



GLENVILLE
STATE COLLEGE

STUDENT HANDBOOK

2019-2020

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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

All incoming students will be academically advised through the Academic Success Center. Upon successful completion of 15-30 credit hours, students will be transitioned to a faculty advisor within their respective department. Faculty advisors help students in matters of study skills, scheduling classes, and academic and career planning. Prior to registering for classes online, students are required to meet with their assigned academic advisor to plan out your course schedule and to obtain your six-digit registration PIN. Students will not be able to independently register for classes without an assigned six-digit registration 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.

ACADEMIC OR CLASSROOM GRIEVANCE

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 four consecutive academic years immediately preceding the readmission semester may be eligible for academic forgiveness. Academic forgiveness must be requested by submitting the Academic Forgiveness Request Form to the Registrar's Office 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 SUCCESS CENTER

The Academic Success Center (ASC) provides an array of services and programs to enhance the academic and overall development of all students while impacting student success, retention, and graduation rates of Glenville State College (GSC). These services include targeted Academic Advising, Peer Tutoring, Peer Mentoring, Accommodation and Accessibility Services, Veteran Support Services, GSC New Student Orientation, Career Services, as well as the Hidden Promise Scholars Program and much more.

For more information about the Academic Success Center at Glenville State College, contact 304-462-4118 or email Academic.Success@glenville.edu.

ADMINISTRATIVE WITHDRAWAL

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 provide the names of the students identified as 'at risk' with their attendance policy to the Academic Success Center. ASC counselors will contact students. If the student is unresponsive and/or continues to miss class, the instructor will send the "Recommendation for Administrative Withdrawal" form to the Registrar's Office.

The Registrar's Office will send an email notifying the student that he/she is begin withdrawn from the course and will receive a "W" for the course if before the last day to withdraw from a course or an "FIW" if after the last day to withdraw.

Students may appeal in accordance with the Academic Appeal Policy. Unless the student is officially appealing the decision to be withdrawn, the student is no longer allowed to attend the

course from the date they are withdrawn by the Registrar's Office. Access to online courses will be deactivated on that date as well.

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 syllabi.

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 provides the names of students identified as 'at risk' with their attendance policy to the Academic Success Center. ASC counselors will contact students and inform them they are at risk of being withdrawn from the course, advise them to meet with the instructor to address the issue and offer assistance if possible.
2. If the student is unresponsive and/or continues to miss class, the instructor will send the recommendation for administrative withdrawal to the Registrar's Office.

3. The Registrar's Office will send an email notifying the student that he/she is being withdrawn from the course and will receive a "W" for the course if before the last day to withdraw from a course, or an "FIW" if after the last day to withdraw.
4. A student may appeal in accordance with the academic appeal policy. Unless the student is officially appealing the decision to be withdrawn, the student is no longer allowed to attend the course from the date they are withdrawn by the Registrar's Office. Access to online courses will be deactivated on that date as well.

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 fall. 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 in EdNet for graduation by the published deadline.

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 30 semester hours of course work. 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.

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.

DROP/ADD PROCEDURES

Students find it necessary at times to drop or add a course. Students can drop or add a course in EdNet prior to the beginning of each semester so long as they have their six-digit registration PIN. Once classes begin, 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 day to drop a class as indicated on the academic calendar, dropping a class will result in a final grade of “W”.

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 Transient Student Request 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.

. 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 before their request will be reviewed. 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 so the credits can be posted.

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, receive their diploma, 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 Grade Appeal Policy and the Academic Appeal Policy procedures 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. 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.

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.

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 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] prior to the receipt of a baccalaureate degree. The privilege of the "D", "F", "FIW" repeat is capped at 21 credit hours. See "Repeating a Course" section in the College Catalog for specifics on how the repeated course grade is computed in the overall GPA.

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 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 along with a plan of study and

the student must have the 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:

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

If you are interested in joining the SSS program please stop by the offices located in the physical education building on the main campus.

If you, your parents, grandparents, guardians, or other significant person needs help with the FAFSA (whatever the situation we have you covered) not only will we help you through the process but we will guide them through as well.

Other Services Provided

- Computer Lab with dual monitors and headsets in semi-private locations
- Unlimited free printing
- Textbook loan program
- In-House Scientific Calculators for use
- Mentoring (We know this is a new experience, let our mentors help make it an enjoyable one)
- Endless supplies of things to make your projects POP
- Laminator
- Binding Machine
- Crafting Materials (IF we do not have it ask if we can get it.)
- Tutoring- We want you to succeed! Name the subject and if we cannot handle it straight away, we will hire someone who can help
- Priority Class Registration (Yes, you can register like a Senior as a Freshman) *Exclusive to SSS
- Workshops- Could be cultural, educational, social justice topics, or a variety of other topics, WE always try to make them interesting and almost always have food for the workshops

- Scholarship Opportunity Every Semester! Participation in other events is key to success in obtaining a scholarship. Build those points NOW!

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 mid-semester 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 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. The last day for withdrawal for summer classes will be published in the academic calendar.

WITHDRAWAL FROM COLLEGE

It is the responsibility of a student desiring to withdraw from College to notify the Academic Success Center and announce his/her intention to withdraw in writing. The last day to completely withdraw from the College is the last day of classes each semester. Students should reference 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 and the failing grades will be calculated into the student's Grade Point Average. Refunds are subject to the established last date of attendance.

CAMPUS LIFE

ALAN B. MOLLOHAN CAMPUS COMMUNITY CENTER

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

The lower level of the Mollohan Campus Community Center is home to the College Fitness Center, with a wide array of has pre-core cardio and fitness equipment as well as a Group Fitness Studio that offers classes such as Karate and Yoga and an aerobics room.

Located on the main floor of the Mollohan Campus Community Center are a full-service Post Office, student mailboxes, the Health and Wellness Center and the Aramark Offices where students can add Musket Money (flex dollars) or meals to their meal cards.

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.

Also located on the second floor is the Office of Student Life. The area houses the following offices: the Student Government Association, Student Life Program Assistant, Student Activities, and Outdoor Adventure, Intramural Sports and E-Sports.

The third floor includes meeting spaces, a ballroom, and a multi-purpose room which also serves as a movie theater, and the Office of Public Safety.

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.

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 is governed by USA Boxing. GSC is a member of the Mountain East Conference (MEC) for all varsity sports. The college will sponsor one co-ed, seven men's, eight women's varsity sports for the 2018-2019 school years, which are:

Men's Sports: Baseball, Basketball, Cross Country, Football, Golf, Track & Field (Indoor & Outdoor)

Women's Sports: Acrobatics & Tumbling, Basketball, Cross Country, Soccer, Softball, Track & Field (Indoor & Outdoor), Volleyball

Co-Ed: Boxing

Women's Golf is being added for the 2019-20 academic year. The Cheer Squad and the Mascots will also be overseen by the Athletic Department.

Admission to all home athletic events (unless it is a fundraiser or tournament) 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 website that all athletes need to follow.

BOOKSTORE AND SPIRIT SHOP

Glenville State College branded apparel and other items may be purchased online at <https://www.bkstr.com/glenvillestore/shop/apparel-and-accessories>. Textbooks may also be purchased new, used, or rented via the online virtual Glenville bookstore at <https://www.bkstr.com/glenvillestore/shop/textbooks-and-course-materials>. This personalized site knows what textbooks and other classroom materials each GSC student needs for their particular classes and can expedite the acquisition of these materials. Purchases may be made by credit card or using available, approved financial aid.

In-person shopping for GSC branded items may also be done at the Spirit Shop located in the Mollohan Campus and Community Center at certain hours as posted and at the Waco Center athletic facility during athletic events.

CAREER SERVICES

The Office of Career Services, located within the Academic Success Center (third floor of the RFK Library), recognizes and understands the competitiveness of the current job market and is committed to providing support and appropriate career-related resources for students and alumni.

Examples of Career Support Services and Resources:

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

The Academic Success Center welcomes all students to utilize Career Services and to exhaust all possibilities for future career success. To get more information about Career Services, contact the Academic Success Center at (304) 462-4118 or email Career.Services@glenville.edu.

COUNSELING SERVICES

In addition to basic health care, the College is committed to promoting the mental health of all students. The Health and Wellness Center provides counseling and basic mental health assessment to all currently registered students on an as-needed basis. The Health and Wellness 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 Health and Wellness Center Counselor 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. For more extensive mental health treatment, the Health and Wellness 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.

DINING SERVICES

The College has partnered with ARAMARK Corporation to provide an outstanding dining experience for the campus. Resident students may choose from three meal plan options. Each option is designed with different student needs in mind. Commuter Students enrolled in 9 or more course hours will have a Commuter \$50 plan. \$50 is deposited to their flex account that can be used for their dining needs. We also have options for commuter and Faculty/Staff. These include a Block 50 Plan with 50 meals and \$ 200 musket bucks, a 20 block plan and extra musket bucks which are available for purchase in the dining services office to supplement your meal plan. Arrangements for special dietary/nutritional needs (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 and dinner on Saturday and Sunday.

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

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) at fafsa.ed.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 Financial Aid Office for upperclassmen with a priority processing deadline of February 15. 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 February 15.

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 “Current Students” from the homepage www.glenville.edu. Financial Aid staff members are available from 8 am – 4 pm 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 eight treadmills, six ellipticals, three stair climbers and four stationary bikes. 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 trained staff person is on hand to help plan workouts.

Group exercise classes are offered free of charge to students, faculty, staff and those with a Fitness Membership.

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 AND WELLNESS CENTER

The College is committed to promoting the health and well-being of all students. The Health and Wellness Center provides basic health care to all currently registered students. The Health and Wellness Center is staffed with a fulltime counselor, and a full-time registered nurse on the main campus from 8 am – 1 pm, Monday – Thursday and at the Gilmer County Health Department located at 809 Medical Drive #3, Gilmer, WV 26354 or by phone at (304) 462-7351. They are available to evaluate the student’s medical condition and provide clinical treatment and referrals. The Health and Wellness 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 and Wellness Center at the onset of illness to ensure early assessment and treatment of health problems.

OUTDOOR/HIGH ADVENTURE

The Outdoor/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.

Students with experience and training provided by the Outdoor/High Adventure Coordinator are encouraged to serve as leaders and guides within the program.

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 Current Students. Useful URLs: Blackboard <https://ilearn-gsc.wvnet.edu/>, Email mail.glenville.edu. 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 will receive a letter in the mail with your temporary password, if not please contact our office at 304-462-6140. If a student forgets their e-mail account or password information they should contact the Office of Technology. To log onto Blackboard, your username is the last eight digits of your student id number and the password is the same as your EdNet password. It is your birthdate in the form of DDMMYY, (January 8, 2001 would be 080101). When you change your EdNet password it will also change your Blackboard password. All online courses are available on 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 on 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 is 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 and wireless access. It is the responsibility of the student to contact a member of the resident life staff if there is a problem with the 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. 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 any lab computers. The Glenville State College wireless network for Commuters will be listed as "Student_Wireless" and follow the same login procedures as on Campus Residents.

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 sign up for 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 **HeadUp Glenville** app on their phones or tablets, stay up to date with intramural standings and news. For more information, contact the Director of Activities at (304)462-6401.

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, and archival materials. Library personnel is available to assist students with assignment and research needs.

A core area of the Library is the Research Center, a full-service computer lab for student and patron use on 1st floor. The first floor also has periodicals, DVDs, a coffee center and the beautiful Kemper bird displays. Most circulating materials are on the 2nd floor including oversized, juvenile and regular circulating books. Also on 2nd, the Berlin B. Chapman Room houses materials pertaining to West Virginia, the college, local history, and genealogy, as well as other special collections. Another valuable Library component includes the Archive's Office and its collections on the Ground floor.

From the Library's webpage, access is available for: the online catalog to locate materials; a wide variety of databases and eBooks; WVDeli to check out and download various e-Materials; digital archives such as historical campus newspapers, yearbooks; and much more. The research databases provide information from thousands of journals, newspapers, specialized information resources and eBooks. Online/digital materials may be accessed on or off-campus. For off-campus remote access, use the same user ID/password when logging into the GSC domain (or a Library-assigned codeword available through a Library staff member).

A GSC ID is required to check out circulating 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, 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 and 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 e-mail account registered with the Library. 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 by 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-Thursday7:45 a.m. to 8:00 p.m.

Friday7:45 a.m. to 4:00 p.m.
Sunday.....12:00 p.m. to 8:00 p.m.

Library hours vary for holidays, between semesters and during the summer. Normal hours are also subject to change; any 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, Bluegrass Band and Jazz Combo

Choral: Concert Choir and Chamber Singers

Woodwind Ensembles: Woodwind Ensemble, Saxophone Ensemble, Woodwind Quintet and other ensembles

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

Percussion Ensembles: Percussion 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

The Academic Success Center (ASC) in collaboration with various departments throughout campus provides a New Student Orientation during the Pioneer Welcome Weekend for incoming students prior to the start of classes in August. Attendance at the New Student Orientation is expected.

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

For more information about the Academic Success Center at Glenville State College, contact 304-462-4118 or email Academic.Success@glenville.edu.

PEER MENTORING

The Academic Success Center provides peer mentoring services to all first-time freshman matriculating into Glenville State College. Peer Mentors offer support and guidance to new students, beginning with the New Student Orientation during Pioneer Welcome Weekend. Mentors provide a campus connection to lead and support first-year students through the changes encountered during the transition to college life and the demands of higher education. Peer mentors are selected through an application and interview process and must complete on-campus training prior to the fall semester and/or successfully complete ST&P GSC 199: GSC Mentoring course.

For more information about Peer Mentoring Services or to become a GSC Mentor, please contact the Academic Success Center at 304-462-4118 or email Academic.Success@glenville.edu. The Academic Success Center is located in the Robert F. Kidd Library (third floor).

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. On occasion, an alternate air-up mascot nicknamed "Big G" will make special appearances at select events. 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 at Glenville State College.
2. The student must have and maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale.
3. The student must be comfortable handling a weapon and must pass a muzzleloader rifle training course which includes the handling firing, cleaning, and storing the weapon.
4. The student must pass a basic fitness test which includes push-ups and the ability to run 100 yards.
5. The student must have the ability to lift up to 45 lbs. on occasion as part of the duties of the position.

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 MAILBOXES

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.

Glenville 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 third floor of the Mollohan Campus Community Center.

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 a 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

Glenville State Public Safety **304-904-2041**

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.

Glenville State College currently operates three residential facilities. Goodwin Hall is located next to the Molloyhan Campus Community Center. Pioneer Village is located on Mineral Road across from the WACO Center. Located in Downtown Glenville is the Riverfront Residence Hall. All three residence halls 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 of students from each facility that come together on a regular basis to generate ideas for their building as well as help with programming and other events.

RESIDENTIAL FACILITY GENERAL INFORMATION

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 Glenville State College student
- Have a completed housing application on file along with other residence life paperwork.

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 on the college website at www.glenville.edu. Students are required to login into the housing application using their EDNET credentials. A nonrefundable advanced application fee will accompany all housing applications and can be paid by calling the GSC Cashiers office at 304-462-6190 or by mailing a check to the Office of Residence Life, 200 High Street, Glenville, WV 26351.

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 your housing application, students can log back into their housing application portal and retract the application from there.

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 Vice President of Student Life.

II. GENERAL HOUSING POLICY

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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 Vice President of Student Life or their designee.

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

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

(Located at Appendix of this handbook)

****Note:** Securing off-campus housing accommodations prior to approval to live off-campus DOES NOT qualify as circumstances for approval.

- **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 immediate family member who is 21 years or older. The statement must contain: (1) the relationship to the student; (2) the full address of the immediate family member who is 21 years or older; and (3) the explicit agreement to house the student for the year.
- **Age and/or Experience-** Age: You are 21 years of age before the semester starts.
Experience: Three years of full-time military service, married and /or divorced, or have a dependent child or children.
Documentation must be provided for either option.
- **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 why 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. Documentation should prove that your medical condition or disability prohibits you from living on campus, not simply that you have a medical condition.
- **Completion of 72 or more hours of college credit** accepted by the College prior to applying for off-campus residency.
- **Other Extenuating Circumstances-** Students may apply for an exception for other than

the reasons listed above, assuming they are justifiable. Give a detailed and accurate description of the situation with supporting documentation.

C. NOTIFICATION OF DECISION FOR OFF-CAMPUS LIVING

The decision on a request for an exception to the policy will be communicated by e-mail to the student by either the Vice President of Student Life or their designee.

III. ROOM FURNISHINGS

- In both Goodwin Hall and the Riverfront Residence Hall, each student is provided an extra-long twin-sized bed, two drawer dresser, wardrobe, chair, and a desk. In Pioneer Village each student is provided an extra-long twin-sized bed, three drawer dresser, chair, desk, and a closet.
- Each room in Goodwin Hall and Riverfront is furnished with a microwave and refrigerator for the use of the students. In Pioneer Village there is a full-size refrigerator and microwave in the common living area.
- All Residential Facilities are wired with 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. Hairdryers and curlers may be used in your room.
- Candles and incense are strictly prohibited.
- Extension cords are prohibited. Only UL tested power strips may be used to power up devices.
- Laundry facilities are available in each residential facility and are located in the basement of Greenbrier House (Building 8) for Pioneer Village, room 118 of Riverfront, 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 will be checked during health and safety inspections to ensure cleanliness.
- 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 or a window curtain that is fire retardant and UL approved.
- There is no parking in the Goodwin Hall and Pioneer Village loops. Towing will be enforced.

Please do not park in reserved spaces.

- All trash must be taken to the dumpster at Pioneer Village. Trash cannot be left on the porches and will result in a violation. There are specific locations on each floor in Goodwin Hall for the disposal of trash. Do not leave trash in the hallways or common areas. Riverfront Residence Hall has a designated dumpster located in the back parking lot behind the building.

Resident Assistant Duties That Relate To Residents

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

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 the 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 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 sound:

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

Goodwin Hall – Use the nearest exit and go across the street. In case of an actual fire

Residence Life staff will lead students to the Fine Arts Building to safety.

Pioneer Village – Use the nearest exit and go across the street. In case of an actual fire

Residence Life staff will lead students to the Waco Center to safety.

Riverfront – Use your nearest exit and get across the street from the building. In the event of an actual fire, students will be lead to the Fine Arts Building.

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 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 include 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

Student Accommodation and Accessibility Services

The Academic Success Center, Office of Accessibility and Accommodations provides accommodations and services to students who have a qualified disability. The Office of Accessibility and Accommodations works with students to individualize the type and level of accommodations needed for a successful college career. Accommodations, services, and equipment may be provided on an as-needed, reasonable basis. Glenville State College will make

reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. No academically qualified student with a disability shall be denied access to participation, solely because of their disability, in the services, programs, and activities of the College.

For more information about accommodations or accessibility services at Glenville State College, contact our Office of Accessibility and Accommodations within the Academic Success Center in the Robert F. Kidd Library (*third floor*) or contact 304-462-4118.

STUDENT EMPLOYMENT

If students are eligible for and accept the federal work-study 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 on the school jobs website. 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 – work-study and workshop - may be found online at <https://www.schooljobs.com/careers/glenvilleedu>.

Because of the limited amount of work-study 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.

Jobs are posted periodically throughout the semesters and are available to any enrolled students who have a 2.0 GPA or higher 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 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 Human Resources Office to fill out these forms and submit copies of their driver's license/ID card and social security card for payroll purposes and a blank voided check or bank statement to establish direct deposit. Students in need of an alternative to deposit in a checking account may complete paperwork for a WV pay card.

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.

All student workers will be paid biweekly. Students must clock in and out of the KRONOS timekeeping system each day they work and must turn in the KRONOS print out a timesheet 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. Any questions regarding Student Employment procedures can be directed to immediate supervisors and/or the Human Resources Office 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 bi-weekly during the fall and spring semesters, with special print editions for events like Homecoming. The Phoenix is operated by **students** under the supervision of a faculty advisor. Academic credit may be earned for working with the campus newspaper.

THEATER

Theater productions occur about three times per year on campus. All casting is open to the entire college community, as are all technical/production positions. Students receive preference in casting. Class credit is available for student work in acting and all design areas. Student work-study is available for technical work in all areas. Students have a voice in play selection. Advanced students may receive directing slots for juniors and seniors. Interested students may contact Mr. Dennis Wemm at 304-462-6323 (ext. 6323) or the Language and Literature Department at 304-462-6320 (ext. 6320) for more information. Mr. Wemm's email address is dennis.wemm@glenville.edu. GSC Theatre is a public Facebook group that is used for theatre news and information sharing (please send a request to the group on Facebook to be added in).

TITLE IX

Glenville State College does not discriminate on the basis of race, sex, age, disability, veteran status, religion, color, ancestry, marital status, gender, sexual orientation or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Glenville State 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:

Tegan McEntire
Human Resources Coordinator

Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6194
Tegan.McEntire@glenville.edu

Ann Reed
Registrar
Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6123
Ann.Reed@glenville.edu

Written correspondence may be sent to:
200 High Street
Glenville, WV 26351
FAX: (304) 462-5057

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 Vice President of Student Life or his designee. Arrangements for transportation must 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' 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, photography, and drawings from students, faculty, and staff and the general public.

TUTORING / STUDY HALL SERVICES

The Academic Success Center (ASC) provides peer tutoring each semester and coordinators with the Glenville State College (GSC) Writing Center and Math Center to provide individual and group subject-specific support. The GSC Writing and Math Centers are located within their respective departments, each has posted hours weekly and are available on a drop-in basis.

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

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

All currently enrolled students are eligible and highly encouraged to take advantage of all tutoring and study hall services. The Academic Success Center is located on the Third Floor of the Robert F. Kidd Library.

For more information about Tutoring Services, please visit www.glenville.edu or contact our Academic Success Center 304-462-4118 and/or email Academic.Success@glenville.edu.

TV STATION (Pioneer Media)

The College TV station serves the campus community with sports coverage, academic programming, and public service programming. The station is operated by students working through Pioneer Media under the supervision of a staff member. Students may also earn academic internship credit for their work with Pioneer Media. If you would like to be involved, please contact Jake Zimmers at (304) 462-6436 (ext. 6436).

VETERAN AFFAIRS

The Veteran Support Advisor, located in the Academic Success center (3rd floor of the Robert F. Kidd Library), is here to serve Glenville State College's Veteran/Dependent Students by providing benefit and educational counseling, program information, referral to various agencies, and certification of eligible students to receive education benefits under various state and federal programs while maintaining a congenial working relationship with the Department of Veterans Affairs and other agencies serving veterans. We have a full-time Veterans Certifying Official assigned solely to Veteran students who can assist veterans with their educational benefits.

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.

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;
- 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;
- recognition of community members' mutual needs and concerns, and acceptance of a responsibility held in common to support the personal growth and efforts of each individual in furtherance of the well-being of the entire community.

CAMPUS COMMUNITY RESPONSIBILITIES

I. PREAMBLE

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

Of course, students have obligations in addition to their rights. As members of an academic community, students must observe rules that benefit their classmates, their community, and their College. Students must practice personal integrity. By so doing, they respect the dignity, rights,

and property of others. The College has a vital interest in the character of its students and, therefore, regards behavior at any location (on-campus or off-campus) as a reflection of a student's character and fitness to be a member of the student body. The Student Code of Conduct thus creates an expectation of behavior that the College deems acceptable. By fulfilling these expectations, students can enjoy their own rights, while also respecting the rights of others and furthering the College's goals.

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

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

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 students, faculty, and staff representatives and is authorized to conduct Judicial Council Hearings. The jurisdiction of both hearing authorities is to hear evidence in cases of disciplinary action against students, to make findings of fact from the evidence presented, to make recommendations and/or decisions as to the disposition of the disciplinary action, including sanctions to be imposed and to refer actions to another disciplinary channel as appropriate. The Judicial Coordinator may refer special cases to the Title IX Coordinator.

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

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092(f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Glenville State 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. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct that occurs on College premises or conduct that adversely affects or is detrimental to the College community and/or the pursuit of its objectives, which can occur anywhere. A student will be subject to the Student Code of Conduct for any action that violates this Code that occurs on College premises, relates to a College program, or, in the College's sole discretion, affects or is detrimental to the College community and/or the pursuit of College objectives. 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

Violation of Law and College Discipline

- (1) If a student is cited only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to or demonstrates a disregard for the College's community and/or its pursuit of College objectives.
- (2) College disciplinary proceedings may be instituted against a student cited for a violation of a law that is also a violation of this Student Code of Conduct if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

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

IV. Social Media Policy

Glenville State 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 in a social networking site or use social media, you must keep the following guidelines 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:
 - disrespectful comments and behavior online, such as Derogatory or defamatory language;
 - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
 - Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled

substances; or any other illegal or prohibited conduct, including violating the 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 receives 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 student.conduct@glenville.edu.

Any violation of federal law, state law, or the Student Code of Conduct or evidence of such violation in your online content, is subject to investigation and possible immediate sanction by the 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. Complaints and Investigations

- (1) Any member of the College community may file complaints against any student or student organization for misconduct. Complaints may be prepared in writing and directed to the Judicial Coordinator. Any alleged violation should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days of the knowledge of the occurrence. While preferred, a formal, written complaint from a member of the College community is not required to initiate the conduct process. Complaints may be submitted anonymously and those reports will be investigated based on the extent of the information provided.
- (2) If the Judicial Coordinator has reason to believe that a violation of this Student Code of Conduct may have occurred is authorized to begin an investigation in the same manner as if a complaint from a member of the College community had been received. The Judicial Coordinator may investigate and cite students or student organizations with misconduct when that Office has reason to believe that a violation may have occurred. Student organizations shall have all the rights of students listed herein, which shall be exercised by the president of the organization.
- (3) The Judicial Coordinator may issue a summons for a student or student organization to appear for discussion about an alleged violation or for a hearing in a pending complaint. The summons may also include an order to produce records that may be helpful in the course of an investigation of a complaint.

- (4) The Judicial Coordinator may conduct an investigation to determine if the allegations of violation(s) have merit. This investigation will include, among other things, a meeting with the accused student or student organization to discuss the alleged violation(s). If the Judicial Coordinator determines there is sufficient information establishing that a Student Code of Conduct violation occurred under the preponderance of evidence standard, the student will be presented with an opportunity to accept responsibility for the conduct violation(s) and, with that, be subject to any sanctions that are presented. If the student accepts responsibility for the Student Code of Conduct violation(s), such disposition shall be final and no formal hearing will occur. A student may, however, accept responsibility or waive their right to a hearing and still seek review of the sanctions before the Vice President of Student Life or their designee as outlined in this Article of the Student Code of Conduct. If the student does not accept responsibility, the student may request a formal hearing on the alleged violation(s) as outlined herein.
- (5) Except as limited herein, the accused has the right to be assisted during the investigation by any adviser they may choose, at their own expense. The adviser may be an attorney, but cannot be a potential witness or party in the matter or a related matter. An adviser has no right to speak or participate directly in any aspect of the conduct process. The accused student must speak on their own behalf and communicate directly with the Judicial Coordinator. An adviser's failure to comply with these participation limitations may cause the adviser to be removed from the meeting and/or additional conduct violations to be asserted against the student relating to abuse of the conduct system.
- (6) The accused student shall be provided a general notification in writing of all alleged violations and any subsequent findings related thereto.
- (7) To the extent the Judicial Coordinator determines a violation of the Student Code of Conduct has occurred based on the preponderance of evidence standard and a hearing on any conduct violations is necessary, a time shall be set for the hearing after the student has been informed of the Judicial Coordinator's determination and properly requested a formal hearing in writing. A formal hearing request must be made in writing to the Judicial Coordinator within seven (7) calendar days of delivery of the Judicial Coordinator's determination to the accused student. A student should be sent notice of the scheduled hearing date at least six (6) calendar days in advance of the hearing. A hearing shall be held within a reasonable time after the student has been notified of the Judicial Coordinator's determination and requested a hearing. The ultimate selection of a hearing date, however, shall be within the sole discretion of the Judicial Coordinator. If a formal hearing request or sanction review is not timely made, the determination of the Judicial Coordinator, including any accompanying sanctions, will be deemed final.

VI. PROSCRIBED CONDUCT

The following constitutes the official record of general violations of conduct rules and regulations at Glenville State 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 VI Letter H. Violation of multiple policies in the same incident may result in a greater sanction than the level defined by the individual violation.

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

A. Offenses against the College Community

(1) Acts of dishonesty, including, but not limited to, the following:

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

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

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

(4) Violation of published College policies, rules, or regulations, including, but not limited to, the College's Drug Free Campus & Workplace Policy, Alcohol and Other Drugs Policy, Hazing Policy, Harassment Policy, Sexual Misconduct Policy, Dangerous Weapons and Firearms Policy, Social Event Guidelines,

Facilities and Grounds Use Policy, Office of Information Technology policies, parking and traffic regulations, etc.

B. Offenses against Persons

(1) Physical Abuse

- a.** Physical abuse of another individual.

(2) Hazing

a. Hazing is a violation of College policy (www.glenville.edu/StudentLife/StudentHandbook/policies/hazing) and includes any completed or attempted action, inaction, situation created, or communication that recklessly or intentionally harms or threatens or is intended to harm or threaten the mental or physical health or safety of a student or individual, or any completed or attempted act that destroys or removes public or private property, for the purpose of, among other things, initiation, admission into, affiliation with, or continued membership in a group or organization.

b. An individual commits hazing if they personally take or contribute to the actions or attempted actions described in this section or if they know that hazing will occur or is occurring and do nothing to stop it or attempt to stop it or, alternatively, know that hazing has occurred and fail to promptly report it to appropriate College authorities. It shall also be a violation of the Student Code of Conduct if a student retaliates in any manner against another student or individual for reporting hazing to College officials.

(2) Sexual Misconduct

- a.** The College prohibits sexual misconduct and any related retaliation.

b. Any definitions, requirements, violations, accommodations, prohibitions, and sanctions outlined in the College's Sexual Misconduct Policy are incorporated herein by reference and can be found in their entirety at the following website:

<https://www.glenville.edu/sites/default/files/2019-03/bog-policy-006A.pdf>

(3) Harassment/Threatening Behavior/Bullying

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

a. Harassment that is defined as not being of a sexual nature includes:

- 1.** Conduct (physical, verbal, graphic, written, or electronic) that is (1) unwelcome; (2) discriminatory on the basis of genetic information, race, color, religion, national origin, age, disability or veteran status; and (3) directed at a specific individual or individuals.
- 2.** Any attempt to intentionally and repeatedly make contact with a person over their stated objections for the purpose of harassing or alarming them, including, but not limited to, non-gender based stalking.
- 3.** Invasion of another's privacy, where that person has a reasonable expectation of privacy, including, but not limited to, creating, making, possessing, storing, sharing, or distributing unauthorized audio, video, digital, or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.

b. Threatening behavior means any statement, communication, conduct or gesture, including those in written form, directed toward any individual that causes a reasonable apprehension of physical harm to a person or property. A student can be responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

c. Bullying means systematically and chronically inflicting physical harm or psychological distress on one or more individuals and may involve: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment, public humiliation, or destruction of property.

C. Offenses against Property

- (1)** Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

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

D. Offenses Disrupting Order or Disregarding Health and Safety

- (1) Use, possession, cultivation, manufacturing, dispersing, attempted distribution, or distribution of drug paraphernalia, narcotics, synthetic drugs, or other controlled substances, except as expressly permitted by the law of the State of West Virginia.
- (2) Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products as inhalants.
- (3) Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and College regulations, or public intoxication.
- (4) Possession or use of a dangerous weapon or firearm on College premises in violation of College policy and as defined the West Virginia State Code 61-7-1.
- (5) Actions that disrupt the normal operations of the College and infringe on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian and/or vehicular, on campus; actions that incite or contribute to panic or distress and disrupt the normal operations of the College, regardless of intent.
- (6) Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
- (7) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace; or aiding, abetting,

or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.

- (8) Violation of federal, state, or local law on College premises or at a College-sponsored or supervised activity.
- (9) Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
- (10) Violation of traffic and parking rules and regulations, including, but not limited to:
 - a. Repeated or flagrant violations of the rules as set forth in College Traffic and Parking Regulations.
 - b. Tampering with, removal, or theft of parking permits, wheel locks, barricades, traffic cones or traffic control devices.
- (11) Violation of federal, state, or local law off College premises and not related to College-sponsored or supervised activities that adversely affect or is detrimental to the College community and/or the pursuit of its objectives. The decision to pursue disciplinary action under this provision is that of the Director of Student Rights, Responsibilities, and Judicial Affairs.
- (12) The operation of any form of gambling business or related activity.
- (13) Facilitating or encouraging gambling by a student-athlete or seeking or encouraging a student-athlete to provide information or advice regarding competitions in which they shall participate.
- (14) The unauthorized use of College property or resources for personal gain.
- (15) Being present during any violation of College policy or the Student Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe such a violation are expected, if possible, to report any potential violation before it occurs or report details of the violation after its occurrence.
- (16) Acts of animal cruelty or abuse as well as a failure to report such acts.

E. Abuse of the Conduct System

- (1) Failure to obey the summons of a Judicial Coordinator, Judicial Council, or College official.

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

F. Self-Disclosure of Arrests and Convictions

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

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

G. Retaliation

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

H. Levels of Misconduct 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 a 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-8:00 am Friday and Saturday. 24-hour quiet hours are in place each semester from 8:00 pm 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 or a window curtain that is fire retardant and UL approved. Any other items are prohibited. This includes removing windows as well.
- 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, toasters and toaster ovens, candles, incense, and space heaters.
- A15. Aggravated Traffic and Parking Violations – Individuals who have three or more traffic and parking violations that are unpaid per semester that have been issued by Public Safety.

Level B Violations

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

- B1. Smoking – Glenville State College is a non-smoking campus. This includes but is not limited to e-cigs, vaporizers, hookahs, and cigarettes. College students and employees who fail to adhere to non-smoking guidelines may be subject to discipline.
- B2. 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.

- B3. Misuse of telephone – No student shall make or assist in making unauthorized or telephone calls or otherwise misuse or abuse telephone equipment.
- B4. 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, bongs, advertisements, signs, etc. is prohibited in the residential living facilities and on campus.
- 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.
- B6. Unauthorized use of the name or insignia of the College by individuals or groups.
- B7. Improper Entry – Residents of Goodwin Hall, Pickens Hall, Pioneer Village, and River Front are required to carry their Glenville State I.D. cards and use those cards to gain entry into the building.
- B8. 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.

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. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing.
- C2. 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.
- C3. 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.

- C4. 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.
- C5. 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.
- C6. Unauthorized use or misuse of College property or equipment
- C7. Habitual, repetitive, or recurring violations of College regulations (3 or more)
- C8. Discrimination – Any action that constitutes unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, age or any other protected category.
- C9. Any misuse by a student of his/her position as a student, or his/her right to use College property.

Level D Violations

A student who is found responsible for violating any of the following may be subject to the sanction of *expulsion*, and/or any other sanction authorized by the Board of Governors and/or the Glenville State 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. 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.
- D2. Theft of Property – Theft of College property or possession of stolen College property or property of any person.
- D3. 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.

- D4. Unauthorized presence in or forceful entry into a College facility or College-related premises.
- D5. Knowingly passing a worthless check or money order in payment of any financial obligation to the College
- D6. 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”.
- D7. 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.
- D8. Actual or threatened sexual assault or harassment – This includes, but is not limited to, the taking pictures and distribution of sexual pictures and content, unwanted sexual touching, making unwelcome sexual advances, unauthorized taking or request for sexual favors.
- D9. 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, nunchucks, fireworks, tasers, stun-guns, and hazardous chemicals.
- D10. 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 by either in writing or verbally.
- D11. False reporting of an emergency – The false report of a bomb, fire or other emergencies in any building, structure or facility by means of activating an alarm or in any other manner.
- D12. 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.

- D13. Commission of any act which is a violation of criminal law of the United States, a State law or a municipal ordinance.
- D14. Stalking – Behaviors or activities occurring on more than one occasion that collectively instills fear in the victim, and/or threatens his or her safety, mental health, or physical health.
- D15. 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.
- D16. 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.
- D17. 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.
- D18. Behavior or activities that endanger the safety of oneself or others – This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and tampering, damaging, or misusing fire equipment.

VII. ORGANIZATIONAL MISCONDUCT

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

of any investigation, sanction, probation, discipline, or misconduct related issue involving the student organization or any of its members and the parent organization.

A. Responsibility of Officers

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

B. Organizational Responsibility for Misconduct

Student organizations will be held responsible for misconduct in the following circumstances:

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

when the actions arise in the course of or derive from the activities of the organization.

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

VIII. STUDENT ACADEMIC MISCONDUCT

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

IX. DISCIPLINARY PROCESS

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

Any person who is a student is subject to disciplinary action if that student is involved in any of the actions or conduct prohibited, notwithstanding the fact that at the time the student is also 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 Code of Conduct, 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.

An Administrative Fee will be assessed for each disciplinary hearing held.

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

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

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

1. Delivering, via 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.

C. Disciplinary Conference – The purpose of the Disciplinary Conference is to provide additional information and to ensure that the accused student will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. Students may choose to resolve the charges with the Vice President of Student Life or designee at the time of the Disciplinary Conference. At this conference the accused student:

1. Will be advised immediately of the right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.
2. Will be advised of the charges and if suspension or expulsion is possible as a result of the hearing. Applicable portions of the Student Code of Conduct will be cited.
3. Will be advised that if 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 Code of Conduct 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 Vice President of Student Life or designee at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings. Legal counsel may serve in an advisory capacity to the accused student in such cases, however, counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The College may choose to have legal counsel present, who may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings.
 8. Will be advised to consult further with the Vice President of Student Life or designee concerning any questions or interpretations of the procedure.
 9. Will be advised of the tentative date of the hearing and that hearings are scheduled to provide the accused student a minimum of five 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 Vice President of Student Life or designee who schedules hearings and determines whether a delay will be granted. Such a delay will not affect the student's status.
 11. Will be advised that the Vice President of Student Life or designee may choose to delay the hearing for good cause. Such a delay will not affect the student's status.
 12. Will be advised of options for resolutions of disciplinary charges.
- D. Failure to Respond – An Administrative Hearing will be conducted by the Vice President of Student Life or designee immediately and a determination will be made based upon the available

information. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

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

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

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

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

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

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

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

1. During a hearing, the accused student is entitled to:

a. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by the Judicial Coordinator, College staff, witnesses and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recordings of hearing proceedings are prohibited, except as authorized by the Vice President 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 Coordinator shall make his or her decision solely on the basis of the information presented at the hearing.

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

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

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

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

6. Hearing Decision – Immediately upon completion of the hearing, the Judicial Coordinator shall consider the information presented to determine responsibility or to drop the charges due to insufficient information. The Judicial Coordinator shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information. If responsibility is acknowledged or is determined prior to the determination of the sanction, the Judicial Coordinator can allow the introduction of written and/or oral statement(s) that 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 Coordinator will notify the accused student, in writing, of his or her decision. The letter from the Judicial Coordinator shall consist of written confirmation of the decision including the findings of fact, the determination of responsibility, the complete description of any sanction imposed or the decision to drop the charge(s) due to insufficient information.

H. Judicial Council Hearing Procedures (Can be used for Level C or D violations only)

1. During a hearing, the accused student is entitled to:
 - a. Appear in person and present any relevant information, be informed of all information presented, call witnesses and ask questions of witnesses present at the hearing.
 - b. Elect not to appear at the hearing, in which case the hearing shall be conducted in the student's absence.
 - c. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of the information presented at the hearing.
 - d. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by members of the Judicial Council, College staff, witnesses and advisors before, during, and after deliberation. Video, audio, Stenographic, or photographic recordings of hearing proceedings are prohibited, except as authorized by the Vice President of Student Life or designee.
 - e. Challenge the presence of a Judicial Council member for cause. The cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Judicial Council member for cause will be at the discretion of the remaining council members as determined by majority vote.
2. The hearing authority will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or to prevent the harassment or intimidation of participants. The hearing can be recessed at any time.
3. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses shall be present during a hearing only during the time they are testifying. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony of the principal party, unless extenuating circumstances preclude this option.
4. The Vice President of Student Life or designee is responsible for scheduling, coordinating, and presenting all cases and may be present during the entire hearing.

5. The Vice President of Student Life or designee may make a tape recording of all hearings. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of Student Life. The accused may request a duplicate copy of the recording within a period of six 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 Vice President of Student Life or designee for consideration in determining an appropriate sanction.

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

X. DISCIPLINARY SANCTIONS

The purpose of imposing disciplinary sanctions is twofold: to protect the 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. *A hold will be placed on the students account once the Disciplinary Conference or Judicial Council meeting has determined a sanction. This hold will only be lifted one time for the student to register for either Fall or Spring courses then the hold will be re-administrated. This means that the student may not receive grades, transcripts or diplomas until the sanction has been completed. Once the sanction has been completed, the hold will be lifted.*

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

B. Suspension - Suspension is temporary disciplinary separation from the College involving the denial of student privileges. The suspension is the exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition or resumption of activities, if any, also may be imposed. The suspension shall be effective on the date of notice of the suspension or later if so stated in the notice, shall be entered into the student's permanent record, and shall prescribe the date and conditions upon which the student may petition for readmission. When a student is suspended, a notation will appear on the academic transcript and the Registrar will administratively withdraw the student from classes and place a grade of "W" on the transcript. Conditions for readmission may include but are not limited to, disciplinary probation for a specified length of time; non-residence on campus; restricted visitation to specified campus facilities; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the College.

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

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

C. Residence Hall Probation - Residence Hall Probation is a warning that further violation of residence hall rules and regulations may result in Residence Hall 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 maybe conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation. Probation is a period of review and observation during which a student has been officially notified that 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. The 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. The 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 as designated, under the supervision of a College official.

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

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

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

XI. APPEALS

Appeals must be presented, specifically described in writing, to the next level of authority in the disciplinary chain of command. An appeal is not a new hearing. It is a review of the record of the original hearing. The accused student and 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 (5) days (excluding weekends and holidays) of the announcement of the decision.

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

The following is the disciplinary chain of command:

Hearing Authority

Judicial Coordinator

Judicial Council

Vice President of Student Life

Appeal Officer

Judicial Council

Vice President 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.

F. Disciplinary Records

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

Removal: A student may, during the semester of their graduation or thereafter, request in writing to the Judicial Coordinator that a minor conduct violation is removed from their student disciplinary file. In order for their conduct violation to be evaluated for possible removal while enrolled, the student must demonstrate that they have applied to graduate by submitting a copy of the approved application for graduation or a signed letter from the student's academic advisor confirming that the student is eligible. In the written request, the student should include what they have learned from the incident, how their behavior has changed since the incident and any steps taken to address the behavior. Generally, removal is not available if the student's record includes more than one violation of the Student Code of Conduct of Conduct, sanction(s) that were not completed by the required deadline, an incident resulting in personal injury, property damage, providing alcohol to minors, possession and/or distribution of drugs, violation of the weapons policy, disorderly conduct, sexual misconduct, discrimination, harassment, criminal behavior or suspension/expulsion. All removal decisions shall be made at the sole discretion of the Judicial Coordinator. The Judicial Coordinator will attempt to avoid releasing a removed violation pursuant to third-party requests, but will, when it deems

necessary, offer an explanation of the removal process in response to third-party requests. If a removed violation is disclosed, as required by law or otherwise, it will be done in the sole discretion of the Judicial Coordinator and will include an explanation that the violation has been removed from the student's disciplinary record pursuant to this provision. In addition, reports and/or other correspondences maintained by other College departments, local and/or campus police, or another reporting agency are not subject to this removal provision.

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

G. Interim Sanctions for Students

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

(1) Interim sanctions may be imposed only:

- a.** to ensure the safety and well-being of members of the College community or preservation of College property;
- b.** to ensure the student's own physical or emotional safety and well-being; or
- c.** if the student poses a definite threat of disruption of or interference with the normal operations of the College.

- (2)** A student may request a review of the interim sanctions in writing within two (2) calendar days of the issuance of any interim sanctions. Such a request should be submitted to the Judicial Coordinator. Reasonable efforts will be made to hold such a review of the interim sanctions before the Vice President of Student Life or designee within five (5) calendar days of the receipt of the request for review of the interim sanctions to determine if the sanctions should continue, as issued, through the remainder of the conduct process. If the student submits a timely review request, the review may be held beyond this five (5) calendar day period if scheduling issues exist.
- (3)** At any requested review, the information will be presented in support of any challenged interim sanctions. The student may offer statements or other information to rebut any grounds offered in support of the interim sanctions.

- (4) Except as limited herein, the accused has the right to be assisted during the interim sanction process by any adviser they may choose, at their own expense. The adviser may be an attorney, but cannot be a potential witness or party in the matter or a related matter. An adviser has no right to speak or participate directly in any aspect of the process. The accused student must speak on their own behalf. An adviser's failure to comply with these participation limitations may cause the adviser to be removed from the proceeding and/or additional conduct violations to be asserted against the student relating to abuse of the conduct system.
- (5) The decision of the Dean of Students or designee following the interim sanctions review will be final.

H. Interim Sanctions for Organizations

- (1) The Vice President of Student Life or other designee may temporarily suspend the recognition of a student organization when the pending alleged violations arise from a flagrant violation of this Code, such as organized conduct that is a violation of law and/or this Code, or when the conduct represents a flagrant disregard of the rights or property of persons in the College community, or when the conduct is in flagrant disregard of the property or authority of the College.
- (2) During the interim suspension, the organization's activities may be limited, up to and including full discontinuation of all activities.
- (3) An organization may request a review of the interim suspension in writing within two (2) calendar days of the interim suspension. Such a request should be submitted to the Judicial Coordinator. Reasonable efforts will be made to hold such a review of the interim suspension before the Vice President of Student Life or designee within five (5) calendar days of the interim suspension to determine if the suspension should continue through the remainder of the conduct process.
- i. If the organization submits a timely review request, the review may be held beyond this five (5) calendar day period if scheduling issues exist.
- (4) At any requested review, the information will be presented in support of the interim suspension. The organization may offer statements to rebut any grounds offered in support of the interim suspension.
- (5) Except as limited herein, the accused, represented by the organization president, has the right to be assisted during the interim suspension process by any adviser they may choose, at their own expense. The adviser may be an attorney, but cannot be a potential witness or party in the matter or a related matter. Any adviser has no right to speak or participate directly in any aspect of the process. The president must speak on their own behalf. An adviser's failure to comply with these participation limitations may cause the adviser to be removed from the proceeding and/or additional conduct violations to be asserted against the president and/or organization relating to abuse of the conduct system.

- (6) The decision of the Vice President of Student Life or designee following the interim suspension review will be final.

XII. JUDICIAL COUNCIL

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

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

BYLAWS OF THE JUDICIAL COUNCIL OF GLENVILLE STATE COLLEGE

Adopted: March 18, 2003

*Amended: August 2017**

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/Vice President of Student Life
 - Two faculty appointed by the Judicial Coordinator/Vice President of Student Life
 - Two Staff member appointed by the Judicial Coordinator/Vice President of Student Life
 - The Judicial Coordinator (serves in essence as prosecuting attorney)
 - Chair of Judicial Council (serves in essence as the Judge and has no voting privileges unless there is a tie)
- Section 2. Due to the nature of the work of the Judicial Council, the Vice President of Student Life may also appoint alternate members to be available if a regular member of the Council is unable to serve during a particular hearing.
- Section 3. Student 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 nor Vice President of Student Life may serve as the Council Chair.

Article IV. Duties of the Committee

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

Article V. Officers and their duties

- Section 1. The only officer of the Committee shall be the Chair of the Judicial Council.
- Section 2. The Chair of the Council shall ordinarily preside at all meetings. In the Chair's absence, the Council shall select a member present to serve as Chair for that meeting. The Chair shall be responsible for communications from the Council to the Liaison, to other administrative officers of the 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, Vice President 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, Vice President of Student Life, or the Judicial Coordinator shall give at least 48 hours' notice of the date, time, location, and nature of meetings or hearings to the membership. Notice shall be given in an efficient manner to be determined by the Council. Emergency meetings may be called by the Chair, Vice President of Student Life or the Judicial Coordinator with less than 48 hours' notice.

Article VII. Lines of Reporting

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

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

Article VIII. Amendment Procedure

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

Article IX. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Judicial Council of Glenville State 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

We the students of Glenville State College, being fully aware of the responsibilities, obligations, rights, and privileges we possess as members of the Glenville State College Community, to ensure closer cooperation between the students, faculty, and administration, and to advocate for students on all relevant issues, do hereby establish this constitution in order to maintain an organization that represents student interests, opinions, and actions at Glenville State College.

ARTICLE I – Organizational 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:

- a. Provide experience for its members in the principles and practices of leadership and government.
- b. Constitute a medium for expressing the opinion of the Glenville State College students.
- c. Strengthen cordial relations among administration, faculty, students, and the community.
- d. Perform such acts as are necessary to advance student welfare.
- e. 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 (1) representative to the SGA. This representative shall act as the coordinator for the class activities and the spokesperson for the class in the SGA.

- a. Class Representatives: Representatives from sophomore to senior classes shall be nominated and elected during the general election. (Sophomore 31-60; Junior 61-90; Senior 91+ credit hours).

- b. Freshman Representative: The Freshman class representative shall be elected in a special election in September.

Section 3 – Two (2) Senators-at-Large shall be elected during the general election. Their purpose will be to assist the SGA Executive Board with all SGA sponsored events.

Section 4 – One (1) Commuter Representative shall be elected during the general election. The role of the commuter representative will be to bring any issues facing the commuter population of GSC to the SGA Senate.

Section 5 – Two (2) Housing Representatives, one (1) Goodwin Hall and one (1) Pioneer Village, shall be elected during the general election. Housing Representatives must reside in any GSC residential facility at the time of election and throughout the tenure of the office held. The role of the housing representatives will be to bring any issues facing the on-campus housing population of GSC to the SGA Senate.

Section 6- Nontraditional Student Representative shall be one (1) student that is twenty-four years of age or older. Nontraditional Student Representative will be elected during the general election. The role of the Nontraditional Student Representative will be to bring any issues facing the Nontraditional student population of GSC to the SGA Senate.

Section 7- Academic Department Representatives shall be at least one (1) student from each of the academic departments chosen by each of the academic department chairs to serve as a representative for their respective department. A student cannot represent more than one department.

Section 8 – Athletic Representatives shall be two (2) students one (1) male and one (1) female that are current collegiate athletes who will be chosen by the Athletic Director to represent student-athletes.

Section 9 – Appointed positions shall be appointed by the SGA President with two thirds (2/3) majority vote by the Senate.

ARTICLE IV – Qualification of Officers and Members

Section 1 – Executive officers shall consist of President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer.

- a. Executive Officers: The Executive Officers shall have served at least one (1) full semester by weeks on the SGA to be eligible for candidacy unless no eligible members exist. This semester shall have been no longer than three (3) years prior to nomination.
- b. Executive Officers shall have been a full-time student of the college for a period of at least one (1) academic year.
- c. Their scholastic record must show an overall GPA of 2.5 or higher at the time of election and must be maintained throughout the tenure of an office held. If a 2.5 GPA is not maintained the Officer will have until the following academic semester to obtain the required GPA.
- d. Executive Officers must carry at least twelve (12) hours per semester.
- e. All Executive Officers must commit to a full year term.

Section 2 – Members consist of four (4) Class Representatives, two (2) Senators-at-Large, one (1) Commuter Representative(s), one (1) Non-traditional Representative, and two (2) Housing Representatives.

- a. The members must each carry at least twelve (12) credit hours per semester and maintain an overall GPA of 2.0 throughout the tenure of an office held.
- b. Freshmen are excluded from GPA requirements until a full semester GPA has been established.

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

Section 4 – Any officer or member of the SGA having been dismissed from their elected or appointed positions may not serve from the time they are dismissed until one (1) calendar year from dismissal date has passed.

Section 5 – Those who do not become an Executive Officer or member as described in Section 2 above, may become a Senate member of the SGA. In order to become a Senate member, a student must attend three (3) consecutive meetings and will be sworn in as a voting member on the 3rd meeting.

ARTICLE V – Powers and Duties of the Executive Officers

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

- a. To preside over all Student Government Association and student body meetings.
- b. To give a Presidential report at each meeting.
- c. To call special and or emergency meetings of the SGA and the student body.
- d. To act as an intermediary between the students and the administration.
- e. To appoint special committees with the approval of the SGA by two-third (2/3) majority vote along with the approval of the Vice President of Student Life or their acting representative.
- f. To be welcome to attend all SGA committee meetings.
- g. To have the power to veto any act of the SGA.
- h. To represent the SGA on the Board of Governors from July 1st until June 30th. The new SGA President will attend the meeting in April with the outgoing President once sworn into office.
- i. To represent SGA on the Spirit Committee
- j. To represent SGA on the College Leadership Council.
- k. To serve as Representative on the HEPC Advisory Council of Students and give updates of meetings to the SGA.
- l. To sign off on all approved purchases
- m. To be responsible for all SGA communications.
- n. To perform such duties as belonging to the office of President not here defined.

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

- a. To assume the duties of the President in his/her absence or at his/her request.
- b. To become the President if the presidency becomes vacant.
- c. To serve as a Representative on the College Leadership Council.
- d. To chair the committee for the leadership retreat or his/her appointee and the Student Organization banquet.

- e. To perform such duties as belonging to the office of Vice-President not here defined.

Section 3 – Secretary: The duties of the Secretary are as follows:

- a. To hold all official documents and deliver them to his/her successor.
- b. To keep the minutes of the Executive and SGA meetings.
- c. To prepare an agenda for all SGA meetings.
- d. To keep all records in permanent form.
- e. To prepare all SGA minutes and agendas for distribution to the members of the SGA and other interested persons.
- f. To prepare all correspondence for the SGA President's approval including attendance.
- g. To keep accurate attendance at all mandatory Student Organizational meetings and mandatory activities and submit to the Director of Student Activities.
- h. To perform such duties as belonging to the office of Secretary not here defined.

Section 4 – Treasurer: The duties of the Treasurer are as follows:

- a. To handle all financial affairs of the SGA including the Student Organization budget if given by the GSC President each year.
- b. To present the SGA at the close of each semester a printed itemized statement of all funds handled during the semester.
- c. To approve all purchases and complete the proper documentation.
- d. To present the budget update at the bi-weekly meeting of the SGA.
- e. To coordinate with appropriate individuals on all purchase transactions.
- f. To perform such duties as belonging to the office of Treasurer not here defined.

Section 5 – Parliamentarian: The duties of the Parliamentarian are as follows:

- a. To preserve order and act at the discretion of the President.
- b. To interpret rules, procedures, and the constitutionality of all actions by the SGA.
- c. To be familiar with Robert's Rules of Order and enforce rules when needed.
- d. To facilitate general SGA elections under the supervision of the Dean of Students. In the event that the individual for this position is running for any office, the responsibility of the SGA elections will fall to the Office of Student Life.
- e. To assume the duties of the Vice-President in his/her absence.
- f. To become the Vice-President if for some reason the vice-presidency becomes vacant.
- g. To preserve the integrity of the Constitution currently being used by SGA.
- h. To swear in all members of SGA.
- i. To perform such duties as belonging to the office of Parliamentarian not here defined.

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

- a. To have all SGA marketing material approved through the proper channels (i.e. Advisor(s), Public Relations, Director of Student Activities).
- b. To submit monthly updates to the Public Relations Office.
- c. To take pictures at SGA events and functions.
- d. To advertise all SGA events and obtain approval of the Office of Student Life

- e. Help promote student activities planned by the Office of Student Life
- f. Maintain all SGA social media accounts and the SGA webpage in conjunction with the Office of Student Life.
- g. To maintain passwords to each social media account and provide the Director of Student Activities with a copy of said passwords if changed while in office. After each change of Public Relations Officer, the passwords will be turned into the Director of Student Activities and will then be changed for the next incoming officer.
- h. To perform such duties as belonging to the office of Public Relations Officer not here defined.

ARTICLE VI – Advisor(s)

The executive board of the SGA will choose two (2) or more faculty/staff advisors. The Vice President of Student Life, or the GSC President's appointee and the Director of Student Activities shall serve as Administrative Liaison's. Each SGA will choose its own advisor(s) by two thirds (2/3) majority vote.

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. Late submissions will be considered on a case by case basis.

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 two thirds (2/3) majority vote. Once approved, the new advisors will begin their role in the following meeting. If an advisor resigns or no longer can serve his/her duties, a new advisor can be appointed by two thirds (2/3) majority vote.

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

- 1. Follow Robert's Rules of Order
- 2. Advise/assist SGA
- 3. The term of the Faculty/Staff advisor shall be from 7 days preceding the start of commencement of the spring semester.
- 4. Elections: In the event that the individual running for Parliamentarian is running for any office, the responsibility of the SGA elections will fall to the advisor, administrative liaisons, and the Office of Student Life.
- 5. Any advisor can be dismissed by a two thirds (2/3) majority vote by the SGA.
- 6. Attend SGA Executive Committee meetings if available

ARTICLE VII – Meetings

Section 1 – The SGA shall meet weekly at a set time deemed by the SGA.

Section 2- The President of SGA with the recommendation of the Administrative Liaison's shall cancel meetings in exceptional circumstances including but not limited to: inclement weather, danger to the student body, and extraordinary events.

Section3 – Special and/or Emergency meetings may be called by the President of the Student Government Association or upon written request of one-half (1/2) of the members.

Section 4 – The Executive Officers of the SGA shall meet weekly as an executive committee prior to regularly scheduled SGA meetings.

Section 5 – All meetings of the SGA, whether regularly or specially called, shall be governed by the parliamentary procedure in accordance with Robert’s Rules of Order.

ARTICLE VIII – Attendance

Section 1 – Each member of SGA is responsible for physically attending meetings (including special/emergency and executive meetings), assigned committee meetings, and other events designated by the Student Government Association.

Section 2 – After two (2) unexcused absences, a documented notice will be sent to the member in question warning removal from membership.

Section 3 – After three (3) unexcused absences, a documented notice will be sent to the member informing them of their removal from membership.

Section 4 – Absences will be assessed by semester. The seat of any member in the Student Government Association shall be considered vacant after;

- a. After three (3) unexcused absences, unless an academic, athletic, documented medical absences, or death of a loved one. Documentation must be provided and attached with the excuse, or the seat will become vacant.
- b. Excuses (valid and formally written) should be sent to the Secretary before the next scheduled executive meeting and will be reviewed by the executive officers. If an executive member is in question, their excuses will be sent to the Administrative Liaisons for approval or disapproval.

ARTICLE IX – Quorum

A simple physical 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 – Any student who is enrolled as a full-time student (12 hours) is entitled to one (1) vote in any election at the time of the said election. If a student drops a class and goes under 12 hours the week before voting, they will not be considered a full-time student. The list of full-time students shall be requested from the Office of Technology.

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 and the Office of Student Life shall be by secret online ballot and shall take place over a period of three (3) days. In the event of technical difficulties, the election process may be extended.

- a. The ballots will be counted through online tabulation with the supervision of the SGA advisor(s) and the Vice President of Student Life. 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. In the event that the individual who is holding the office of Parliamentarian is running for any office, the responsibility of the SGA elections will fall to the advisor, administrative liaisons, and the Office of Student Life.

- a. Canvassing of students by telephone/mass emailing will not be permitted.
- b. All campaign materials must be removed by the candidates themselves by the first week after elections close, or they may receive a fine according to the GSC Code of Conduct.
- c. There are to be no alterations of, removal of, or tampering of any kind with an opponent's campaign materials.
- d. No candidate may clutter an area with too much campaign materials to prevent other candidates from having space to display. The candidate may get the flyer policy for the Office of Student Life.
- e. No campaign materials can disrupt public, state, or natural property.
- f. The use of amplified sound equipment, radios, tape players, horns; etc. is only permitted between the hours of 10 am and 10 pm.
- g. Campaigning in residence halls:
 1. Candidates must have permission from the residents to hang fliers on their door.
 2. Candidates must have the permission of the Resident Director to hang a banner from the building.
 3. Candidates must abide by any other rule of the residence hall.
- h. Campaigning in academic buildings:
 1. Campaign material must have the seal of approval by the Director of Student Activities.
 2. Only one (1) flyer or sign per bulletin boards or kiosk is permitted.
 3. Nothing is to be affixed on garbage cans, painted walls, doors, etc.

Section 5 – SGA Offices: Any eligible student wishing to run for an SGA office shall submit his/her name to the Office of Student Life no later than the Friday of the first (1st) full week of March. Each candidate shall submit a written platform and application to the Office of Student Life. Once approved by the Office of Student Life, the list of nominees and their platforms shall be posted before the student body. 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 advisor(s) and assisted by the Office of Student Life.

Section 6 – No individual may be a nominee for more than one SGA office, and/or position, in an SGA election.

Section 7 – 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.

Section 8 – Special elections:

- a. Notices, starting time, and place of election shall be posted one (1) week prior to the election.
- b. 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.

- c. 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 and to ensure there is no known reason to disqualify a candidate.
- d. All voting shall be under the supervision of the SGA advisor(s) and the Office of Student Life.

ARTICLE XI– SGA Duties and Powers

The duties of the Student Government Association shall be to act as an advocate for the student body and to supervise all activities of the different organizations and to bring these organizations into closer cooperation with the faculty, staff, alumni, and administration. It shall actively listen to the needs and worries of their constituents, find solutions, and advocate for their implementation. All power not expressly given in this Constitution shall be vested in this Government.

The duties of the SGA are as follows:

- a. To assist with New Student Orientation and other campus functions.
- b. To stimulate the development of school loyalty and tradition.
- c. To foster academic and personal growth in members of the student body and GSC community.
- d. To oversee all student elections other than those that are within the jurisdiction of campus organizations.
- e. To expel any member of the SGA by a two-thirds (2/3) vote of the entire membership of the SGA for misconduct and/or failure in performance of duties of the office held and herein described.
 - 1. A vote for removal may not be taken until seven (7) days after the charge has been brought against any individual of the SGA.
 - 2. Any member of the SGA shall be permitted to present such a charge, and the accused has the right to question and to defend themselves against his/her accusers.
 - 3. 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.
 - 4. Only charges which can be substantiated shall be considered valid.
 - 5. To have the power to override the veto of the President of the SGA by a two-thirds (2/3) vote.
 - 6. To protect students' rights as established by the Constitutions of the United States, the State of West Virginia, and Glenville State College.
 - 7.

ARTICLE XII – Expenditures

Section 1 – Any budget for sub-committees and any other expenses greater than \$100.00 must be approved by a two-thirds (2/3) 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 completed purchase approval form.

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, as budget permits, each year to be distributed to student organizations through an application process, and decided upon by the Executive Committee and a (2/3) two-thirds majority vote by SGA

ARTICLE XIII – Impeachment

Section 1 – Impeachment of Membership:

Grounds for impeachment may be necessary if:

- a. Repeated failure of responsibilities.
- b. Receive disciplinary action by the judicial system for violation of any social or academic policy.
- c. Conviction of a felony.
- d. Violation of either the Officer or Member Oath of Office.

Section 2 – Conviction of Members:

- a. Any member of the SGA reserves the power to call a vote of investigation of a member for impeachment.
- b. The vote to investigate must be approved by two-thirds (2/3) of the members.
 1. The member in question is not allowed to vote in the investigation of impeachment.
- c. There shall be no less than seven (7) days of investigation on impeachment.
 1. The investigation will be assisted by the Advisors of the SGA and the Vice President of Student Life.
- d. The results of the investigation will be dispersed in an Executive Session. If needed, an official member of GSC faculty and/or staff, with the permission of the advisors and administrative liaisons, will be present.
- e. The decision of the impeachment of the said member will be decided by a two-thirds (2/3) vote of the senate, excluding the accused member.

ARTICLE XIV – 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.

- a. In the case of a 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:
 1. The Parliamentarian shall immediately serve temporarily as President of the SGA.
 2. The Parliamentarian, who is now acting President, shall call for a special election within a two (2) week period from the time the temporary chairmanship is assumed under the direction of the SGA and assisted by the Office of Student Life.

3. 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.
- b. If the Vice-President is willing and able to succeed to the presidency, the Parliamentarian will fill the vacancy of the vice-presidency.
- c. If the Parliamentarian has filled the vacant vice-presidency, a current member of the SGA will be nominated and voted on by a (2/3) two-thirds majority vote of the SGA to replace the Parliamentarian.

Section 2 – Executive Officers other than the President: In the case of a vacancy in any of the other executive offices, the President of the SGA shall fill the office by recommendation of a current member of the SGA, with approval of the SGA by two-thirds (2/3) vote.

Section 3 – SGA Members: In the case of a vacancy of a non-Executive, that seat shall be filled by appointment from the SGA President with the approval of the SGA by (2/3) two-thirds majority vote.

ARTICLE XV – Inauguration of Officers and Members

Section 1 – The Executive Committee shall constitute a committee for properly carrying out the Inaugural Ceremony which will be held by the end of April.

Section 2 – The Oath of Office shall be administered at the Inaugural Ceremony, with the exception of the Freshman Class Representative and Housing Representatives, who shall be sworn in at the first meeting of the SGA after their election/appointment.

Section 3 – Oath of Officers is 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 is 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 XVI – Homecoming

Section 1 – Duties of the SGA Officers and Members:

- a. At the beginning of the spring semester, the SGA President will schedule and hold a pre-planning meeting for Homecoming of the following year. The President will invite all executive members of the SGA, the Alumni Director, the Public Relations Director, the Athletic Director, the Vice President of Student Life, the Director of Student Activities, the Band Director, the Director of the Physical Plant, Director of Informational Technology, and the SGA advisors to the meeting. The following year’s Homecoming theme will be announced at this meeting.

- b. After the start of the fall semester, the SGA President will schedule and hold a second (2nd) pre-planning meeting, inviting those aforementioned.
- c. The SGA President should attend all Homecoming sub-committee meetings.
- d. During the week of Homecoming, all SGA members are required to attend every event including the dance, bonfire, parade, coronation, and any additional events sponsored by the SGA.
- e. The annual coronation of the Homecoming Court will be held on the campus of Homecoming week in the GSC Amphitheater or the Presidential Auditorium; likewise, the annual Homecoming Dance will also be held during Homecoming Week.
- f. The annual bonfire will be held during 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:

- a. The nominee must be enrolled in twelve (12) hours (be a full-time student) at GSC.
- b. The person must have a cumulative GPA of at least 2.0, excluding freshman candidates.
- c. There will be no stipulations on marital status.
- d. A person can only be elected to any prince/princess position one (1) time. Princes/Princesses can run for the king/queen position in their senior year. Winning senior prince/princess candidates are not eligible to run for king/queen in the future.
- e. There will be one (1) of each of the following: freshman prince/princess, sophomore prince/princess, and junior prince/princess. In the senior class, the top three (3) senior prince nominees and the top three (3) princess nominees will serve as members of the court. The king and queen will be announced at the coronation, the remaining two (2) senior prince nominees and the remaining two (2) senior princess nominees will serve as the senior prince and senior princess, respectively.
- f. Nominees for the court must be in their own class by hours (Freshman 0-30; Sophomore 31-60; Junior 61-90; Senior 91+ credit hours). This includes only the number of hours completed.
- g. 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 8:00.m. – 12:00 a.m. via electronic ballots. The day of this election will be decided by the Student Government Association.
- h. Appropriate dress, as defined in the student handbook, is required for all Homecoming events, including pictures. Details of such a dress will be included in the Homecoming packets.
- i. 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.

Section 3 – Rules that apply to Organizations, Standing Committees, Varsity Athletic Teams, and Individuals making nominations:

- a. More than one (1) organization or individual may sponsor one (1) person.

- b. One (1) organization or individual may sponsor more than one (1) person, but this will be limited to one (1) prince nomination and one (1) princess nomination per class.
- c. Only students of Glenville State College are eligible to participate in Homecoming events.
- d. Organizations not affiliated with Glenville State College and other community entities may participate, but cannot compete in Homecoming events.
- e. Any organization that fails to comply with the above rules of participation will not be eligible to participate in any Homecoming events for the following year, nor will that organization be able to nominate any candidates for the Homecoming Court.

ARTICLE XVII – Campus Organizations

Section 1 – Organizations: A group wishing to be recognized as a campus organization shall meet with the Director of Student Activities. Once documentation with Student Life has been completed, an organization must present their proposal at a regular SGA meeting to be voted on at the next regular SGA meeting. Once approved by SGA, a recommendation will be made to the Dean of Student Life and the President of the College for approval. Once official recognition has been established, the student organization will 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:

- a. Denial of use of campus facilities.
- b. Forfeiture of representation in college publications.
- c. 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 XVIII – Standing Committees

Section 1 – The SGA shall appoint student representatives to the following campus-wide standing committees as designated and approved by the GSC Board of Governors.

- Student Life Committee: 4 members
- Athletic Committee: 2 female members and 2 male members
- Academic Policy Committee: 2 members
- Curriculum Committee: 1 member
- Assessment Committee: 1 member
- College Leadership Council: 2 members (SGA President and Vice President)
- Retention Committee: 2 members
- International Committee: 1 member
- Library Advisory Committee: 2 members
- Enrollment Management Committee: 1 member
- Parking Committee: 2 members

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

a. Retreat Committee

- a. Purpose:
 - i. This committee is established to set up the retreat that will be held during the fall and spring semesters to plan the upcoming semester's activities.
- b. Members:
 - i. Members shall constitute any Senator in SGA
- c. Chairperson of the Retreat Committee:
 - i. According to Section 2 Article 5, the SGA Vice President shall serve at the chairperson for this committee
- d. Duties and Responsibilities of the Retreat Committee
 - i. This committee will determine the place that the retreat will be held each semester
 - ii. The committee will propose a spending budget for each retreat which will then need to have a two-third (2/3) majority vote for approval the amount of expenses
 - iii. Each member of the committee will suggest learning opportunities and fun activities for the retreat.

b. Student Organizational Graduation Dinner Committee

- a. Purpose:
 - i. This committee shall plan and implement the Student Organizational Graduation Dinner for the Fall and Spring semester.
- b. Members:
 - i. Members shall constitute all Senators at Large in the Student Government Association.
- c. Chairperson of the Student Organizational Graduation Dinner Committee:
 - i. According to Section 2 Article 5, the SGA Vice President shall serve as the chairperson for this committee
- d. Duties and Responsibilities of the Student Organizational Graduation Dinner Committees:
 - i. This group should coordinate all meals with college dining services on campus
 - ii. All setup needs for this event will be scheduled with the Director of Facilities.
 - iii. Print menus and programs to be provided at each place setting
 - iv. Student Organization Advisors will be notified of the banquet and that they will be speaking briefly on each of their graduating student(s).
 - v. This group will work directly with the Director of Student Activities and the SGA advisor assigned to this committee.

c. SGA Student Activities and Blue Madness Committee

- a. Purpose:
 - i. The purpose of the SGA Student Activities and Blue Madness Committee shall be to plan and implement activities by the SGA for the

student body for the academic year. This committee will work directly with the Director of Student Activities in preparation of events.

- b. Members:
 - i. Members shall constitute any Senator in SGA
- c. Chairperson of the SGA Student Activities and Blue Madness Committee:
 - i. The SGA President along with their Executive Committee shall appoint a chairperson with a two-third (2/3) majority vote.
- d. Duties and Responsibilities of the SGA Student Activities and Blue Madness Chairperson:
 - i. Preside over all meetings of the committee.
 - ii. Shall have the power to call meetings of this committee
 - iii. Will work directly with the Director of Student Activities on all activities.
 - iv. Must have a regular weekly meeting.
 - v. Shall present the minutes and recommendations of the SGA Student Activities and Blue Madness Committee to the Student Government Association for approval.
 - vi. The chairperson and volunteers must be present at all scheduled activities and remain for the duration of the activity.

d. Other Committees as Necessary

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

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 two-thirds (2/3) vote of the membership.

Last modified – February 2017 GLENVILLE STATE COLLEGE

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 at least one 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. (Limit of three advisors).
- Meet at least 3 times per semester
- Register events and activities with the Office of Student Activities -Through the Liaison of Student Organizations.
- 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 the project(s) planned by an affiliate of Glenville State College
- Send the organization President or another officer to meetings held by the Liaison of Student Organizations 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**
- **A 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 the Liaison of Student Organizations and the Events Coordinator on campus.
- 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 or the Liaison of Student Organizations to outline a plan of action for bringing the organization back into compliance
- If the Student Organization does not meet requirements during the probationary semester, the Director of Student Activities will make the recommendation to the Vice President of Student Life and the Student Government Association that the Student Organizations recognition is suspended.
- Failure to attend **3 SGA meetings**, 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 or the Liaison of Student Organizations and the Student Government Association Executive Committee 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

- 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.
- The Campus Events coordinator will check the master schedule to see if there are any conflicts on the schedule. The Campus events coordinator will notify the president, vice-president, or secretary and the Liaison of Student Organizations.
- No advertisement may take place until the Event Coordinator has confirmed your locations. All flyers will then need to go to the Liaison of Student Organizations 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 Liaison of Student Organizations and a hard copy must be presented for approval prior to display. All posters or flyers must be posted only in designated locations. Posters should be placed on designated bulletin boards with thumbtacks or push pins 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 to the Liaison of Student Organizations.
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
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. Heflin AB Ground Floor and Second Floor (there are bulletin boards in each classroom)
- c. Science Building First-Fourth Floor (please see the department secretary for distribution)
- d. Fine Arts Building
- e. Clark Hall First-Third Floors
- f. Academic Support Center
- g. 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 fundraising events must be approved in advance by the Director of Student Activities and/or the Liaison of Student Organizations.

Glenville State College acknowledges that a policy of this nature may not anticipate every possible issue that may arise with 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/Brittany Benson
Alpha Theta Xi	Amanda Chapman
Alpha Xi Omega	Art DeMatteo
Art Society	Duane Chapman/Chris Cosner
Baptist Campus Ministries	Jenny Boggs
Bio-Chem Club	Jeremy Keene
Chi Beta Phi	Paul Peck/Larry Baker
Chi Zeta Pi	Kandas Queen/Sandy Pettit
College Democrats	Active during an Election year
College Republicans	Active during an Election year
Delta Xi Rho	Amanda Lamb
Early Education Student Group	Connie Stout/Shelly Ratliff
Environmental Club	Jeremey Keene
Future Business Leaders of America-PBL	Kandas Queen/Gary Arbogast
Forestry Club	Brian Perkins
GSC Chapter of WV Society of Professional Surveyors	Rick Witte
GSC Early Education Group	Connie O'Dell and Shelly Ratliff
GSC High Adventure	Gary Arbogast
Kappa Delta Pi	Jeff Hunter/Kevin Cain
LGBTQ+	Jeremy Keene
National Association for Music Educators	Jason Barr
Psi Lambda Nu	Fred Walborn
Pioneers for a Cause	Jeff Hunter/ Katie Morris
Pioneer Shooting Club	Jason Yeager
Science Fiction and Fantasy Guild	Eric Marks/Melissa Gish
Sigma Omega Beta	Jonathan Minton
Sigma Pi Xi	Kenneth Lang
Student Government Association	Jeremy Keene, Tim Henline, Katie Morris, and Bridget Carr
Student Veterans Association	Charles Schmidt

For more information about the student organizations at Glenville State College or to JOIN one of them please contact the Office of Student Life at 304-462-6400 or by email student.activities@glenville.edu

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 the 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 the 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 the 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 sports 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 the Student Government Association

Assessment Committee

- One student appointed by the Student Government Association

Athletic Committee

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

College Leadership Council

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

Curriculum Committee

- One student appointed by the Student Government Association

Enrollment Management Committee

- One student appointed by the Student Government Association

Facilities Committee

- Student Government Representative

Homecoming Committee

- Student representatives determined by the Student Government Association

Judicial Council

- One student on the Student Rights and Responsibilities Committee
- One student appointed by the Vice President of Student Life

Retention Committee

- Two students appointed by the Student Government Association

Student Rights and Responsibilities Committee

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

Textbook Affordability Committee

- Two students appointed by the Vice President for Academic Affairs

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 chickenpox or measles, a patient having HIV or AIDS may be asked to leave the campus until the outbreak is no longer a threat to the patient.

4. The residence life staff, in conjunction with the Campus Health Center, will provide educational programming for students attending Glenville State 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 is 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 Vice President 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

	2015	2016	2017
I Homicide	0	0	0
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	1	1	2
Unsubstantiated	0	0	2
a. Forcible	1	0	1
1. Forcible rape	1	1	1
2. Forcible sodomy	0	0	0
3. Sexual offense with object	0	0	0
4. Forcible fondling	0	1	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	0	2	1
1. Dormitory	0	2	1
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
a. Non campus building/property	0	0	0
b. Public Property	1	0	1

III Robbery	0	1	0
Manifested prejudice	0	0	0
Location of Incident	-----		
a. On campus	0	1	0
1. Dormitory	0	1	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	1	0	0
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On campus	1	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	1	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
	2015	2016	2017
V Burglary	3	7	2
a. Burglary Dwelling	0	7	2
b. Breaking and Entering	0	0	0
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On Campus	3	7	2
1. Dormitory	3	7	2
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
VI Arson	0	0	0
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	0	0	0

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
VIII Liquor Law Violation	18	7	5
Arrests	2	1	0
Campus Disciplinary Action	18	6	5
Location of Incident	-----		
a. On Campus	17	7	5
1. Dormitory	17	6	5
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	1	1	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
IX Drug Abuse Violation	18	6	5
Arrests	0	1	4
Campus Disciplinary Action	15	6	5
Location of Incident	-----		
a. On Campus	18	6	2
1. Dormitory	17	6	2
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
b. Grounds	1	0	0
c. Non campus building/property	0	0	3
d. Public Property	0	0	0
	2015	2016	2017
X Weapons Violation	0	1	0
Arrests	0	1	0
Campus Disciplinary Action	0	0	0
Location of Incident	-----		
a. On Campus	0	1	0
1. Dormitory	0	0	0
2. Academic Area	0	1	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	0	0	0

Intimidation	0	0	0
Burglary	0	0	0
Simple Assault	0	0	0
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 Violence	0	1	1
Location of Incident	-----		
a. On Campus	0	1	1
1. Dormitory	0	1	1
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	1	0	0
Location of Incident	-----		
a. On Campus	1	0	0
1. Dormitory	1	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

CREDIT CARD SOLICITATION AND MARKETING POLICY

All solicitation and sales of products and articles are 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 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).

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.

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.

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 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.

FIRE SAFETY

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

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

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 a 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 the 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, the 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.

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 the 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, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: 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 that is filed by someone with knowledge that an individual is 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 members 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 the 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 the 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 the last contact with the 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 register for and display a valid Glenville State College parking permit on their vehicles. To register for your permit go to **www.permitsales.net/gsc**. All student permits are prepaid in your tuition and fees, faculty and staff must select a method of payment when applying for their permits. If you plan to drive more than one vehicle during the year additional permits may be purchased for \$5.00 each to be displayed on the additional vehicles. Proof of ownership must be presented when applying for the additional permits at the office of **Public Safety**. The additional permit does not allow more than one vehicle to be parked on campus at the same time. Student permits will be picked up in the **OFFICE of PUBLIC SAFETY**. Faculty/Staff permits will be picked up in the Public Safety office. Temporary permits will be immediately emailed to the address provided during registration. Display the temporary permit until you pick up the permanent permit. Permits must be picked up within Ten (10) days.

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 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.

GREEN permits will be issued to **Commuter Students** at a cost of \$50.00 per year.

RED permits will be issued to **Residence Hall Students** at a cost of \$50.00 per year. This permit will be authorized to park in any available designated parking space on campus that is not labeled as **RESERVED, ACCESSIBLE, OR VISITOR**.

DARK BLUE permits will be issued to **Faculty and Staff** at a cost of \$50.00 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 \$50.00 per year. Purple permits are **RESTRICTED** to park in **Lot M “WACO Center Lot”, Lot A1 and Lot K only**.

ORANGE permits will be issued for **River Front Students** at a cost of \$50.00 per year. Orange permits are **RESTRICTED** to park only at **Lot L, River Front Residence Hall or Lot M, WACO Center Lot**.

YELLOW permits will be issued for **Freshmen/First-Year Residence Hall Students** at a cost of \$50.00 per year. Yellow permits are **RESTRICTED** to park in **LOT M “WACO Center Lot”**.

GRAY permits will be issued for **Freshmen/First-Year Honor Residence Hall Students** at a cost of \$50.00 per year. This permit will be authorized to park in any available designated parking space on campus that is not labeled as **RESERVED, ACCESSIBLE, OR VISITOR**.

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 \$10.00 up to \$150.00 per offense. The total fine for the violation(s) must be paid at the **Cashier's Office**. **Failure to pay parking fines will result in a hold being placed on the student records and no parking permits can be purchased until the student pays the obligations or makes arrangements to do so through appropriate offices.** Parking violations are reported to the Judicial Coordinator. Parking privileges may be revoked for repeat offenders. Sanctions **will be** imposed on repeat offenders.

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 inquire about the location of 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. Contacting Public Safety will help you resolve parking issues before you receive fines or sanctions. For more information on the GSC parking policy, see the following link:

<https://www.glenville.edu/sites/default/files/2019-03/bog-policy-008.pdf>

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"):

Tegan McEntire
Human Resources Coordinator
Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6194

Tegan.McEntire@glenville.edu

Ann Reed
Registrar
Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6123
Ann.Reed@glenville.edu

Alecia Martin
American Disabilities Act Coordinator
Academic Success Center
Robert F. Kidd Library 3rd Floor
(304) 462-6051
Alecia.Martin@glenville.edu

Written correspondence may be sent to:

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

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 the safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators, and supervisors may be directly involved in resolving allegations of discrimination, retaliation, and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused's supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators, and other supervisors have a duty to monitor the accused employee's behavior and to take appropriate disciplinary action if 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 the consumption of drugs or alcohol is considered sexual assault or abuse. "Acquaintance Rape" and "Date Rape" are terms commonly used to describe intercourse forced on a person known by the assailant. The social relationship between the individuals does not make the act legal if the act is committed without consent. The criminal law makes no distinction between sexual assault by an acquaintance or sexual assault by a stranger. (See the end of this section for further information on types of sexual misconduct.)

Students who violate this policy will be disciplined in accordance with 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”):

Tegan McEntire
Human Resources Coordinator
Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6194
Tegan.McEntire@glenville.edu

Ann Reed
Registrar
Title IX Co-Coordinator
Harry Heflin Administration Building – 2nd Floor
(304) 462-6123
Ann.Reed@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:

Written correspondence may be sent to:

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

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 the safety of others (including student employees in the course of their employment duties) have a duty to report discriminatory/harassing/retaliatory behaviors observed or reported to them. Chairs, deans, department administrators, and supervisors may be directly involved in resolving allegations of discrimination, retaliation, and harassment. If the accused is an employee, the Coordinator may investigate allegations of discrimination in consultation with the accused’s supervisor, provided the supervisor is not an alleged perpetrator. Chairs, Deans, department administrators, and other supervisors have a duty to monitor the accused employee’s behavior and to take appropriate disciplinary action if 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 victims. Charges resulting from such incidents may invoke criminal penalties under the law. The penalty of first-degree sexual assault maybe 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 tommy”, 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 drugs) 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/Smile on Responding 10 Campus Sexual Misconduct*. 2010, p. 49.

Sexual Assault & Interpersonal Violence Intervention Protocol

Resources and Referral Options



<p>Medical Assistance</p> <ul style="list-style-type: none"> 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 	<p>Advocacy, Support Services, Housing & Academic Accommodations</p> <ul style="list-style-type: none"> The GSC Counseling Center 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 ensure 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.
	<p>Emergency Services</p> <ul style="list-style-type: none"> Students can also call 911 for 24-hour emergency services
<p>Title IX Co Coordinator: Tegan McEntire (304) 462-6194 or Ann Reed (304) 462-6123</p> <ul style="list-style-type: none"> 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, HOVERBOARDS, ROLLERBLADES & SCOOTERS

Due to safety considerations and the potential damage to college property, hoverboards, 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 instills fear in the victim, and/or threatens 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 the 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 the police the facts of the incident to document what happened for possible criminal investigation. Call a department in the locality where the incident occurred – if on campus, call Glenville State Public Safety. Criminal cases may result in jail and/or fines imposed.

Contact Information

Glenville State Public Safety

462-7361 x6450, 462-4132 or 904-2041

Glenville City Police	462-7411
Gilmer County Sheriff	462-7441
West Virginia State Police	462-7101
Police Dispatcher (Non-emergency)	462-7306
Hope, Inc.	462-5352
Director of Campus Health Services	462-7361 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
Vice President of Student Life	462-7361 x6400 or 462-4114

E-mail to Student Life/Student Life Staff student.life@glenville.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 in and on All Campus Grounds and Facilities

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

2. Background: Recent studies 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 sidestream smoke.
- d. Workplace/Worksite: This term includes any office, facility, building, classroom, vehicle, and grounds 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 Success Center	Stacy Adkins	6054
Add/Drop a Course	Your Advisor	
Admissions	Admissions	6130
Alumni Affairs	Conner Ferguson	6116
Art Exhibits	Fine Arts	6340
Athletics	Jesse Skiles	6221
Business Office	Business Office	6180
Health and Wellness Center	Counselor/Nurse	6432/6430
Career Services	Stacy Adkins	6054
Change of Major	Advisor/Division Chair	
Commencement	Registrar	6120
Computer Facilities & Services	Jason Phares	6140
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	Student Life	6400
GSC Week	Adrian Duelley	6401
Housing & Residential Life	Residence Life Office	6412/6411

INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
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/Title IX	Tegan McEntire	6194
	Ann Reed	6123
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	Academic Success Center	6054
Organizations, Student	Student Life	6400
Parking Permit	Public Safety	6450
Postal Services	Denise Sprouse	6420
President	Kathleen Nelson	6100
Probation, Academic	Registrar	6120
Public Relations	Dustin Crutchfield	6394
Public Safety	Ron Taylor	6450
Radio/TV	Jacob Zimmers	6436
Records, Academic	Registrar	6120
Refunds	Cashier's Office	6190
Residence Halls	Residence Life Office	6413/6411
Scholarships	Financial Aid	6170
Spirit Shop	Mandy Wiant	6180
Student Activities	Adrian Duelle	6401
Student Disability Services	Alecia Martin	6051

Student Employment	Cheyenne Carr	6152
INFORMATION NEEDED	OFFICE or PERSON	PHONE EXTENSION
Student Government	Student Life or SGA Office	6400/6419
Student Life	Student Life	6400
Student Support Services	Jerry Burkhammer	6159
Suspension, Academic	Registrar	6120
Swimming Pool	Kathy Gilbert	6441
Theater Productions	Dennis Wemm	6323
Tickets		
Athletic Events		6221
Fine Arts Performances	Fine Arts	6340
Traffic/Parking	Public Safety	6450
Transcripts	Registrar	6120
Tuition & Fees	Cashier's Office	6190
Tutoring	Academic Success Center	6054
Veteran's Information	Academic Success Center	6155
Web Site	Public Relations	6394
Withdrawal Procedure	Registrar	6120

COLLEGE OFFICERS

President	Dr. Kathleen Nelson	6100
Vice President for Academic Affairs	Dr. Victor Vega	6110
Vice President for Enrollement Managent and StudentAffairs	Mr. Marty Carver	6130
Interim Vice President for Business & Finance	Mr. John Beckvold	6180
Interim Vice President for College Advancement & Executive Director of GSC Foundation	Mr. David Hutchison	6380

Athletic Director	Jesse Skiles	6221
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ACADEMIC DEPARTMENT CHAIRS

Business	Ms. Cheryl McKinney	6263
Criminal Justice & Social Sciences	Dr. Ken Lang	
Education & Health and Physical Education	Dr. Jeff Hunter	6200
Fine Arts	Dr. Jason Barr	6340
Land Resources	Mr. Rico Gazal	6370
Language & Literature	Dr. Matthew Thiele	6320
Science and Mathematics	Dr. Sara Sawyer	6310

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Campus Health and Wellness Nurse
Phone: 462-6430
Fax: 462-5057
e-mail:

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

- Antihazing policy. The Glenville State College 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 be 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 Office of Student Life **no later than September 3, 2019, for the Fall and Spring semesters.** You can also fill out the form by using the following weblink:

<https://www.cognitoforms.com/GlenvilleStateCollege1/REQUESTTORESIDEOFFCAMPUS>

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.**

****Note:** Securing off-campus housing accommodations prior to approval to live off-campus DOES NOT qualify as circumstances for approval.

Applicant's Information

Full Name: _____ ID Number: _____

Permanent Home Mailing Address: _____

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

GSC E-Mail Address: _____

Are you a student in the Online Program? (Circle One) Yes No

Are you a student taking all online classes (Circle One): Yes No

Number of Credits Already Completed: _____ Number of Credits This Semester: _____

Semester to Move Off-Campus: (Circle One) Fall _____ Spring _____

Current Class Rank: (Circle One)

Senior - 90 Hours Junior - 60 Hours Sophomore - 30 Hours Freshman – Under 30 Hours

Renter Information

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 immediate family member who is 21 years or older. The statement must contain: (1) the relationship to the student; (2) the full address of the immediate family member who is 21 years or older; and (3) the explicit agreement to house the student for the year.

___ **Age and/or Experience-** Age: You are 21 years of age before the semester starts.

Experience: Three years of full-time military service, married and /or divorced, or have a dependent child or children.

Documentation must be provided for either option.

___ **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 why 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. Documentation should prove that your medical condition or disability prohibits yours from living on campus, not simply that you have a medical condition.

___ **Completion of 72 or more hours of college credit** accepted by the College prior to applying for off-campus residency.

___ **Other Extenuating Circumstances-** Students may apply for an exception for other than the reasons listed above, assuming they are justifiable. Give a detailed and accurate description of the situation with supporting documentation.

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 Vice President of Student Life.

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

Student Signature: _____ Date: _____

Please return this form to: Glenville State College
 Office of Student Life
 200 High Street
 Glenville, WV 26351

Phone: (304) 462-6400
FAX: (304) 462-5057

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 | _____ Fitness Center |
| _____ Campus Safety (Parking) | _____ Health Services |
| _____ Counseling Services | _____ Residence Hall Policy/Event |
| _____ Dining Services | _____ Student Activities |
| _____ Equipment Repair | _____ Student Life Staff |
| _____ Facility Repair | _____ Other (please specify) |

Complaint Summary

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Vice President of Student Life

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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, 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 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 the sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

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

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

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

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

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

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

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)
- \$75 fine

2nd Violation

All of the following:

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

3rd Violation

All of the following:

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

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 Health and Wellness Center located on the 1st floor of the Mollohan Campus Community Center.

Health and Wellness Center Counselor – (304)-462-6432

Health and Wellness Center Nurse – (304) 462-6430

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



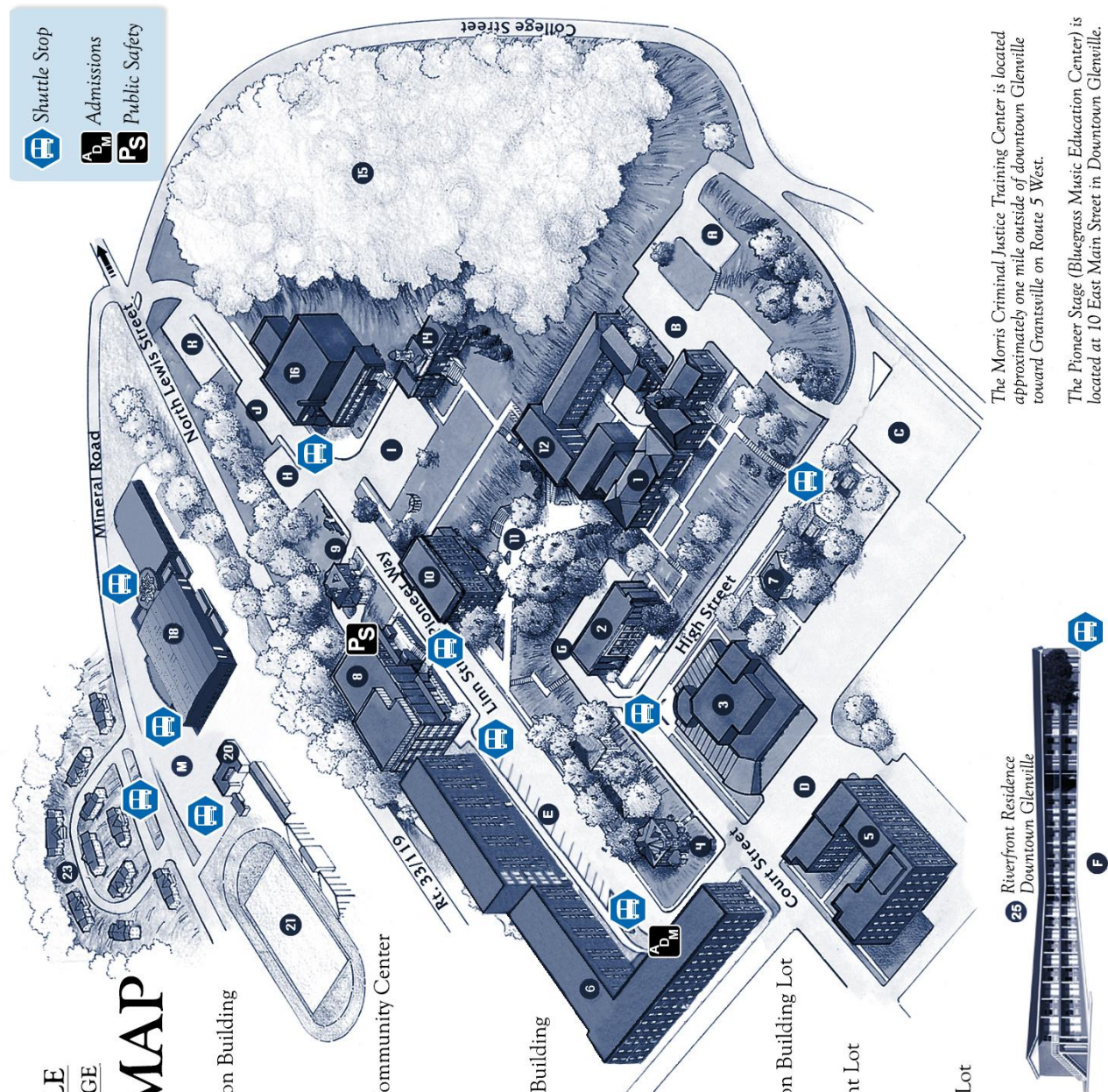
CAMPUS MAP

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
14. Clark Hall
15. Nature Trail
16. Health & Physical Education Building
18. Waco Center
20. Field House
21. J.L. & Sue Morris Stadium
23. Pioneer Village
25. Riverfront Residence

PARKING LOT KEY

- A. Firestone Lot
- B. Harry B. Heflin Administration Building Lot
- C. High Street Lot
- D. Pickens Hall Lot
- E. Goodwin Hall & Physical Plant Lot
- F. Riverfront Residence 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



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