requesting exceptions to the housing policy because of special medical problems must: (1) furnish a written statement from a physician that states the student is required to live off campus; (2) the medical problem in existence; (3) the length of time the condition has existed; (4) the last date the student was treated for the condition by the physician; and (5) the estimated duration of the condition. GSC reserves the right to contact the physician to verify the student’s medical need to reside off campus.
- Completion of 72 or more hours of college credit accepted by the College. Applicant must provide an unofficial transcript accessed and printed from student’s MyGSC account under the Ednet Information System.

C. NOTIFICATION OF DECISION FOR OFF-CAMPUS LIVING

The decision on a request for exception to the policy will be communicated to the student by either the Dean of Student Life or his designee.

III. ROOM FURNISHINGS

- In Goodwin Hall each student is provided an extra-long twin-sized bed, two drawer dresser, wardrobe, chair and a desk. In Pioneer Village each student is provided an extra-long twin-sized bed, two drawer dresser, chair, desk and a closet.
- Each room in Goodwin Hall is furnished with a microwave and refrigerator for the use of the students. In Pioneer Village there is a refrigerator and microwave in the common living area.
- All Residential Facilities are wired with the high speed internet.
- Residents may place items on the walls using plasti-tac but do so knowing that they are responsible for any damage that occurs as a result.
- Pets, with the exception of fish (10 gallon tank maximum), are not permitted in a residence hall.
- Nothing with an open heating element is permitted in the residential facilities. Hair dryers and curlers may be used in your room.
- Candles and incense are strictly prohibited.
- Extension cords are prohibited. Only UL tested power strips may be used to power up devices.
- Laundry facilities are available in each residential facility and are located in the basement of Greenbrier House (Building 8) for Pioneer Village and on every floor of Goodwin Hall. This service is free to residential students during the academic school year.

IV. RESIDENTIAL FACILITY REGULATIONS

- Quiet hours are as follows:
10:00 p.m. to 10:00 a.m. daily Sunday – Thursday
12:00 a.m. to 10:00 a.m. daily Friday - Saturday

- Firearms of any kind and look-a-like weapons are prohibited.
- Alcoholic beverages and controlled substances are not permitted on campus.
- The abuse of fire safety equipment (i.e., alarm stations, fire extinguishers) is a violation of state law.
- Willful destruction of College property is a violation of residential facility rules. The occupants of the room will be charged unless an internal investigation finds that other person(s) should be charged.
- Microwaves and refrigerators belonging to the College may be checked to ensure cleanliness and to make sure that neither mold nor mildew is accumulating that could prove harmful to a students' immediate health.
- Only College owned refrigerators and microwaves are permitted in the rooms unless special permission is granted for special purposes.
- Violations of residential 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 facilities will be investigated by the Department of Public Safety and the Residential 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 residential facility windows except for the actual window dressings placed there by the college. Any other items are prohibited as they pose a fire hazard.
- There is no parking in the Goodwin Hall and Pioneer Village loops. Towing will be enforced. Please do not park in reserved spaces.
- All trash must be taken to the dumpster at Pioneer Village. Trash cannot be left on the porches, this is a safety and health regulation. If the trash is not taken to the dumpster, there will be a fine charged. There are specific locations on each floor in Goodwin Hall for the disposal of trash. Do not leave trash in the hallways or common areas.

Resident Assistant Duties That Relate To Residents

- Each month the Resident Assistants will perform health and safety inspections to ensure that the residents are following all policies and procedures. If the room is not satisfactory they will be re-inspected within 24 hours. Resident Assistants will give 24 hour notice before inspections are to be conducted to allow them to enter the room even if residents are not present.
- The College shall at all times during the term of this contract retain legal ownership and ultimate possession and control of the student's room and/or College property assigned to such room (ex. refrigerator, bathroom, etc.). The Residential Life staff reserves the right to maintain and preserve the residential facilities. The student hereby understands and agrees that authorized personnel may enter the student's room at any reasonable time for life, safety, or health threatening emergencies; to perform requested or preventative maintenance; to respond to a cry for help or the smell of smoke

or suspicious odor; or of apparent violation of Glenville State College rules, regulations and policies; or to silence a disruptive noise. The student hereby authorizes Residence Life Staff to allow access to the student's room when access is requested by any law enforcement officer possessing a valid search or arrest warrant.

V. RESIDENTIAL FACILITY SECURITY PROCEDURES

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

Goodwin Hall

All main outside doors, except for the front entrance, will be closed and locked 24 hours a day. There is a card swipe detector at the main lobby entrance for all residents to use and gain entrance. Entry into Goodwin Hall must be through the main lobby.

Security cameras are installed throughout to further ensure the safety of our residents. These cameras are monitored and/or digitally recorded 24 hours a day. Students not residing in Goodwin Hall must present a valid photo I.D. to the residential facility monitor upon entering.

Pioneer Village

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

VI. VISITATION POLICIES – ALL RESIDENTIAL FACILITY LOUNGES

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

The following stipulations relate to all Goodwin lounges

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

The main lobby in Goodwin Hall and Pioneer Village's common area lounge is open 24 hours a day to residents and their registered guests.

Between the hours of 8 am to 12 midnight residential lounges are open to guests.

During weekend visitation hours lounges are open to guests and their host 24 hours between Fridays 8 am through Sunday 10 pm.

VII. WEEKDAY VISITATION POLICIES – GOODWIN HALL

All residential guests must register at the front desk upon entering the building. All guests must leave a valid photo ID at the front desk until they are ready to leave by midnight. Guests must be escorted by their host at all times. Hosts may not leave their guests unattended at any time in the facility areas.

Overnight guests may only stay a maximum of two (2) consecutive nights within the facility.

Residents may visit freely Monday through Thursday from 8:00 a.m. to 12:00 midnight. At 12:00 midnight opposite gender visitors must leave the building **except for the main lounges**.

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

VIII. WEEKDAY VISITATION POLICY – PIONEER VILLAGE

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

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

IX. WEEKEND VISITATION POLICY FOR ALL RESIDENTIAL FACILITIES

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

- Overnight guests must be at least 18 years of age or older unless the guest is a member of the resident's immediate family with written consent from parents or guardians. This must include an emergency contact information for the minor.
- It is the responsibility of the host student to ensure that his/her guest is aware of the college and residential 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 is a Glenville State College student.
- Room keys will NOT be provided for guests. Residents may not give their keys or ID card to their guest. All guests must remain with their host at all times.
- Students may have up to two overnight guests in their room for a weekend (Friday and Saturday nights only) as long as the roommate has agreed and does not have any problems with the guests staying overnight.
- Only residents and their invited guests are permitted in the living areas of the building, (locations other than the lobby) which include individual rooms and floor lounges.
- Glenville State College students charged with violations of any of the above regulations will be subject to Resident Hall and/or College disciplinary action.

Overnight guests may stay for a maximum of two (2) consecutive nights within any residential living facility. If there are extenuating circumstances that require a guest to stay longer, the Resident Director must be consulted and the appropriate arrangements made with the Office of Residence Life and the Cashier's Office if required. The host will be charged for any damages or loss of key by the guest that occur during their stay. Meals are available through the College Dining Service at a minimal charge.

XV. FIRE DRILLS

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

When the residential facility alarms sounds:

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

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

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

Pickens Hall – Use nearest exit and go across the street. In case of an actual fire Residence Life staff will lead students to the Mollohan Campus Community Center to safety.

COLLEGE POLICIES

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 the 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. 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.

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.

4. 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 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.

5. As long as AIDS remains a serious public health problem with no known cure, Student Life 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.
6. 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.

CAMPUS SECURITY POLICY AND CRIME STATISTICS (Jeanne Clery Act)

The federal Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. In accordance with the Clery Act, the College's Office of Public Safety maintains a log of all reported crimes, makes available upon request an annual security report with crime statistics, and provides timely warnings of threats to students and employees. Copies of the institution's Annual Campus Security Report are available through the Office of Public Safety, the Office of the Dean of Student Life and on the internet at www.glenville.edu under the heading "Student Life" and subheading "Public Safety". For further information on the requirements of the Clery Act see Appendix A.

Campus Crime Statistics

	2012	2013	2014
I. Homicide			
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
Manifested prejudice	0	0	0
Location of Incident			
a. On campus			
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
II. Sex Offenses	2	2	2
a. Forcible	2	1	2
1. Forcible rape	2	1	0
2. Forcible sodomy	0	0	0
3. Sexual offense with object	0	0	1
4. Forcible fondling	0	0	1
b. Non forcible	0	0	0
1. Incest	0	0	0
2. Statutory rape	0	0	0
Manifested prejudice	0	0	0
Location of Incident			
a. On campus	2	1	2
1. Dormitory	2	1	1
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	1
b. Non Campus building/property	0	1	0
c. Public Property	0	0	0
III. Robbery			
Manifested prejudice	0	0	0
Location of Incident			

	2012	2013	2014
a. On campus	0	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
IV. Aggravated Assault	5	3	0
Manifested Prejudice	0	0	0
Location of Incident			
a. On campus	5	1	0
1. Dormitory	2	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	3	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	2	0
V. Burglary	14	3	10
a. Burglary Dwelling	0	0	0
b. Breaking and Entering	0	0	0
Manifested Prejudice	0	0	0
Location of Incident			
a. On campus	10	3	8
1. Dormitory	0	0	7
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	10	3	1
b. Non campus building/property	0	0	0
c. Public Property	4	0	0
VI. Arson			
Manifested Prejudice	0	0	0
Location of Incident			
a. On campus	0	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
VII. Motor Vehicle Thefts			
Manifested Prejudice	0	0	0
Location of Incident			
a. On campus	0	0	0
1. Dormitory	0	0	0

	2012	2013	2014
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
VIII. Liquor Law Violation	21	27	23
Arrests	2	7	7
Campus Disciplinary Action	21	24	15
Location of Incident			
a. On campus	21	24	19
1. Dormitory	19	22	12
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	2	2	0
b. Non campus building/property	0	0	0
c. Public Property	0	3	7
IX. Drug Abuse Violation	14	18	22
Arrests	2	13	15
Campus Disciplinary Action	21	24	10
Location of Incident			
a. On campus	14	18	13
1. Dormitory	14	13	7
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	1	0
b. Non campus building/property	0	0	0
c. Public Property	0	4	9
X. Weapons Violation	1	0	0
Arrests	0	0	0
Campus Disciplinary Action	1	0	0
Location of Incident			
a. On campus	0	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
XI. Hate Crimes Violation	1	0	0
Intimidation	1	0	0
Burglary	0	0	0
Simple Assault	0	0	0

	2012	2013	2014
XII. Stalking	0	0	1
Location of Incident			
a. On campus	0	0	1
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	1
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
XIII. Domestic Assault	0	0	0
Location of Incident			
a. On campus	0	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
XIV. Dating Violence	0	0	0
Location of Incident			
a. On campus	0	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0

COLLEGE PARKING POLICY

8.1. General

1.1 Scope – This policy established Glenville State College procedures 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 8, 2016

1.4. Revision of Former Policy – Revises and replaces Glenville State College Administrative Policy 8 (2006)

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 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 or visitor's temporary parking pass. Public Safety may be authorized to forgive limited parking violations in special circumstances.

3.2. All students, faculty and staff, including part-time, temporary, and casual employees who park on campus between the hours of 7:00 a.m. and 5:00 p.m. weekdays, 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. The improper lending, transferring or reproducing of a campus parking permit is prohibited and vehicles displaying such permits will be ticketed the same as vehicles without a valid permit.

3.5. Individuals who have outstanding tickets for previous GLENVILLE STATE COLLEGE 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 notify the Glenville State College Department of Public Safety and obtain a new permit before parking on campus.

3.7. Regardless of the date purchased, parking permits expire July 31st 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, clearly marked, and are reserved for the authorized vehicles twenty-four hours a day, and seven days a week except for special circumstances with advance notice.

3.9. Visitors may be issued a temporary parking pass, valid for short-term periods, typically one day if a visitor utilizes a parking area not designated as a visitor space during weekdays from 7:00 a.m. – 5:00 p.m. Visitors must contact Public Safety to obtain a visitor pass for parking on campus and at the Waco Center.

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 parking permit

4.2. Restricted Parking Areas

4.2.1. Reserved parking spaces

4.2.2. Loading zones

4.2.3. Fire Lanes

4.2.4. Areas designated for special needs

4.2.5. Areas reserved for Glenville State College vehicles or other designated vehicles

4.2.6. Areas designated for motorcycles

4.3. Prohibited Parking Areas

4.3.1. Areas having a yellow or red curb

4.3.2. Areas with diagonal stripes

4.3.3. Areas where parking blocks the free flow of traffic

4.3.4. Along roadways and in parking lots that do not have parallel parking lines, unless specifically authorized by Public Safety

4.3.5. Areas that have been closed off by signs, barricades, cones, or caution tape.

8.5. Speed & Flow of Vehicles on Campus

5.1. All West Virginia traffic laws and regulations will be enforced on the campus and streets that run through and that are adjacent to 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 Linn Street, beginning at the College's 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 Pioneer Way, High Street, 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 and comply with all posted signs regulating speed and flow of vehicles on campus.

5.10. First year students residing in the Residence Halls will be required to park their vehicle in parking Lot M ("Waco Center Lot"). During special events, students will be required to remove their vehicles from parking Lot M as directed. Students will be given a twenty-four hour notice to move vehicles for special events. Shuttle service hours for the convenience and safety of the students will accommodate students appropriately.

5.11. Students residing in Pioneer Village will be required to park their vehicle in parking Lot M ("Waco Center Lot") or parking Lot K ("The Pit"). During special events, students will be required to remove their vehicles from parking Lot M as directed.

5.12. The parking regulations within this policy do not apply to state-owned vehicles or to commercial vehicles owned by businesses conducting business with the College provided that the vehicles are parked in an authorized parking space and are engaged in business with the College.

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:

6.1.1. Speeding or otherwise driving in a reckless manner

6.1.2. Failure to stop, yield or obey other traffic signs

6.1.3. Failure to yield to pedestrians

6.1.4. Failure to display a valid parking permit or visitor's pass

- 6.1.5. Failure to park within the marked space
- 6.1.6. Parking in an area other than a designated parking area
- 6.1.7. Parking or driving on sidewalks, grass or landscaped areas
- 6.1.8. Unauthorized parking in reserved parking spaces
- 6.1.9. Unauthorized parking in spaces reserved for visitors
- 6.1.10. Unauthorized parking in spaces reserved for those with special needs, or blocking wheelchair access to sidewalks and/or ramps
- 6.1.11. Failure to move a vehicle when requested to do so by College officials for snow removal, special events, or for emergencies
 - 6.1.11.1 In the event vehicles are requested to be moved for snow removal, a cleared lot will be designated for students to park. If students are unable to move vehicles due to weather conditions or in class, the student will not be towed unless the location of the vehicle poses a safety hazard to persons or other vehicles.
- 6.1.12. Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, entrances to buildings, or parking in a marked exclusion zone
- 6.1.13. Driving a vehicle into any area that has been closed off by signs, barricades, cones, or caution tape
- 6.1.14. Violations specified in WV Code, Chapter 17
- 6.1.15. Other flagrant violations that endanger people or property

6.2. Towed vehicles will be transported off campus and stored by the towing agency. Glenville State College will not be held responsible for damage to the towed vehicle or the contents thereof. The fines must be paid to the College and towing costs to the towing agent 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 ranging from ten dollars (\$10) up to one hundred-fifty dollars (\$150.00). 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 and will remain in effect until the student pays the obligation.

6.5. Individuals who have outstanding tickets and fail or refuse to pay the prescribed fines will have their parking privileges revoked and will not be permitted to obtain a parking permit until the obligation has been paid.

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 must be registered with, and approved by, the Office of Student Life prior to the date the event will take place. See Appendix B for more information.

E-MAIL 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 with faculty and other College staff as needed. To log into your student email account your email address will be lastname.firstname.middleinitial@gsc.glenville.edu (i.e. public.johnq@gsc.glenville.edu). You will receive a letter in the mail with your temporary password, if not please contact our office at 304-462-6145. If a student forgets their e-mail account or password information they should contact the Office of Technology.

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

Glenville State College does not routinely monitor or screen electronic mail. However, the 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. Confidentiality cannot be guaranteed for the following reasons: because of the nature of the medium; the need for authorized staff to maintain electronic mail systems; and the College's accountability as a public institution; as well as in instances involving the health or safety of people or property; violations of Glenville State College codes of conduct, regulations, policies, or law; other legal responsibilities; or the locating of information required for College business.

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

Graduates from the institution may continue using their account after their graduation date.

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 Director of Human Resources 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, photograph, field of study, participation in officially recognized activities and sports, weight and height of athletes, schools attended, degrees and awards received, grade level, and dates of attendance. 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 remains active for as long as the student remains enrolled.

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

FIRE SAFETY

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

The College maintains a Fire Safety Report, which is available upon request from the Office of Student Life and the Office of Public Safety.

FIREARMS/DEADLY WEAPONS/DESTRUCTIVE DEVICES POLICY

PURPOSE

Glenville State College is committed to maintaining a safe environment for students, staff and faculty. The purpose of this policy is to prohibit, and impose penalty for, the possession or storage of weapons in any form on the Glenville State College campus, College-leased facilities or at College sponsored events.

SCOPE

This policy applies to all College faculty, staff, students, and visitors, including those on additional academic locations. It shall also apply to private vehicles parked or operated on College owned or leased property. The President may grant exceptions to this policy in writing for the convenience of the College in achieving its mission.

The provisions of this policy shall not apply to the following persons, while acting in their official capacity:

- Law enforcement officers to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
- West Virginia Department of Corrections employees who are permitted to possess weapons pursuant to West Virginia State Law;
- Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia;
- Any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney;
- The Glenville State College Pioneer and West Virginia University Mountaineer pursuant to sanctioned activities at the Football Stadium, Waco Center, gymnasium of the Physical Education Building; or other approved location. The mascots' musket may be discharged only at the approved locations. In addition, the musket may be transported by authorized personnel;
- College sanctioned classes, groups or events where particular weaponry is required and regularly used as a part of the curriculum or activity, e.g., various academic courses. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty or staff member. The supervising faculty or staff member shall inform Public Safety in advance of any unusual or seldom occurring events involving the use of weapons on campus.

The policy further provides for access to firearms at the Glenville Public Shooting Range during operational hours as set by the Department of Public Safety.

POLICY

Possession or storage of a weapon in any form (as defined by West Virginia State Code) is prohibited on the Glenville State College campus, College-leased facilities, and in vehicles. Weapons include any device that is designed to inflict harm or injury, such as firearms; devices that have the appearance or were manufactured to resemble firearms; edged devices; chemical weapons; martial arts devices; fireworks; and hazardous chemical or biological materials.

Any College faculty member, staff member, or student who has been found in violation of this policy shall be subject to disciplinary action for misconduct, which may include termination or expulsion as well as criminal prosecution. Individuals not affiliated with the College shall be subject to criminal prosecution.

Responsibility for procedure development and implementation of this policy rests with the Department of Public Safety. The responsibility for interpretation of the policy rests with the Associate Director of the Department of Public Safety.

HAZING POLICY

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

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, 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 policy.

For additional information on the prohibition of hazing see Appendix C.

MISSING PERSON PROCEDURE

Any person believed to be missing from the campus of Glenville State College unexpectedly shall be immediately reported to the Office of Public Safety. The Office of Public Safety will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that individual being missing or otherwise note where the individual is expected to be. This report may be filed by any student, faculty or staff member of the College, the parent/guardian or other family member of the missing person, or anyone else with information that indicates the person is missing.

Public Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is a reason to believe the person is endangered. In this regard, the following procedures will be followed.

- 1) Alert members of Public Safety, Residence Life, and/or Student Life staff. A picture should be published and given to appropriate members of the staff.
- 2) Contact the following resources or persons immediately to try to determine any point of contact with the College:
 - a. Verify the individual is not in assigned resident hall room, in their scheduled academic class and/or their scheduled activity.
 - b. If the individual has registered a vehicle on campus, check all parking lots to determine if vehicle is on campus.
 - c. If the individual has a listed cell phone number in PIX, call and send a text message to the phone.
 - d. Contact Activity sponsor, colleague, and/or athletic coach, if applicable, to identify last contact with the individual.
 - e. Contact roommate in addition to individuals in the suite and quad to determine the last sighting of the student.
 - f. If the individual has a student email account, send an email.

- g. Email and/or phone the student's instructors to pinpoint the last class period the student attended.
 - h. Check Social Networking sites to identify the student's last log in status time.
 - i. Conduct a quick but thorough search of all buildings on campus.
 - j. Notify parent or guardian and determine last contact with missing student.
- 3) Notify the City of Glenville Police Department if the above actions are not successful in locating the individual.
 - 4) A school-wide-email alert will be sent to the entire campus with the student's picture attached.
 - 5) Notify the Office of Public Relations and refer any outside inquiries to the Office of Public Relations.

PARKING PERMITS

Parking space on campus is limited; therefore spaces may be used only by those displaying **a valid Glenville State College parking permit.** All students, faculty, and staff, including part-time, temporary, and casual employees who park on campus must purchase and display a valid Glenville State College parking permit. Permits may be purchased in the Public Safety Office after the individual has completed a Vehicle Registration Form and showed a valid state registration card. If you plan to drive more than one vehicle during the year a second permit may be purchased for \$5.00 to be displayed on the second vehicle. Proof of ownership must be presented when applying for the second permit. The second permit does not allow both vehicles to be parked on campus at the same time. 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 unless a reserved parking permit is purchased. A limited number of reserved parking permits are available each year to full-time faculty and/or staff. Lack of space is not considered a valid excuse for violation of this policy. Be sure to allow plenty of time before class or scheduled appointments to find an appropriate parking space.

LT. GREEN permits will be issued to **Commuter Students** at a cost of \$60.00 per year.

RED permits will be issued to **Residence Hall Students** at a cost of \$100.00 per year.

DARK BLUE permits will be issued to **Faculty and Staff** at a cost of \$60.00 per year.

DARK BLUE permits will be issued for **Reserved** parking at a cost of \$200.00 per year.

PURPLE permits will be issued for **Pioneer Village Students** at a cost of \$100.00 per year.

YELLOW permits will be issued for **Freshmen/First Year Residence Hall Students** at a cost of \$60.00 per year.

Yellow permits are **REQUIRED** to park in LOT M "WACO Center Lot".

A properly displayed permit will be placed on the inside lower right corner of the front windshield, (Passenger's side).

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

- Failure to display a valid Glenville State College parking permit
- Failure to park within marked parking spaces
- Parking in an area other than a designated parking area for the registered permit
- Speeding or otherwise driving in a reckless manner
- Failure to stop, yield, or obey other traffic signs
- Failure to yield to pedestrians using a crosswalk
- Parking or driving on sidewalks, grass, or landscaped areas
- Unauthorized parking in reserved or visitor parking spaces
- Unauthorized parking in spaces reserved for those with special needs, or blocking wheelchair access to sidewalks and/or ramps
- Failure to move a vehicle when requested to do so by college officials for special events, snow removal or for emergency situations
- Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, and/or entrances to buildings.
- Driving a vehicle into any area that has been closed by cones, barricades or caution tape
- Any other violations specified in Chapter 17 of the West Virginia Code

Parking violation fines currently range from \$5.00 up to \$150.00 per offense. The total fine for the violation(s) must be paid at the Cashier's Office. A hold will be placed on the student records, parking privileges may be revoked and no parking permits can be purchased until the student pays the obligations or makes arrangements to do so through appropriate offices.

Towing will be strictly enforced for any individual that has three (3) or more parking citations on file with the Department of Public Safety. When a vehicle is towed, it is at the expense of the owner. The Department of Public Safety and Glenville State College assumes no liability for any damage(s) caused to the vehicle or personal properties during the towing process or while the vehicle is in storage. The owner of the vehicle may contact Public Safety to discover where the vehicle was towed.

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

SEXUAL HARASSMENT

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

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

Procedure for Filing a Complaint

All discrimination, harassment and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX/Affirmative Action/Equal Opportunity Coordinator and Americans with Disabilities Act Compliance Officer (hereinafter “Coordinator”):

Title IX Coordinator

Krystal Smith, Chief Human Resources Officer
Title IX/Affirmative Action/Equal Employment Opportunity Coordinator
Americans with Disabilities Act Compliance Officer
Harry Heflin Administration Building – Second Floor
Mailing Address:
200 High Street
Glennville, WV 26351
(304) 462-6193
Krystal.Smith@glenville.edu

Title IX Co-Coordinator:

Teresa Sterns, Title IX Co-Coordinator
Office of the President – Second Floor
Harry B. Heflin Administration Building
Mailing Address:
200 High Street
Glennville, WV 26351
(304) 462-6102
Teresa.Sterns@glenville.edu

American Disabilities Act Coordinator

Heather Coleman
American Disabilities Act Coordinator
Goodwin Hall
Mailing Address:
200 High Street
Glennville, WV 26351
(304) 462-6025
Heather.Coleman@glenville.edu

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

Chairs, deans, department administrators, and supervisors have a duty to identify and report discriminatory/harassing/retaliatory behaviors. Employees and persons with responsibility for supervising or ensuring safety of others (including student employees in the course of their employment duties) have a duty

to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators and supervisors may be directly involved in resolving allegations of discrimination, retaliation and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused's supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators and other supervisors have a duty to monitor the accused employee's behavior and to take appropriate disciplinary action if he or she continues to violate College policy or procedure.

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

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

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

Individuals are encouraged to report alleged discrimination and harassment immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce these procedures. Complaints should be filed within 30 calendar days of the incident but may be filed up to 300 calendar days after.

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

SEXUAL MISCONDUCT POLICY

Sexual Misconduct is a serious violent crime. When it occurs at Glenville State 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.

In this regard, it is essential that **both** parties should explicitly agree upon sexual activity. A person has the right at any time to say "no" to sexual activity and "no" means "no." Verbal communications of non-consent, nonverbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs constitute a lack of non-consent. The same holds true whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy.

The crimes of sexual misconduct are legally defined under West Virginia law as sexual acts committed without the consent of the victim. The law states that lack of consent may result from (1) "forcible compulsion", (2) the victim's "incapacity to consent" by virtue of age, status or mental or physical incapacitation or helplessness, or (3) "circumstances...in which the victim does not expressly or impliedly acquiesce in the actor's conduct." A person under the influence of alcohol or drugs is generally regarded as incapable of giving consent. Having sexual contact with a person incapacitated or made helpless by consumption of drugs or alcohol is considered sexual assault or abuse. "Acquaintance Rape" and "Date Rape" are terms commonly used to describe

intercourse forced on a person known by the assailant. The social relationship between the individuals does not make the act legal if the act is committed without consent. The criminal law makes no distinction between sexual assault by an acquaintance or sexual assault by a stranger. (See the end of this section for further information on types of sexual misconduct.)

Students who violate this policy will be disciplined in accordance with College policy 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.

Reporting of Sexual Misconduct

All discrimination, harassment and retaliation claims including but not limited to claims based upon disability and sex (including acts of sexual violence) are filed with the Title IX/Affirmative Action/Equal Opportunity Coordinator and Americans with Disabilities Act Compliance Officer (hereinafter "Coordinator"):

Krystal Smith, Chief Human Resources Officer
Title IX/Affirmative Action/Equal Employment Opportunity Coordinator
Americans with Disabilities Act Compliance Officer
Harry Heflin Administration Building – Second Floor
Mailing Address:
200 High Street
Glenville, WV 26351
(304) 462-6193
Krystal.Smith@glenville.edu

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

Teresa Sterns, Title IX Co-Coordinator
Office of the President – Second Floor
Harry B. Heflin Administration Building
Mailing Address:
200 High Street
Glenville, WV 26351
(304) 462-6102
Teresa.Sterns@glenville.edu

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

Chairs, deans, department administrators, and supervisors have a duty to identify and report discriminatory/harassing/retaliatory behaviors. Employees and persons with responsibility for supervising or ensuring safety of others (including student employees in the course of their employment duties) have a duty

to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators and supervisors may be directly involved in resolving allegations of discrimination, retaliation and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused's supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators and other supervisors have a duty to monitor the accused employee's behavior and to take appropriate disciplinary action if he or she continues to violate College policy or procedure.

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

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

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

Individuals are encouraged to report alleged discrimination and harassment immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report may result in the loss of relevant evidence and witness testimony, and may impair the College's ability to enforce these procedures. Complaints should be filed within 30 calendar days of the incident but may be filed up to 300 calendar days after.

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

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

Institutional Sanctions

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

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

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

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

Types of Sexual Misconduct

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

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: Words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given. Additionally, effective consent cannot be given by anyone under the legal age of consent as set by state law. See, “statutory rape” in these definitions.

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

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

Sexual Assault & Interpersonal Violence Intervention Protocol

Resources and Referral Options

<p><u>Medical Assistance</u> Glenville State College Campus Health Nurse 304-462-6430 (M-F, 8a-4p)</p> <p>Minnie Hamilton Health Systems 304-462-7322 (M-F, 7:30a-6p) (Sat, 7:30a-4:30p)</p> <p>After Hours 911</p>	<p><u>Advocacy & Support Services</u> Title IX Coordinator 304-462-6193 (M-F, 8a-4p)</p> <p>Glenville State College Counseling Center 304-462-6432 (M-F, 8a-4p)</p> <p>HOPE, INC. 304-462-5352 (24 HRS 304-367-1100)</p>	<p><u>Emergency Services</u> On-Campus: Glenville State College Public Safety 911</p> <p>Off-Campus: City/County/State Police 911</p>	<p><u>Housing or Academic Accommodations</u> Office of Residence Life 304-462-6413 (M-F, 8a-4p)</p> <p>Office of Student Life 304-462-6400 (M-F, 8a-4p)</p> <p>After Hours Call GSC Public Safety 304-904-2041</p>
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Medical Assistance

- Students can go to the Campus Health Nurse (1st Floor Mollohan Center) for medical services.
- The Campus Health Nurse can provide health services and referrals to Minnie Hamilton Health Systems
- A Sexual Forensic Exam is available at the United Health Center (UHC) in Clarksburg, WV. The exam includes preventive treatment for sexually transmitted infections, pregnancy and evidence collection. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams.
- A forensic kit and examination can be done for free at United Health Center in Clarksburg, WV.
- A police report is not required to receive medical assistance

Advocacy, Support Services, Housing & Academic Accommodations

- The GSC Counseling Center (2nd Floor Lilly Gymnasium) provides information, counseling, & referrals connecting students with an advocate, if requested. A counselor can be contacted by GSC Public Safety 24 hours a day.
- The Office of Student Life assists with academic and housing accommodations, referrals, disciplinary and judicial affairs.
- The Title IX Coordinator investigates any assaults or interpersonal violence allegations to assist in making appropriate accommodations and intervention to insure student safety.
- The Office of Residence Life can assist with housing accommodations.
- Hope Inc. has a local victim advocate, as well as a free & confidential 24-hour crisis line.

Emergency Services

- Students can also call 911 for 24-hour emergency services

Title IX Coordinator: Krystal Smith, 304-462-6193

- Investigates Sexual Assault & Discrimination, and ensures Title IX compliance and implementation of college policy and procedures (Social Justice Policy – Board of Governors Policy 6A)

SKATEBOARDS, ROLLERBLADES & SCOOTERS

Due to safety considerations and 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 Appendix F). 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.
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 Life Staff.

For more information or assistance, contact the following:

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

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.

Contact Information

Glenville State Public Safety
Glenville City Police

462-7361 x6450, 462-4132 or 904-2041
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 x6430
Director of Counseling Services	462-7361 x6432
Director of Student Activities	462-7361 x6416 or 462-6416
Director of Residence Life	462-7361 x6413 or 462-4111
Dean of Student Life	462-7361 x6400 or 462-4114

E-mail to Student Life/Student Life Staff life@glennville.edu

In an Emergency, call 911

See Appendix F for the WV State Law on Stalking.

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, bong, advertisements, signs, etc. is prohibited in the residential living facilities and on campus. See Appendix G for more information.

TOBACCO AND RELATED PRODUCT POLICY

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 Glennville State College.

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

3. Definitions:

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

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

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

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

c. “NO SMOKING” and/or “SMOKE FREE” signs shall be posted at appropriate locations on campus by the Physical Plant Department.

d. The 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.

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

f. Failure to comply with these policies shall be handled in accordance with the Classified Employees’ Handbook, Faculty Handbook, and/or Student Handbook.

WITHHOLDING DIPLOMAS AND OFFICIAL TRANSCRIPTS

It is the policy of Glenville State College to withhold diplomas and transcripts until all financial obligations have been met. Once a student satisfies his or her financial obligation, the hold will be removed and the diploma and official transcript will be issued.

Notification of the Hold to Students

Students who have applied for graduation whose diplomas and transcripts will not be issued will be notified by:

1. An email sent to the student's college-assigned email address. This message will notify the students of their financial obligation and the withholding of their diploma and transcript. Contact information for the Cashier's Office will be included.
2. A hard copy letter will be sent to the student's permanent or graduation mailing address if they have not resolved their obligation by the graduation date applied for.

Satisfaction of the Outstanding Obligation

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

GLENVILLE STATE COLLEGE

Guidelines for the Wearing of Honor Pins and Stoles, Honor Societies Cords, and Student Organization Charm, at Commencement

College Academic Honors

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

Nationally Recognized Academic Honor Societies

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

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

Student Organization Participation

Graduating students who are members of a student organization will be presented with a Pioneer Charm for their tassel. These charms are presented at the SGA Organization Graduation and Installation Dinner prior to the commencement ceremony.

CAMPUS PHONE DIRECTORY

College Switchboard Phone Number 304-462-7361

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	6110
Academic Support Center	Bill Lilly	6052
Add/Drop a Course	Your Advisor	
Admissions	Admissions	6130
Alumni Affairs	Debbie Nagy	6116
Art Exhibits	Fine Arts	6340
Athletics	Marcal Lazenby	6221
Books & Supplies	Bookstore	7720
Business Office	Business Office	6180
Campus Health Center	Nurse	6430
Career Services	Bill Lilly	6052
Change of Major	Advisor/Division Chair	
Commencement	Registrar	6120
Computer Facilities & Services	Jason Phares	6140
Counseling Services	Tim Underwood	6432
Debts	Business Office	6180
Dining Services	Aramark	6361
E-mail	Office of Technology	6140
Fee Statements & Payment	Cashier's Office	6190
Financial Aid	Mary Jones	6170
Grade Reports	Registrar	6120
Greek Life	Jodi Walters	6416
GSC Week	Jodi Walters	6416

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Housing & Residential Life	Residence Life Office	6413/6411
ID Cards	Student Life	6400
Incomplete Grades	Registrar	6120
Instructional Technology	Jason Phares	6140
International Students	Admissions – I-20's & INS	6130
Internet	Office of Technology	6140
Internships	Division Chair/Career Services	
Judicial Affairs	Student Life	6400
Library	Library	6160
Lost & Found	Student Life	6400
Mollohan Campus Community Center	Student Life	6400
Music Performances	Fine Arts	6340
Office of Technology	Jason Phares	6140
Orientation	Student Life	6400
Organizations, Student	Jodi Walters	6416
Parking Permit	Public Safety	6450
Postal Services	Denise Sprouse	6420
President	Peter Barr	6100
Probation, Academic	Registrar	6120
Public Relations	Dustin Crutchfield	6394
Public Safety	Ron Taylor	6450
Radio/TV	Jennifer Wenner	6436
Records, Academic	Registrar	6120
Refunds	Cashier's Office	6190
Residence Halls	Residence Life Office	6413/6411
Scholarships	Financial Aid	6170
Student Activities	Jodi Walters	6416
Student Disability Services	Heather Coleman	6155
Student Employment	Career Services	6052

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Student Government	Student Life or SGA Office	6400/6419
Student Life	Student Life	6400
Student Support Services	Janie Castle	6159
Suspension, Academic	Registrar	6120
Swimming Pool	Jennifer Wenner	6436
Theater Productions	Dennis Wemm	6323
Tickets		
Athletic Events	Marcal Lazenby	6221
Fine Arts Performances	Fine Arts	6340
Traffic/Parking	Public Safety	6450
Transcripts	Registrar	6120
Tuition & Fees	Cashier's Office	6190
Tutoring	Academic Support Center	6152/6150
Veteran's Information	Veteran Affairs Office	6056
Web Site	Public Relations	6394
Withdrawal Procedure	Registrar	6120

COLLEGE OFFICERS

President	Dr. Peter Barr	6100
Chief Academic Officer	Dr. Milan Vavrek	6110
Senior Vice President for Student and External Relations Acting Dean of Students	Mr. James Spears	6387
Executive Vice President for Business & Finance	Mr. Robert Hardman	6180
Interim Assoc. Vice President for Enrollment Management	Ms. Teresa Sterns	6130

Vice President for College Advancement & Executive Director of GSC Foundation	Mr. Dennis Pounds	6380
Athletic Director	Mr. Marcal Lazenby	6221
Director of Residence Life	Mr. Jerry Burkhammer, II	6413

ACADEMIC DEPARTMENT CHAIRS

Business	Ms. Cheryl McKinney	6263
Criminal Justice	Mr. Mark Mills	6066
Education	Dr. Kevin Cain	6200
Fine Arts	Mr. Lloyd Bone	6340
Land Resources	Dr. Rico Gazal	6370
Language & Literature	Mr. Wayne de Rosset	6320
Science and Mathematics	Dr. Gary Morris	6310
Social Sciences	Dr. Art DeMatteo	6273

STUDENT LIFE STAFF DIRECTORY

James Spears

Dean of Student Life

Phone: 462-4114 or ext. 6400

Fax: 462-5057

e-mail: James.Spears@glenville.edu

Jerry Burkhammer, II

Director of Residence Life

Phone: 462-6413 or ext. 6413

Fax: 462-5057

e-mail: Jerry.Burkhammer@glenville.edu

Kayla Gross

Resident Director, Pioneer Village

Phone: 462-4111 or ext. 6411

Fax: 462-5057

e-mail: Kayla.Gross@glenville.edu

Trae Sprague

Resident Director, Goodwin Hall & Intramurals

Phone: 462-6412 or ext. 6412

Fax: 462-5057

e-mail: Trae.Sprague@glenville.edu

Jodi Walters

Director of Student Activities

Phone: 462-4114 or ext. 6416

Fax: 462-5057

e-mail: Jodi.Walters@glenville.edu

Fitness Center

Phone: 462-7361 or ext. 6441

Fax: 462-5057

e-mail:

Tim Underwood

Licensed Professional Counselor

Phone: 462-7361 or ext. 6432

Fax: 462-5057

e-mail: Timothy.Underwood@glenville.edu

Ronda Williams

Director of Campus Health Services

Phone: 462-7361 or ext. 6430

Fax: 462-5057

e-mail: Ronda.Williams@glenville.edu

Appendix A Clery Act

The Clery Act includes the following requirements.

1) By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. Institutions are also allowed to provide notice of the report, a URL if available, and how to obtain a paper copy if desired. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

2) The institution's police department or security departments are required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

3) Institutions are required to give timely warnings of crimes that represent a threat to the safety of students or employees. Institutions are required to publish their policies regarding timely warnings in their Annual Campus Security Report. The institution is only required to notify the community of crimes which are covered by the Clery statistics.

4) An institution must keep the most recent three years of crime statistics that occurred: on campus, in institution residential facilities, in noncampus buildings, or on public property. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime." The following offenses, as defined by the UCR are required to be included in the institution's ASR as well as sent to the U.S. Department of Education annually:

- Criminal homicide:
 - Murder and nonnegligent manslaughter
 - Negligent manslaughter
- Sexual offenses:
 - forcible
 - nonforcible
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft
- Arrest and/or disciplinary referrals for
- Liquor-law violations
- Drug-law violations
- Illegal weapons possession

Institutions are required to indicate if any of the crimes, or any other crime involving bodily injury, was a "hate crime".

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 or 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 crime 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 of a dwelling or structure affixed to a dwelling.

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 Glenville State to other colleges and universities, you may contact the Public Safety Office.

Appendix B
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 – April 19, 2006

1.3. Authority – West Virginia Code §18B-14-10

1.4. This policy supercedes any or all previous GSC policies in reference to credit card solicitation and marketing on the Glenville State College campus.

7.2. Definitions

2.1. “Campus” includes all premises and grounds of Glenville State College;

2.2. “Credit card debt education brochure” means information developed by Glenville State College, by a registered nonprofit corporation or by other sources as identified and approved by Glenville State College that 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 of Student Affairs.

3.1.1. All solicitation and sales of products and articles is prohibited on campus property Except by recognized student organizations and other groups directly connected with the College.

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 include an educational presentation, outlining the benefits and risks of credit cards, to be presented to students as part of the annual Orientation program for new students.

Appendix C
ANTIHAZING LAW

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 or 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.

Appendix D
REQUEST TO RESIDE OFF CAMPUS

Residential Policy

All full-time students are required to reside on campus in one of the College's residential living facilities unless granted an exemption. Students seeking an exemption must complete this form in full and submit it to the Dean of Student Life.

Please note that all residents in college housing must also purchase a meal plan from Glenville State College Dining Services. Exceptions to the meal plan requirement can be granted only with the approval of the Dean of Student Life.

All requests to live off-campus must be made using this form. It is the student's responsibility to attach all substantiating information indicated below. Incomplete requests will not be processed.

Applicant's Information

Full Name: _____ Soc. Sec. No./ID
Number: _____

Semester Wishing To Move Off-Campus: _____ E-Mail
Address: _____

Permanent Home Mailing Address:

Date of Birth: _____ Credits Already Completed: _____ Credits This
Semester: _____

Current Class Rank (Circle One) Senior - 90 CRT Junior - 60 CRT Sophomore - 30 CRT
Freshman

Home Phone: (____) _____ Cell Telephone: (____) _____

Proposed Off-Campus Local Address if known:

Landlord Name: _____ Landlord Phone
#: _____

Please check the reason(s) of the exemption request.

 Residing with Immediate Family Member - *You must live within a 50 mile driving distance recommended by Google Maps.* Requests based on this consideration must be substantiated with a written statement from the parent/legal guardian or sibling 21 years or older. The statement must contain: (1) the relationship to the student; (2) the full address of the legal guardian or sibling 21 years or older; and (3) the explicit agreement to house the student for the semester.

___ **Married and/or Dependent Children at Home** – If you are currently married or have dependent children living at home with you, you are eligible to apply to live off campus. Attach copy of marriage certificate and/or birth certificate of dependent children.

___ **21 Years or Older** – *You must be 21 before the semester starts.* Students 21 year of age or older may apply to reside off campus. Proof of age/birth date must be provided.

___ **Major Medical Reasons** – Students requesting exceptions to the housing policy because of special medical problems must (1) furnish a written statement from a physician that states the student is required to live off campus; (2) the medical problem in existence; (3) the length of time the condition has existed; (4) the last date the student was treated for the condition by the physician; and (5) the estimated duration of the condition.

___ **Completion of 72 or more hours of college credit** accepted by the College. Applicant must provide an unofficial transcript accessed and printed from student’s MyGSC account under the Ednet Information System.

I understand providing false information (verbal or written) related to off-campus housing, including failure to contact the Office of Residence Life prior to any change in my off-campus housing classification, will subject me to immediately moving into a residence hall, being financially responsible for room/board payments for any period of enrollment for which or during which I provided false or no information, and probable disciplinary action.

Student Signature: _____ Date: _____

Deadlines for Applications:

New students admitted after the specified submission date must file their requests to reside off campus no later than 30 days prior to the beginning of the first term of attendance.

Please return this form to: Glenville State College Phone: (304) 462-6400
 Office of Student Life FAX: (304) 462-5057
 200 High Street
 Glenville, WV 26351

Office Use Only

Date Request Received _____ (date)

_____ **Request Approved** _____ **Request Not Approved**

Dean of Student Life

Comments:

Student Notified of Decision on _____ (date)

Appendix E

Student Life Complaint Form*

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

Written complaints must be submitted within five business days of the alleged event(s) which led to the complaint. All pertinent information should be provided including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution. Forms submitted without contact information will not be processed.

Student Complaint forms must be submitted to the Office of Student Life located in the Mollohan Campus Community Center. The complainant will be advised of the outcome of the review by e-mail, normally within ten working days of filing the complaint.

Complainant's Name (Print) _____ Email _____

Home Phone: _____ Cell Phone: _____

Signature

Date submitted

Complaint Related to:

_____ Bookstore

_____ Campus Safety (Parking)

_____ Counseling Services

_____ Dining Services

_____ Equipment Repair

_____ Facility Repair

_____ Fitness Center

_____ Health Services

_____ Residence Hall Policy/Event

_____ Student Activities

_____ Student Life Staff

_____ Other (please specify)

Appendix F

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.

Appendix G

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 statutes 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 authorities of individual Federal agencies.

DRUG & ALCOHOL POLICY: Glenville State College holds a strict zero-tolerance policy for all illegal drug use and possession. Specifically, students who are convicted or found responsible for use, possession, manufacture, cultivation, conveyance, purchase, sale, or distribution of narcotic drugs will be administratively withdrawn, suspended, or expelled from Glenville State College with no refund of tuition or room and board fees.

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

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

Alcoholic Beverages on Campus

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

- In dwellings located thereon and occupied as a family residence; and
- Where the service of wine, beer or other alcoholic beverages is approved by the President, on a case by case basis consistent with the following rules:
 - Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.
 - No person under the legal drinking age will be served.
 - Alternative non-alcoholic beverages and food will be served.
 - No person under the age of twenty-one (21) will be allowed to serve wine, beer or other alcoholic beverages and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.
 - No state funds will be used to purchase wine, beer or other alcoholic beverages.
- Requests to serve alcohol must be filed with the President's Office using the *Request to Serve Alcoholic Beverages* form.

The selling of beer, wine or other alcoholic beverages during athletic events is prohibited.

Sanctions for Alcohol Violations at Glenville State College

1st Violation

All of the following:

- Disciplinary Warning
- Alcohol education activity
- Parental Notification (if under age 21)

- \$25 fine
- \$50 Administrative Fee

2nd Violation

All of the following:

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

3rd Violation

All of the following:

- 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
- \$50 Administrative Fee
- Parental Notification (if under 21)

Sanctions for Drug Violations at Glenville State College should be interpreted as any narcotic drug use or possession of, as listed in Schedule 1-4 of the WV State Code, Chapter 60A, Uniform Controlled Substance Act.

1st Violation

All of the following:

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

2nd Violation

2nd marijuana offense will result in suspension or expulsion

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 Counseling Center located on the top floor of the Health & Physical Education Building.

Campus Counseling Center – (304)-462-7361 ext. 6432

Campus Health Center – (304) 462-7361 x6430

United Summit Center (Glenville, WV) – (304)-462-5721

CAMPUS MAP

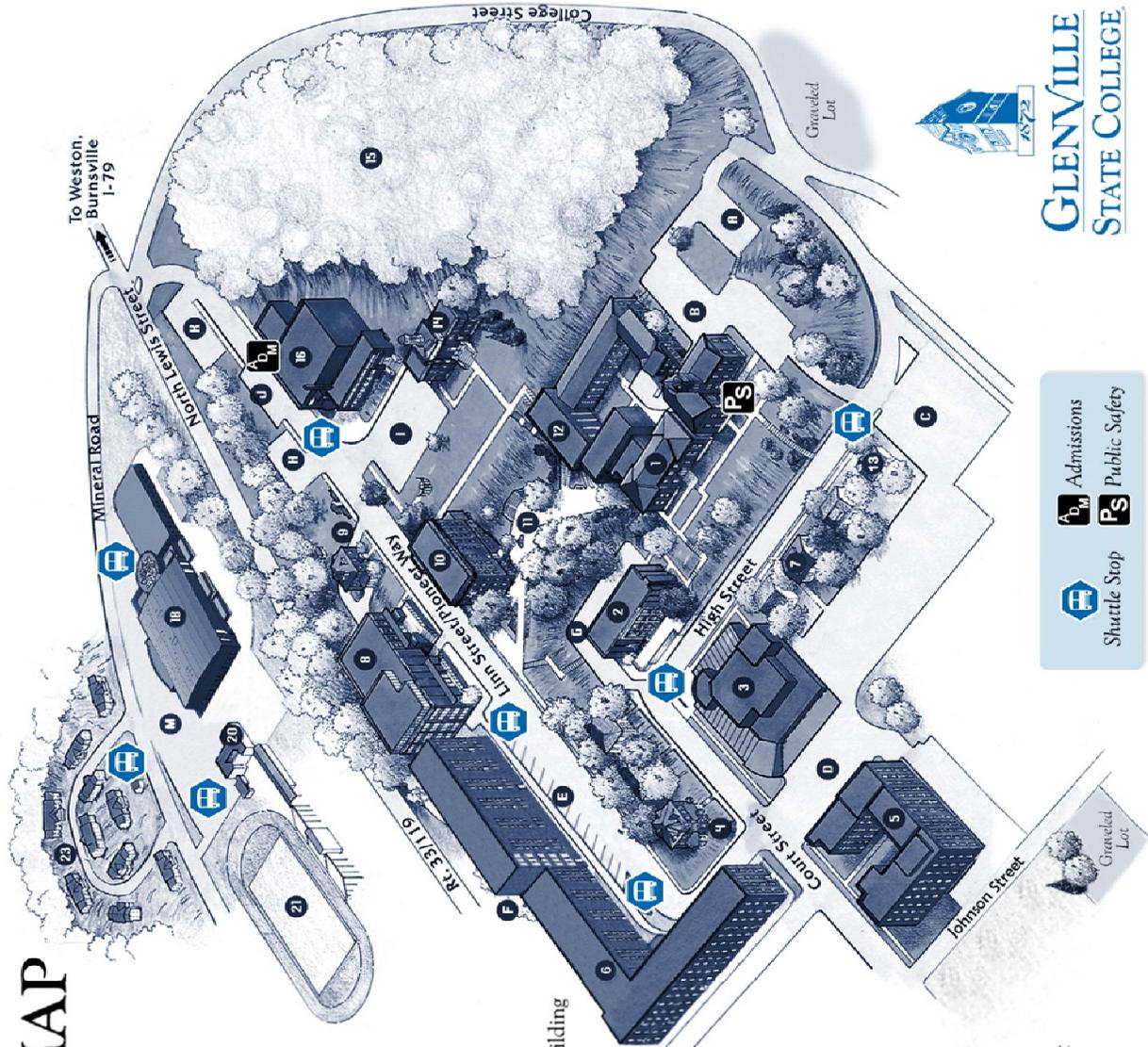
BUILDING KEY

1. Harry B. Heflin Administration Building
2. Robert F. Kidd Library
3. Fine Arts Center
4. Alumni Center
5. Pickens Hall
6. Goodwin Hall
7. Criminal Justice House
8. Alan B. Mollohan Campus Community Center
9. President's Home
10. Science Hall
11. Luanna Smith Amphitheater
12. Louis Bennett Hall
13. Northern West Virginia Rural Health Education Center
14. Clark Hall
15. Nature Trail
16. Health & Physical Education Building
18. Waco Center
20. Field House
21. I.L. & Sue Morris Stadium
23. Pioneer Village

PARKING LOT KEY

- A. Firestone Lot
- B. Harry B. Heflin Administration Building Lot
- C. High Street Lot
- D. Pickens Hall Lot
- E. Goodwin Hall Lot
- F. Physical Plant Lot
- G. Library Lot
- H. Special Events Lot
- I. Clark Hall Lot
- J. Health & Physical Education Lot
- K. North Entrance Lot
- M. Waco Center & Stadium Lot

*Graveled lots do not require a parking permit



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