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Welcome to the University of Charleston. I am delighted that you are attending UC! The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement. You will find these three pillars threaded throughout your academic, co-curricular, and other experiences at UC.

Our faculty and staff look forward to helping you achieve your learning goals. We are committed to your personal growth and professional success, while ensuring your health and safety.

The information included in this catalog is designed to assist you in navigating the process of earning your degree. You will find contact information, curriculum requirements, and other information necessary to make this process easier.

We put great emphasis on providing outstanding student services. Everyone at UC is working toward ensuring that you have a great experience. If there are areas where you think we can improve, please let us know!

We are steadfast about our mission, excited about your future, and committed to assisting you in achieving…and surpassing…your goals.

Dr. Martin Roth
President
UNIVERSITY MISSION

The mission of the University of Charleston is to educate each student for a life of productive work, enlightened living, and community involvement.

The University realizes this mission by assisting each student to:

- Develop the skills and knowledge necessary to contribute to society and find personal fulfillment through a profession, vocation or avocation;
- Develop his or her potential for informed appreciation of and creative contribution to the arts;
- Develop a commitment to uphold the duties of citizenship through regular service to and effective involvement in his or her community.

The University’s Core Ethical Values

The University Community expects that members working within and students graduating from the University of Charleston will subscribe to the core values of justice, integrity, respect, equality, responsibility, and altruism.
In its first 125 years, the University of Charleston has grown from a small seminary college to a nationally-recognized university comprised of three locations.

UC was founded by the Southern Methodist denomination in 1888 as Barboursville Seminary in Barboursville, W.Va., and became a college in 1889. In 1901, it was renamed Morris Harvey College in honor of a prominent donor.

During the Great Depression, the college moved to Charleston to take advantage of the larger metropolitan area. As a result of the merger between the Methodist church North and South, the college disaffiliated from the denomination and Morris Harvey College became independent in 1942.

From 1935 to 1947, the college was located in downtown Charleston, holding classes in several separate buildings. During these years, the college grew steadily, in part because of a merger with Kanawha Junior College and an affiliation with the Mason College of Fine Arts and Music. Recognizing the need for a unified campus, in 1947 construction of the present facilities began on the south bank of the Kanawha River.

The Board of Trustees changed the name from Morris Harvey College to the University of Charleston on December 13, 1978.

On August 1, 2012 the University announced it entered into an agreement to establish new locations in West Virginia, to replace Mountain State University, which was slated to go out of business in a few months. By January 1, 2013 UC-Beckley, UC-Martinsburg and UC-Online joined UC-Charleston as part of the University of Charleston. Today, UC has grown to 32 academic programs, over 360 employees, two physical locations, an online presence and approximately 2,400 students.

The University serves the community as a focal point for numerous intellectual, scientific, cultural, athletic, and civic events. These interactions between the University and the community are vital to the achievement of the University's mission.

For more information about the University's history, visit www.UCWV.edu.
The University of Charleston is a private, not-for-profit institution of higher education, is accredited by the Higher Learning Commission. For more information regarding the Higher Learning Commission, please visit https://www.hlcommission.org/

**Departmental Accreditations**

Accreditation Council for Occupational Therapy Education – (ACOTE)
Accreditation Council for Pharmacy Education – (ACPE)
Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) – Continuing (Charleston)
American Health Systems Pharmacists (ASHP)
Certified Financial Planner Board of Standards, Inc. (Registered Program)
Commission on the Accreditation of Athletic Training Education (CAATE)
Council for the Accreditation of Educator Preparation – (CAEP)
Council for Interior Design Accreditation (CIDA)
Joint Review Committee on Education in Radiologic Technology (JCERT) (AS and BS)
Joint Review Committee on Education in Diagnostic Medical Sonography – (JRC-DMS)
Accreditation Commission for Education in Nursing (ACEN)
West Virginia State Board for Registered Professional Nurses (ADN and BSN)

**ACADEMIC PROGRAMS BY LOCATION**

The University of Charleston has three locations in West Virginia: Charleston, Beckley, and Buffalo. UC also offers students from around the globe the opportunity to earn bachelor and master’s degrees online.

UC offers diverse graduate programs in our School of Business & Leadership, School of Pharmacy, and Physician Assistant Program.

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<tr>
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<td>Charleston</td>
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<tr>
<td>Cybersecurity &amp; Information Assurance Major</td>
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<td>Charleston</td>
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<tr>
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<td>Charleston</td>
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<td><strong>Biology</strong></td>
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<tr>
<td>Pre-Pharmacy</td>
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<td>Beckley, Charleston</td>
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<td>Pre-Professional</td>
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<td>Data Analytics Concentration</td>
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<tr>
<td>Pre-Pharmacy</td>
<td>BS</td>
<td>Charleston</td>
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Pre-Professional

Chemistry-Biology Dual Major

Data Analytics Concentration

Data Analytics BS Charleston
Digital Media Design BS Charleston

Education

Elementary Education BA Charleston
Elementary Education/Special Education BA Charleston
Secondary Special Education BS Charleston
Elementary Studies and Child Development BA Charleston

English

History/Political Science BA Charleston

Individualized Majors

General Studies BA & Charleston

Multidisciplinary Studies BS All Locations

Communication

Political Science BA Charleston

Pre-Law

Psychology BA Charleston, Online
Psychology BS Charleston

School of Business and Leadership

Business Administration AS Online
Business Administration BS Charleston/Online
Accounting Major Charleston/Online
Business Analytics Major Charleston
Digital Marketing Major Charleston
Entrepreneurship Major Charleston
Financial Planning Major Charleston
Management Major Charleston/Online
Sport Analytics Major Charleston
Sport Business Major Charleston
Sport Media Major Charleston
Crisis and Emergency Leadership AS Online
Cybersecurity (degree completion) BS Online
Frontline Leadership AS Online
Organizational Leadership (degree completion) BS Online
School of Health Sciences

Athletic Training Program
Health Promotion
Exercise Science
Nursing
Nursing
Nursing – RN-BSN
Occupational Therapy Assistant
Radiologic Science
Radiologic Technology

BS Charleston
BS Charleston
BS Charleston
ADN Beckley & Charleston
BSN Charleston
BSN Online
AS Beckley
BS Charleston
AS Beckley

The Graduate Programs

Master of Business Administration
Master of Science in Cybersecurity
Master of Strategic Leadership
Master of Physician Assistant Studies
Doctor of Executive Leadership
Doctor of Pharmacy

MBA Charleston, Online
MSCS Online
MSSL Online
MPAS Charleston
DEL Online (Low residency)
PharmD Charleston
Online

- Crisis and Emergency Leadership (Associate)
- Frontline Leadership (Associate)
- Accounting (Bachelor)
- Business Administration (Associate, Bachelor and Master's)
- Cybersecurity (Bachelor and Master's)
- Executive Leadership (Doctorate)
- Nursing (RN to BSN)
- Organizational Leadership (Bachelor)
- Psychology (Bachelor)
- Strategic Leadership (Master’s)
STUDENT RIGHT-TO-KNOW INFORMATION

Student resource and disclosure information regarding general institutional information, financial assistance, academics, enrollment, campus life, student learning achievement, student data, intercollegiate athletic program, voting, and health and safety as required and recommended by The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA) can be found at http://www.ucwv.edu/AboutUC/Student_Consumer_Information.aspx.
Student Complaints

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010 that requires institutions offering distance education to provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student’s state.

The University of Charleston takes student complaints seriously. Most complaints can be resolved within the University itself. This can be done initially by engaging in open communication with the individual directly involved. If the issue is not satisfactorily resolved, the student should contact the individual’s supervisor, or Vice President for assistance in reaching a resolution.

If this informal process is unsuccessful, the student is encouraged to complete the UC Student Complaints Form online at https://econnections.ucwv.edu/StudentComplaints/. Note that while providing contact information on the form is voluntary, the University will be unable to communicate with the student about the complaint without it. Once the form is completed it will be submitted to the appropriate supervisor of the area the complaint is being filed against as well as the Vice President who supervises that area.

Grades

 Complaints about grades are handled through the University’s Policy on Grade Appeal, which is published in both the Student Handbook and the Academic Catalog.

Title IX

For complaints about Title IX Sexual Harassment, contact the University’s Title IX coordinator:
Virginia Moore
Vice President & Dean of Students
Title IX Compliance Coordinator
Geary Student Union- Office 309
Office Phone Number: 304-357-4987
titleix@ucwv.edu

If a student has exhausted the University’s internal processes for filing a complaint and remains dissatisfied, a formal complaint can be filed with the West Virginia Higher Education Policy Commission using that body’s established Student Complaint Process.

The University of Charleston is accredited by the Higher Learning Commission. Complaints about the university can be submitted to that body using its Complaints System, or by writing, emailing or telephoning:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
info@hlcommission.org
800-621-7440 or 312-263-0456

International Enrollments

Some countries will not formally recognize foreign online degrees, which may have implications for students who later seek to enroll in other educational programs, or for those who seek employment with such a country’s government or other employers requiring specific credentials. In some cases students enrolled in online programs may be subject to additional taxes, adding to the cost of their education.

It is the student’s responsibility to understand any circumstances or special requirements that determine whether the online degree will be recognized in the student’s country of residence and/or in any country in which the student intends to work.
State Authorization Reciprocity Agreement
The University of Charleston participates in the State Authorization Reciprocity Agreement (SARA). This agreement authorizes UC to deliver online programs to students in the SARA states and to place UC students in those states for supervised field experiences. If a UC student is located in a SARA state, complaints must first go through the University’s procedures for resolution of student grievances. If the student is not satisfied with the outcome of the institutional process, the complaint may then be brought to the SARA portal agency in the institution’s home state. Contact information for such complaints is included below.

West Virginia*
West Virginia Higher Education Policy Commission
Student Grievance Procedure (pdf), Section 14 of Series 20

Student Handbook Updates & Changes
There are times during the course of the Academic Year when the University of Charleston Student Handbook and/or Student Code of Conduct may require updates. When these updates or changes occur, an email will be sent to students with the changed sections along with a new copy of the handbook.

The most up-to-date handbook will always be found online.
## 2020-2021 ACADEMIC CALENDAR

### Fall 2020

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<th>15 Week Classes</th>
<th>7 Week Classes</th>
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<td><strong>Week 1</strong>&lt;br&gt;(Aug. 24)</td>
<td>8/24 Classes Begin 8/28 Last Day to Add Classes</td>
<td>8/24 A Term Classes Begin 8/26 Last Day to Add Classes</td>
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<tr>
<td><strong>Week 2</strong>&lt;br&gt;(Aug. 31)</td>
<td>9/2 Attendance Report Due 9/4 Last Day to Drop w/out “W” Grade</td>
<td>9/2 Attendance Report Due 9/4 Last Day to Drop w/out “W” Grade</td>
</tr>
<tr>
<td><strong>Week 3</strong>&lt;br&gt;(Sept. 7)</td>
<td>9/7 No Classes – Labor of Love Day 9/7 First Freeze Enrollment Report</td>
<td>9/7 No Classes – Labor of Love Day</td>
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<td><strong>Week 4</strong>&lt;br&gt;(Sept. 14)</td>
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<td><strong>Week 6</strong>&lt;br&gt;(Sept. 28)</td>
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<td><strong>Week 7</strong>&lt;br&gt;(Oct. 5)</td>
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<td>10/19 B Term Classes Begin 10/21 Last Day to Add Classes</td>
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<td>10/28 Attendance Report Due 10/30 Last Day to Drop w/out “W” Grade</td>
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<td>11/2 Second Freeze Enrollment Report</td>
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<td>12/4 Semester Classes End 12/4 Last Day to Drop w/ “W” Grade</td>
<td>12/13 B Term Classes End 12/13 Last Day to Drop w/ “W” Grade</td>
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<td>12/8-11 Final Exam Period 12/12 Graduation</td>
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<td><strong>Week 17</strong>&lt;br&gt;(Dec. 14)</td>
<td>12/15 Final Grades Due</td>
<td>12/15 Final Grades Due</td>
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15-Week-August 24 – December 11  
Fall A- 7-Week-August 24 – October 11  
Fall B- 7-Week- October 19 – December 13
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<td>Week 1</td>
<td>1/11 Classes Begin</td>
<td>1/11 A Term Classes Begin</td>
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<tr>
<td>(Jan. 11)</td>
<td>1/15 Last Day to Add Classes</td>
<td>1/13 Last Day to Add Classes</td>
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<td>Week 2</td>
<td>1/18 No Classes – Enlightened Living Day</td>
<td>1/18 No Classes – Enlightened Living Day</td>
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<td>1/20 Attendance Report Due</td>
<td>1/20 Attendance Report Due</td>
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<td>1/22 Last Day to Drop w/out “W” Grade</td>
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<td>Week 3</td>
<td>1/25 First Freeze Enrollment Report</td>
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<td>(Jan. 25)</td>
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<td>(Feb. 1)</td>
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<td>Week 5</td>
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<tr>
<td>(Feb. 8)</td>
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<td>Week 6</td>
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<td>(Feb. 15)</td>
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<td>Week 7</td>
<td>2/23 Mid-term Grades Due</td>
<td>2/28 A Term Classes End</td>
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<td>(Feb. 22)</td>
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<td>3/2 Final Grades Due</td>
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<td>(Mar. 1)</td>
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<td>3/5 Last Day to Register for B Term</td>
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<td>3/8 B Term Classes Begin</td>
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<td>3/10 Last Day to Add Classes</td>
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<td>Week 10</td>
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<td>3/19 Last Day to Drop w/out “W” Grade</td>
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<td>(Mar. 22)</td>
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<td>3/29 No Classes – I-3 Day</td>
<td>3/29 No Classes – I-3 Day</td>
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<td>(Mar. 29)</td>
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<td>Week 13</td>
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<td>(Apr. 5)</td>
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<td>Week 14</td>
<td>4/16 Semester Classes End</td>
<td>4/25 B Term Classes End</td>
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<tr>
<td>(Apr. 12)</td>
<td>4/16 Last Day to Drop w/ “W” Grade</td>
<td>4/25 Last Day to Drop w/ “W” Grade</td>
</tr>
<tr>
<td>Week 15</td>
<td>4/20-4/23 Final Exam Period</td>
<td></td>
</tr>
<tr>
<td>(Apr. 19)</td>
<td>4/24 Graduation</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>4/27 Final Grades Due</td>
<td>4/27 B Term Final Grades Due</td>
</tr>
<tr>
<td>(Apr. 26)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15-Week - January 11 – April 23
Spring A - 7-Week - January 11 – February 28
Spring B - 7-Week - March 8 – April 25

*Students receiving a grade of W or WF are still responsible for the cost of the class. W grades will be applied the day after the ‘Last Day to Drop without a W grade’ date.*
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The University of Charleston 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 the student access to his or her records and prohibits the release of records except by permission of the student or by a court order, while permitting the continued release of “directory information” without specific permission of the student. Information determined to be part of a student’s educational record may be released according to the guidelines in this policy. Any other anecdotal information will not be released without the student’s express written consent and/or personal involvement.

FERPA Compliance Officer

Carol Spradling
Student Solutions Center
Riggleman Hall
(304) 357.4747
Disclosure of Educational Records

In most cases, the University of Charleston will not disclose information from a student’s educational records without the written consent of the student. Normally, disclosure of educational records will occur only when the student or other eligible person makes an express request for such disclosure. All requests for information must be made in writing unless being made by an on-site University of Charleston official. The exceptions in which a student’s educational records may be disclosed without consent include:

- Requests from University of Charleston officials who have a legitimate educational interest in the records;
- Officials of another school in which a student seeks or intends to enroll;
- Requests from certain government officials;
- Appropriate parties in a health or safety emergency; and
- Requests from parents of an eligible student who is claimed as a dependent for income tax purposes. The University will assume students are independent until a written request is made and proof of dependency is show.

A student’s grades will only be mailed to the home address if he or she completes the “Release of Student Information” form in the Student Solutions Center allowing grades to be sent to parents. Otherwise, grades are posted electronically only.

The University of Charleston will maintain a record of all requests for and/or disclosures of information from a student’s educational records, except for disclosure to University officials. The student may review this disclosure record in the Student Solutions Center.

The University of Charleston will not disclose information over the telephone, nor will it initiate disclosure, except in cases of health or safety emergencies, serious crimes or to complete financial obligations to the University.

Directory Information

The University of Charleston designates the following items as Directory Information:

- Student name, address, and telephone number;
- E-mail address;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities;
- Height and weight of athletic teams;
- Dates of attendance;
- Degrees, honors, and awards received (including Dean’s List) and date granted
- Most recent school attended; and
- Other similar information.

The University may disclose any of these items without prior written consent of the student unless the student has completed and filed in the Student Solutions Center a “Request to Prevent Disclosure of Directory Information” form. This form must be completed annually.
Academic Integrity Policy

An academic integrity violation occurs when a student knowingly “cheats” on an exam or assignment in a deliberate attempt to receive credit he/she did not earn. The penalty for a violation is a “F” on the exam or assignment in question. If a student commits three violations he/she will be subject to immediate expulsion from the University of Charleston and will be ineligible for readmission to the institution.

For purposes of this policy, the following constitute an academic integrity violation:

- Copying another student’s answers during an exam
- Using unapproved resources during an exam
- Giving or receiving answers with other students during an exam
- Sharing answers after an exam with students who have yet to take the exam
- Submitting an assignment that you submitted for a grade in another or subsequent course without the permission of the instructor in your current course
- Having another person take an exam or complete an assignment on your behalf
- Impersonating another student in order to take that student’s exam or complete an assignment
- Stealing exams or sharing exam questions with other students prior to a exam
- Posting exam questions/answers via email or social media without permission of the instructor
- Buying research papers or any type of assignment and submitting it as your own work
- Copying a classmate’s work and submitting it as your own work
- Copying and pasting direct quotes from a source without providing any type of citation
- Paraphrasing from a source without providing any type of citation
- Fabricating or falsifying a citation
- Fabricating or falsifying research results and/or processes

Note: If a violation involves a student who is not enrolled in the course in question that student shall be subject to the procedures and disciplinary measures specified in this policy except that the student will not be given a “F” on any assignment in any course. In such cases the Provost will be responsible for contacting the student and adhering to the procedures outlined below. If found guilty of committing a violation the Provost’s Office will record the violation as part of the student’s permanent record.

If an instructor has reason to believe that a student may have committed a violation of the academic integrity policy, the instructor will conduct an investigation to confirm and document the violation. As part of the investigation, the instructor should consult with his/her program director or department chair to ensure the evidence is sufficient to support the allegation. Once the investigation is completed, the instructor must schedule a meeting to discuss the alleged violation with the student within 5 business days. The instructor also should invite his/her program director or department chair to attend the meeting as a witness.

At this meeting, the instructor will present the student with evidence of the alleged violation and review the penalty for the alleged violation. The instructor also will notify the student of his/her right to appeal, review the permissible grounds for submitting an appeal, and discuss the process for submitting an appeal. The instructor will present the student with a completed Academic Integrity Violation Form and request that the student review and sign the document. If the student declines to sign the form the instructor should note this on the form. The instructor also must provide the student with a copy of the signed document.

Once the instructor has met with the student and the Academic Integrity Violation Form has been signed, the instructor must send a signed copy of the document, a summary of the incident and a copy of supporting evidence to the Provost’s Office (provostoffice@ucwv.edu) as a single PDF.
If the student does not submit a written appeal to the Provost’s Office within five business days of the date of the meeting with the instructor, the Provost’s Office will record the violation as part of the student’s permanent record. If the violation would result in the expulsion of the student from the University, the Provost also will notify the President.

If the student chooses to appeal, he/she must submit a written appeal to the Provost’s Office within five business days of the date of the meeting with the instructor. The appeal must include: 1) the student’s name and UC ID number, 2) a copy of the signed academic integrity violation form, 3) an explanation of the basis for the appeal and 4) a copy of the evidence in support of the appeal. Student appeals must be based upon evidence which supports one or both of the following claims:

The evidence provided by the instructor is insufficient to support the alleged violation.
New evidence can be presented which exonerates the student in regard to the alleged violation.

Upon receipt of the student’s appeal, the Provost will review it to ensure that the appeal is based upon one of the permissible grounds for an appeal. If the Provost determines that the appeal is not based upon a permissible claim the Provost will notify the student, in writing. The Provost’s Office will then notify administrative offices of the violation, as appropriate.

Note: If the student’s appeal alleges that the instructor’s decision was motivated by a non-academic factor (e.g. bias, as prohibited by the University’s non-discrimination policy) the Provost will refer the case to the Title VI Compliance Coordinator. No further action will be taken in regard to the appeal until the Title VI Compliance Coordinator certifies, in writing, to the Provost that the student’s allegation is unsubstantiated.

If the Provost determines that the appeal is based upon a permissible claim, the Provost will notify the Chair of the Academic Integrity Review Board (AIRB) and provide the Chair with a copy of the materials submitted by the instructor and a copy of the student’s appeal. The AIRB is empowered to hear appeals submitted by students enrolled in programs in any of the University’s four academic schools: Arts & Science, Business & Leadership, Health Sciences and Pharmacy. The Provost also will notify the instructor that an appeal has been submitted and that implementation of the penalty should be deferred pending the outcome of the appeal.

Upon receipt of the Provost’s notification the AIRB Chair will schedule a meeting of the AIRB within ten business days to consider the appeal. Due to scheduled University breaks, there may be times when it may not be possible for the AIRB to adhere to this requirement. In such cases, the AIRB will make a good faith effort to adhere as closely as possible to the schedule specified above. This principle also applies to student appeals that are received after the end of an academic semester. For a graduating senior who submits an appeal, he/she may walk at graduation if all other academic requirements have been met, but he/she will not receive a diploma until the appeal has been decided by the AIRB. During the appeal process, the student should continue to attend class until a decision is rendered.

The AIRB will review the documentation provided by both the student and the instructor to determine whether the student’s appeal should be granted. At the AIRB’s discretion, it may solicit additional information about the incident from the instructor, student or other individuals. The AIRB’s decision is final and is not subject to further appeal by either the student or the instructor.

The AIRB secretary will produce a written record of the meeting. The record will include a clear and concise explanation of the considerations upon which the AIRB’s decision was based. Once a decision has been reached, the AIRB Chair will notify the student, the instructor and the Provost’s Office, in writing, within five business days of the date of the decision.
If the appeal is granted no further action is required by either the student or the instructor and the Provost’s Office shall not record the alleged violation as part of the student’s permanent record. If the appeal is denied the instructor’s original decision will stand and the Provost’s Office will record the violation as part of the student’s permanent record. If the violation would result in the expulsion of the student from the University, the Provost also will notify the President.
STUDENT POLICY ON GRADE APPEAL

The assignment of grades for academic work is an important matter that falls within the professional responsibility of each individual faculty member. Grades are determined in such a way as to reflect as accurately as possible student performance according to criteria available to the student and so as to protect the academic freedom of the faculty member and the student. It is recognized that there is an inherently subjective element to grading, but it does not follow from this that grading is done in an arbitrary fashion. Grades are determined by faculty based on their academic judgment and a disagreement or dissatisfaction with the evaluation of the work is not a basis for a grade appeal. Work turned in after specific deadlines published in the course syllabus or end of the official class term cannot be considered in the grade appeal process. Note: Technical issues beyond students control should be reported immediately to faculty member and the Help Desk (help@ucwv.edu).

It is possible that a student may dispute a final grade given for a course. When this occurs, the student should follow the procedure outlined below. However, it should be recognized that the faculty member issuing the grade generally has final authority and responsibility for determining that grade. If the student feels that they have grounds for an appeal the responsibility for resolving the dispute is with the instructor of record, the student, the department chair and the dean of the school under which the course falls.

Grounds for a grade appeal of final course grade are:

1. **Error in Calculation or Recording of a Grade.**
   
   Your grade was erroneously entered in the gradebook or your final grade was calculated in a method inconsistent with the course syllabus.

2. **Arbitrary Evaluation:**
   
   A significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) and included in the syllabus.

Grade appeals are based on problems of process and not on differences in judgment or opinion concerning academic performance. Unless it can be clearly shown by the student that the faculty member has assigned a grade in an arbitrary manner, then the faculty member’s grade assigned to the student shall stand. The work shall not be regraded or assessed by a different instructor, department chair or dean.

At each level of the process the appeal is limited to the evaluation of whether the grade was determined by the criteria spelled out in the course syllabus.

**Step 1 – Appeal to the Instructor of Record:** Within five business days of when final grades are posted, the student should provide a grade appeal in writing to the faculty member who assigned the grade and attempt to resolve the issue with the instructor. A form letter found in Appendix I should be used for this process. The Faculty member should file the “Faculty Member Resolution Form” found in Appendix II with the department chair and dean within 1 week of the meeting with the student. Note: If the faculty member does not respond to the appeal within five business days, the student should contact the department chair.

**Step 2 – Appeal to the Department Chair:** If no resolution of the grade dispute is achieved after Step 1; within five business days of the decision by the instructor of record, the student should provide a grade appeal in writing to the department chairperson of the faculty member. The department chair will examine the information provided by the faculty member and the student to grant or deny the appeal; the department chair also may contact additional witnesses if this is deemed important. Following this process, the department chair will provide a letter of decision.
to the faculty member, student, and dean. Note: If the department chair does not respond to the appeal within five business days, the student should contact the dean.

**Step 3 – Appeal to the Dean:** If no resolution is achieved at Step 2; within five business days of the decision by the department chairperson, the student should provide a grade appeal in writing to the dean of the faculty member. The dean will examine the information provided by the faculty member, the student, and the department chair to grant or deny the appeal; the dean also may contact additional witnesses if this is deemed important. Following this process, the dean will provide a letter of decision to the faculty member, department chair, and student. This step is the final step in the appeal process.

The decision of the Dean is final and not subject to additional appeal by either student or instructor. **The appeals process ends at this step.**

It is expected that a final decision will generally be made within the first six weeks of the following semester. The instructor and the student should resolve grading conflicts regarding individual assignments during a semester.
DEPARTMENT OF SAFETY & SECURITY

The University of Charleston Department of Safety and Security provides a continuous safe and secure environment to ensure that all members of the community are safe in their person and property and able to fully focus on their personal development.

Security personnel are on duty 24 hours-a-day and can be reached by telephone or radio. Both exterior and interior patrols are conducted on a regular basis. Security Officers maintain radio communication with other UC Officers on patrol and have police radio communications to immediately summon METRO or police units. To enhance student/officer relations and to provide a greater measure of safety, the UC Department of Safety & Security also maintains radio communications with the resident assistants in the University residence halls. In addition to enforcing campus regulations, security personnel strive to make student, staff and visitors feel welcome by acting as information and public relations officers.

Services

Our officers endeavor to uphold the University’s standards of conduct in a mutually respectful and professional manner. In addition to routine police, safety, and security-related functions, our department provides a variety of other helpful services such as:

- Vehicle lockout assistance (signed release required)
- Battery booster jumps (signed release required)
- Handicapped assistance
- Home security checks
- Personal safety escorts
- Local travel and campus information
- Room lockout assistance (must first contact RA or RD).
- Security responds to room lockouts for emergencies only.
- Campus parking decals to staff and students
- Lost and found center
- Escorts when carrying cash
- Other related services
- R.A.D. Rape Aggression Defense training (for women only)
- Vehicle Courtesy Inspections (prior to holidays and long weekends)
See Something Say Something

Anonymous Online Tip Form

See Something - Say Something - Possibly Save A Life!

In the event of an emergency, first call 911 then call 304-357-4857!

- Do you suspect somebody is going to hurt another student?
- Do you suspect drugs and/or drug use in your dorm hall?
- Do you know of any underage drinking or parties on campus?
- Have you heard someone talk about stealing items from a students room?
- Do you know of a student with firearms on campus?
- Is there a student being bullied?
- Is there a student who has had a significant change in behavior that concerns you?
- Do you know of someone who was sexually assaulted but is afraid to report it?

Any other situation which concerns you?

Scan the QR code below to submit your comments to the U.C. Department of Safety and Security!

http://tinyurl.com/y8octtn6

Department of Public Safety

University of Charleston
**Students**

Commuting Students
Commuting Students are issued a Commuter “C” permit.
A commuter student is allowed to register no more than two vehicles and be issued no more than one parking permit per vehicle.

Commuter students are allowed to park only one car on campus at any given time.

Residential Students
Residential Students are issued a Resident “R” permit.

Residential students are allowed to register no more than one vehicle and receive no more than one parking permit decal. East Hall Apartment residents may register a second vehicle, depending upon number of drivers in household.

All students are allowed to park on any surface lot (excluding the Visitors Lot) and in the parking garage.

Student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

**Employees**

“F/S” Permits

F/S surface lot (excluding the Visitors Lot) and garage parking will require a white hang tag with a current validation sticker. Employees may register up to two vehicles. A validation sticker will be issued each academic period and must be affixed to the hang tag. Newly registered F/S members will be provided a current validation sticker along with their new hang tag. There will be times during special events that certain parking lot/lots will be closed for a specific period of time. During these events “F/S” permit holders may have to park in the garage or remote parking areas.

**Temporary Parking Permits**

Any visitor or vendor who needs to park on campus for more than two hours must obtain a temporary parking permit from the Safety & Security Office, Geary Student Union, Room 104. All short-term visitors must park in the designated Visitor Lot unless otherwise directed. Temporary yellow (hangtag) visitor permits should be clearly displayed on the rear view mirror.

**Visitor Parking Lot**

Visitor parking lot is only for visitors who are temporarily on campus (two hours or less).

Note: Faculty, Staff and Students are not authorized to park on the Visitor Lot at any time unless otherwise directed by the UC Dept. of Safety and Security.
**Event Parking**

The only exception to the above parking assignments will be for event days. On event days, the University may require some or all permit holders to park at remote parking lots away from the main campus. Permit holders may be notified via e-mail or campus signage when it is necessary to invoke an “Event Parking” plan. These notices will give permit holders further instructions on parking procedures for these special days.

**Security Escort**

Security officers will provide students and employees with a personal nighttime or weekend escort from any campus parking area upon request. To request an escort, please contact an officer via the 304-357-4857. Additionally, there are three emergency phones located on or near campus for your convenience when walking to and from the western and eastern campus parking areas. These telephones are linked directly to the University’s Security Department.

**Reserved Spaces**

The University has reserved parking spaces in accordance with the Americans with Disabilities Act. Additionally, the University Security Department designates reserved visitor parking spaces for visitors, prospective students, authorized parkers, and in support of special events. See the University’s parking map and campus signage for the location of all reserved spaces to be sure you park in an approved location.

**Only Director of Safety & Security may designate reserved parking spaces.**

**Enforcement**

The University’s Department of Safety & Security actively patrols all University streets and parking lots and will enforce parking and traffic safety regulations on a 24-hour basis. The following are parking violations for which a permit holder may be cited.
Parking Violations

- Fire Lane
- No Parking Zone
- On Sidewalk
- Along campus and neighboring streets
- Loading Zone
- Lawn
- Handicapped Zone
- Designated spaces by signs, traffic cones or security barricades
- Reserved or Visitor Parking Space
- Unauthorized Area – Parked in an area where the displayed permit is not valid.
- Prohibited actions:
  - Admissions Reserved Parking Spaces “Reserved for future Leaders”
  - Athletic Trainer Reserved Space
  - Patient Parking at SOP
  - Off Campus on City Streets near campus
  - Unregistered vehicle – parked on campus or in the neighborhood without having the vehicle properly registered with a permit.
  - Displaying a fraudulent, altered, or unauthorized permit
  - Revoked Privileges – parked on campus while on-campus parking privileges are revoked.
  - Taking Two Spaces
  - Blocking an Intersection
  - Blocking Traffic
  - Blocking a Street
  - Blocking a Driveway
  - Blocking a Fire Hydrant
  - Parking where there is no parking space
  - Abandoned Vehicle
  - Failure to Display Parking Permit in accordance with Policy
  - Leaving a trailer or boat on campus without prior authorization from Campus Security. Violators subject to immediate tow.
  - Students are prohibited from leaving vehicles on campus over the summer break without prior authorization from security. Those with prior authorization will be assigned to lots and areas that will not interfere with the main campus functions and necessary parking lot maintenance. Cars without prior authorization from security will be subject to immediate tow.
Penalties for Violation of Parking Regulations

During the first two (2) weeks of the fall term and first (1) week of the spring term (probationary periods), Security will not issue parking permit violations, all other parking violations will be enforced.

After the probationary period of each term, the following fines will be assessed. Fines must be paid at the Student Solutions Center, Riggleman Hall, Room #206.

Handicap Zone
- 1st Offense and all subsequent offenses $100.00 Fine
- Subsequent fraud offense Parking privileges revoked

Displaying a fraudulent, altered, or unauthorized permit
- 1st Offense $100.00 Fine
- Subsequent fraud offense Parking privileges revoked

All other offenses
- 1st Offense $30.00 Fine
- 2nd Offense $45.00 Fine
- 3rd Offense $60.00 Fine
- 4th Offense $60.00 Fine +

Boot Removal Fee $75.00 + all fines
Possible Revocation of Parking Privileges

Parking Boot
A parking boot may be placed on a vehicle for the following reasons:
- Fourth and subsequent Parking Citations
- Particularly egregious parking violations which warrant a Security officer speaking with the student or Staff before the vehicle is moved.
- At the Director of Public Safety’s Direction

To have a boot removed from a vehicle the owner must report to the Student Solutions Center in Riggleman Hall, Room 206, with the pink colored boot form that was attached to the front windshield of the vehicle, during normal business hours to pay any existing fines and boot fees.

Student Solutions Center will not accept any payments without the required pink colored boot form. Once the owner/driver has paid the fines and fee they must take a copy of their receipt of payment to the Safety & Security Office in Geary Student Union, Room 104. At this time, the officer on duty will remove the boot from their vehicle. The owner will be required to sign a boot release form prior to removing the boot.
Any vehicle that is towed will incur towing charges levied by the authorized towing firm. The University is not responsible for any damages that might occur during the towing process by a towing company.

Emergency situations or Event Day restrictions may require immediate towing on 1st offense for any parking violation.

You must pay your ticket within 30 calendar days of the date of violation. All fines will be charged to your student account and could result in a hold on your account, registration and / or transcript.
Your permit and associated campus parking privileges may be revoked if you receive an excessive number of citations or fail to pay the necessary fines or otherwise choose to ignore University parking policies.

*Please be advised that the Charleston Police Department (CPD) is enforcing the municipal parking ordinance along city streets around the University’s campus. Do not block city streets. Do not block fire hydrants or private driveways. Do not park in the grass.*

**Motor Vehicle Violations**

Other Motor Vehicle violations that may result in citation, revocation of parking privileges, or arrest:

- Reckless/Inattentive Operation, to include:
  - Excessive Speed or Too Fast for Conditions
  - Stop sign violation (may be video enforced)
  - Texting and Driving
  - Negligent, inattentive operation
  - DUI
  - Racing on or Off Campus
  - $30 Fine may be levied
  - $100 Fine & Disciplinary Action for flagrant violations
- Equipment Safety Hazard
- Expired Motor Vehicle Registration
- Expired Safety Inspection (if required by state vehicle is registered in)
- No auto insurance

Violations of these policies are subject to the Student Code of Conduct or the Employee Handbook.

*Disclaimer: These guidelines are subject to change based on campus needs.*
Parking Assignments

Commuting Students

Commuter students can register no more than two vehicles and be issued no more than one parking permit per vehicle. Commuter students are assigned a “C” permit and can park on any parking lots (except the Visitor Lot). A commuter student can park only one car on campus at any given time. Commuter student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

Residential Students

Residential students can register no more than one vehicle and receive no more than one parking permit decal. Residential students are assigned a “R” parking sticker. Residential students may park in any parking lots (excluding the Visitors Lot). Residential student vehicles parked in unauthorized areas or contrary to University policy may be ticketed, immobilized and/or towed.

Special Events Note: There will be times during special events that students assigned a student parking permit will have to park in the garage or remote parking areas due to parking lot/ lots being closed for a specific period. Students will be notified via email in advance of these dates.
Safety Tips for Students

Make sure the main door to your hall or apartment building is locked always. You wouldn't just leave the front door to your house open, would you? Also, ensure that windows are locked.

Don't let anyone into your hall or apartment building that you don't know. Not letting someone in doesn't make you look like a jerk. It makes you a good neighbor. If you encounter a stranger in your dorm, ask them if you can help them. Let them know you are aware of their presence. Do not allow the stranger to make you feel guilty about taking safety precautions or intimidate you into compromising your safety. If at any time you feel unsafe, contact UC Security to investigate the person. Do not engage in an angry exchange with a stranger.

Make sure your room door is always locked. Yes, this even means when you run down the hall to borrow a book or hop in the shower. Also, ensure that windows are locked.

Be careful with your keys. Also, if you lose them, don't depend on your roommate to keep letting you in, thinking that your keys will just "pop up." Pay the fine and get a new set.

If you have a car, lock it and check on it often. It seems so easy to remember, yet it's so easy to forget. Just because you haven't been using your car very much this semester doesn't mean someone else hasn't!

Travel Safely. Ensure that your car is roadworthy before setting out on a trip. UC Security will provide a complimentary vehicle safety check. Plan your trip to reach your destination and return safely. Consult your UC Safety officer with your plan; our officers are experienced drivers and knowledgeable of regional roads; they will help you to plan a safe route. If your car breaks down, turn on your emergency flashers and stay in your car with the doors locked until police arrive.

Get a locking device for your laptop and other high value items. This may be a physical lock or some kind of electronic tracking or locking device. UC Security can engrave high value items for you.

Watch your stuff in the library, lounges, and other common areas. You may need to take a quick run to the vending machines to clear your mind . . . just as someone happens to walk by and see your iPod and laptop unattended.

Keep personal information personal. Avoid displaying personal information on mailboxes, key chains, book bags, apartment doors, etc. Get in the habit of using your first initial and last name. Leave a short, non-descript, computerized voice message on your voice mail. The less information a caller can learn from your message, the better.

Put emergency numbers in your cell phone. If your wallet is stolen, will you know what phone number to call to cancel your credit cards? Put important phone numbers in your cell so that you can call the moment you notice something is missing. Put UC Security on your speed dial.

Use the UC Security Services at night. If you must be alone at night contact UC Security and ask for an escort. When working alone in labs or classrooms at night lock the doors and contact Security to let us know you are alone. Ask for drive-by patrol and an escort back and forth to your car. If you ever feel in danger do not hesitate to call UC Security or 9-1-1. You may feel embarrassed, but it's such a smart idea.

The Buddy System. Avoid isolating yourself by using the buddy system of walking in groups, or at the least, in pairs and staying on well-lighted streets. Avoid being alone and keep a working cell phone within reach in case an emergency arises. Always go with a friend at night. Male or female, big or small, safe neighborhood or not, this is always a good idea.

Get background information. If you plan to meet a stranger, for example for a date or a study partner for the first time, meet in a public place like the library or student center. Ask questions before meeting them - such as what activities they are involved in, who their professors are and where they live. Communicate this information to a
friend or roommate.

**Make sure someone knows where you are at all times.** Heading to a club downtown or out on a date? Going on a hike or a weekend camping trip? Let someone (a friend, a roommate, etc.) know where you're going and what time you expect to get back.

**If you live off-campus, call someone when you get home.** You're studying for finals with a friend late one night at the library. Make a quick agreement that you'll call him when you get home later that evening.

**Stay Alert.** Pay attention to what is going on around you and avoid blocking sounds or using distracting devices such as cell phones. Your ears and eyes are your best defense to being taken by surprise.

**Listen to your instincts.** If you think you are being followed, either on foot or by car, do not ignore the thought. Go to a safe environment. If you feel you are in immediate danger, run, scream, honk your horn, flash your lights - make a scene. Such action could deter a possible attacker from following through with their plans.

**Know the phone number for UC Safety.** You never know; you may need it for yourself or for something you see from far away. Knowing the number off the top of your head (or at least having it in your cell phone) may be the most important thing to remember during an emergency.

*Adapted from “15 Ways to Stay Safe While in College, 15 Quick and Easy Ways to Keep You, and Your Stuff, Safe While at School,” by Kele Lynn Lucier, College Life Expert*

*http://collegelife.about.com/od/healthwellness/qt/SafetyTips.htm*

**Inclement Weather Policy**

As a residential campus, the University of Charleston does not close completely during extreme weather or other emergency situations. When UC students are present, services must be provided regardless of the circumstances.

When the University is “closed,” it means that “classes are cancelled.” Students and faculty do not have to be at UC. All administrators and staff, however, are to report to work. If an administrator or staff member cannot report to work due to inclement weather, he or she must contact his/her immediate supervisor as soon as possible.

When the University is “delayed,” it means there will be no class meetings prior to the delayed time. This does not mean that the entire instructional day begins at a later time. For example, if we are on a “two hour delay,” and the class normally begins at 8 am, that class will not meet on that particular day. If the class normally meets from 9-11 am, the class will begin at 10 am and end at the regular time.

UC does not necessarily follow the actions of the Kanawha County School System. All decisions will be sent out via an emergency messaging system. All local media will also be made aware.
STUDENT SERVICES

For 125 years, University of Charleston has been helping students prepare for a life of enlightened living, productive work, and community involvement. UC provides many services for students to fulfill their campus life needs, and all the following services are available to all UC students.
**Academic Success Center (ASC)**

The mission of the Academic Success Center is to help students connect with academic resources as well as disability and testing services to become successful, productive citizens who work toward a lifetime of enlightened living and worthwhile community involvement.

The Academic Success Center is located on 2nd floor of the Schoenbaum Library.

**Academic Resources**

The ASC provides tutoring in writing and discipline-specific areas using trained peer tutors.

**Peer Tutoring**

Peer tutoring is available in a variety of subjects including writing, math, science, economics, accounting, nursing, and radiology. Tutors can also assist with study skills and test-taking strategies. All UC students have access to trained Peer Tutors using the **Peer Tutor link on** the main page of your UC portal, under UC Links. **Please note**, due COVID 19 and UC’s social distancing policy, no Peer Tutoring will be done in person. All tutoring sessions will be conducted via a tutor specific platform by appointment only.

**Online Tutoring (Smarthinking)**

All UC students have access to Smarthinking using the **Online Tutoring link** on the main page of your UC portal under UC Links.

**Standardized Testing Services**

The University of Charleston offers a variety of standardized tests for UC students and the public. Tests offered include:

- *CLEP – College Level Examination Program – Computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit*
- *DSST – DANTES Subject Standardized Test – Computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit*
  - DANTES funding for service members is available
- TEAS – Test of Essential Academic Skills (for entrance into nursing school) – contact the Nursing Department for testing dates.

Students can learn about specific exams and register for testing dates at any of our testing locations by visiting the [Academic Success Center webpage](#). Questions about standardized testing can be sent to the staff at the Academic Success Center at [asc@ucwv.edu](mailto:asc@ucwv.edu).
Services for Students with Disabilities

The University of Charleston is committed to achieving equal opportunity for participation in all programs, services, and activities. The Office of Disability and Accessibility services works in conjunction with a variety of University offices and academic units (Housing, Dining Services, and the Department of Information and Instructional Technology, and faculty) to ensure that individuals receive reasonable accommodations for documented disabilities in compliance with provisions in the Americans with Disabilities Act and the Section 504 of the Rehabilitation Act.

Information, applicable forms, and step-by-step procedures for students applying for accommodations can be found on the Academic Success Center webpage. Questions regarding ADA services can be directed to the Academic Success Center staff at asc@ucwv.edu.

Academic Success Center Staff
Dr. Beverly Farrow - ASC Director and Disability Services Coordinator
Danielle Conyers - Academic Services Coordinator
Cheryl Moses - Executive Assistant
What are accommodations?

Accommodations are adaptations and changes made to elements of a student's postsecondary program that help to compensate for the student's impairment(s) and provide equal access to students with disabilities. Here are the basics:

- Any student with a documented disability may be eligible to receive accommodations & services from the Academic Success Center.
- The purpose of accommodations and modifications is to reduce or eliminate any disadvantages that may exist because of an individual's disability.
- Accommodations are not a guarantee for success, but rather seek to promote non-discrimination and equal access opportunities.
- Accommodations are not student preferences; they are determined through an established review process based on documentation received regarding the student's disability.
- The law does not require institutions to waive specific courses or academic requirements considered essential to a program or degree. Rather, they are mandated to modify existing requirements on a case-by-case basis to ensure that individuals are not discriminated against based on their disability.
- To access accommodations, students must disclose their disability to the Academic Success Center and state their requested accommodations.

Expectations and Key Participant Roles in Accommodation Process

It is important for the student, the faculty member, and the disability and accessibility services coordinator to be clear about their roles in the accommodation process. The roles of each participant in this process are as follows:

**Student Role**

- Provide medical and/or psychological documentation to the disability coordinator
- Participate in process of determining and implementing reasonable accommodations
- Inform the disability coordinator when accommodations are not working, need to be modified, or symptoms change

**Faculty Role**

- Referral to the Academic Success Center/Disability and Accessibility Services Coordinator
- Participate in process to determine and implement reasonable accommodations
- Identify essential course components for accommodations to be determined
- Request assistance from Disabilities and Accessibility Services regarding accommodations, implementation, and/or consultation

**Disability and Accessibility Services**

- Maintain medical/psychological documentation in a confidential manner
- Determine if condition(s) are a disability in accordance with state and federal laws
- Identify and assist with implementation of reasonable accommodations
- Request updated documentation when symptoms change to determine if accommodations need to be modified
- Provide information and referral to university and community resources to resolve disability-related issues

*Adapted from the [Association on Higher Education and Disability](https://www.ahead.org).*
The University, recognizing that disclosure of a disability is a personal and private decision, relies on individual with the disability to self-identify; the University makes no preadmission inquiries about disabilities. All documentation is held in the strictest confidence and is not shared with other University offices without the consent of the student.

Disability and Accessibility Services- Documentation Guidelines

The University of Charleston is committed to achieving equal educational opportunity and full participation for persons with disabilities.

The Office of Disability and Accessibility Services (within the Academic Success Center) works to ensure that enrolled students receive reasonable accommodations for documented disabilities in compliance with provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment of 2008

Accommodations are determined based on the specific limitations of the disability. The purpose of documentation may be to substantiate a disability and its severity, to demonstrate the impact of the disability in higher education and to help us understand what accommodations would be most appropriate.

When considering accommodation requests, the University of Charleston follows the documentation guidance of AHEAD (Association on Higher Education and Disability).

Documentation should be completed by an appropriate credentialed professional, such as health care providers, school psychologists, licensed counselors, etc. on their official letterhead or the DAS Verification Form. When needed, documentation can be supplemented with medical reports, psychoeducational testing, IEP’s and 504 Plans, or other relevant documents. Diagnoses of Learning Disabilities should be accompanied by copies of the psychoeducational assessment.

Documentation should address the following:

- A diagnosis of the current disability
- The date of the diagnosis
- How the diagnosis was reached (names of relevant test results)
- The severity and functional limitations of the disability and a description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, medically)
- Expected progression or stability
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- Possible recommendations, based on functional limitations for post-secondary education, to ameliorate the limitations

The healthcare or mental healthcare provider may use the UC Verification Form, or they may use their own document. The provider must adhere to UC Documentation Guidelines if they use their own form document.

Documentation will be kept confidential. Limited information, when needed for legitimate educational interest, is released and/or discussed on a need-to-know basis and is subject to FERPA guidelines. Outside the FERPA guidelines, no information will be released and/or discussed without consent from the individual.
The Office of Disability & Accessibility Services will keep a student’s disability and accommodation related records for five years from the last date a student was enrolled at the University.
Service Animal Procedures for Students with Disabilities

The University of Charleston (“University”) is committed to assuring equal access to all persons, as required by law. It is the University’s policy to permit Service Animals, as defined by the Americans with Disabilities Act (ADA), on campus in all areas where persons are normally allowed to go with some exceptions. The University of Charleston reserves the right to restrict Service Animals in certain locations due to health, environmental, or safety hazards. Access to restricted areas may be considered on a case-by-case basis by contacting the Disability & Accessibility Services Coordinator.

I. Definition

A Service Animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by the Service Animal must be directly related to the individual’s disability and mitigates the impact of the disability. Under West Virginia State law, Service Animals include Service Animals in training. All trainers must have in their personal possession identification verifying that they are trainers of Service Animals.

Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

A dog that provides passive emotional support, well-being, comfort, or companionship, called an Emotional Support Animal, is not considered a Service Animal under the ADA. While Emotional Support Animals may be part of a medical treatment plan to alleviate one or more identified symptoms of a person’s disability, they do not have special training to perform tasks that assist people with disabilities and thus are not Service Animals.

II. Handler’s Responsibilities

1. Care and supervision of the Service Animal are the responsibility of the handler.
2. A handler is responsible for the costs of care necessary for a Service Animal’s well-being.
3. Service Animals must always be under the handler’s control. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal’s work or the handler’s disability prevents using these devices. In these cases, the handler must maintain control of the Service Animal through voice, signal, or other effective controls.
4. Service Animals may not be left overnight in university housing to be cared for by another student. Service Animals must be taken with the student if they leave campus for more than one day. Service Animals cannot be cared for by students or staff on behalf of the student.
5. If a Service Animal exhibits unacceptable behavior, the handler must take effective action to correct the situation.
6. The Service Animal must be in good health, vaccinated, and licensed as required by state law and local ordinance. (W.Va. Code §19-20A-2 and Charleston City Ordinance § 10-141). The handler must submit verification to the appropriate staff in Student Housing before bringing the Service Animal onto campus. The handler must agree to and provide the Service Animal with appropriate care and treatment.
7. Handlers must ensure the cleanup of the animal’s waste and must use grassy areas as relief areas. Animal waste should be placed in a plastic bag and securely tied up before being disposed of in outside trash dumpsters. Handlers who physically cannot clean up after their own Service Animal are responsible for finding someone to do so for them.
8. The handlers of Service Animals are solely responsible for any injuries to persons or damage to University property or the property of others caused by their animals. The handler may be charged for any damage caused the Service Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear as outlined in the Student Handbook.

III. Emergency Situations

In the event of an emergency, University of Charleston staff collaborates with the Charleston City Fire and Police Departments and/or other emergency responders and follow their protocol. The University of Charleston and its employees are not responsible for removing a Service Animal during evacuation or caring for a Service Animal during or after an emergency. Handlers living on campus are encouraged to develop an individual evacuation plan with the University. DAS and/or Student Housing will be available to assist students in this effort. Handlers should also have a designated caretaker for the Service Animal in case of an emergency.

IV. Exceptions

The University may exclude/remove a Service Animal when:

- the Service Animal is out of control and the handler does not take effective action to control it, or
- the Service Animal is not housebroken, or
- the Service Animal is unclean or unkept, or
- the Service Animal’s presence results in a fundamental alteration of one or more of the University’s programs, or
- the presence of the Service Animal poses a danger to the safety of the handler or other persons (safety considerations must be based on actual risk, rather than on speculation, stereotypes, or generalizations about individuals with disabilities or about a dog’s breed; a perceived threat without evidentiary basis will not support exclusion), or
- the handler does not comply with his/her responsibilities as outlined above.

If a Service Animal is excluded from a particular location, the handler will be offered the opportunity to participate in the service, program, or activity without the Service Animal.

V. Interaction with Service Animals

Service Animals are working animals and not pets. The University asks that members of the University of Charleston community and visitors adhere to the following best practices when interacting with Service Animals. Individuals should not:

- Pet/touch a Service Animal unless invited to do so by the handler. Petting distracts them from their responsibilities.
- Feed a Service Animal.
- Restrict the handler and the Service Animal from full participation in programs and activities of the University. This includes off campus activities and activities involving transportation.
- Discriminate against the handler due to the Service Animal and/or disability.
- Ask the handler about the nature or extent of their disability.
- Make assumptions about the necessity of the Service Animal.
- Prioritize the needs of another individual over the needs of an individual with a Service Animal. For example, the access of a Service Animal cannot be restricted based on another community member’s allergy or fear of dogs.
- Deliberately startle, tease, or taunt a Service Animal.
Separate or attempt to separate a Service Animal from his or her handler. Service Animals are trained to be protective of their handler.

Hesitate to ask the handler if he/she would like assistance if the Service Animal/handler team seems confused about a direction in which to turn, finding an accessible entrance, the location of an elevator, etc.

One may not make any inquiries about a Service Animal when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability). If it is not apparent, a University official may ask the handler (1) if the animal is required because of a disability and (2) what work or tasks the animal has been trained to perform, in order to establish the animal falls within the ADA’s definition of Service Animal. Staff cannot ask about a person’s disability, require medical information, or ask that the dog demonstrate its ability to perform the work or task. Any Staff with questions regarding a Service Animal, or animal claimed to be a Service Animal, must contact the University’s Academic Success Center immediately.

VI. Conflicting Disabilities

Conflicts between Service Animals and other persons having severe allergies, phobias, etc., will be addressed on a case-by-case basis. The needs of both persons will be considered in resolving the issue. Persons who have medical conditions affected by the presence of Service Animals are asked to contact DAS. The person negatively impacted by the presence of the animal must provide verifiable documentation to support their claim and to request an accommodation. DAS will endeavor to resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In severe situations of allergic, behavioral, or medical reactions, temporary accommodations might be arranged.

If an allergy/animal conflict within a classroom or residence hall cannot be resolved agreeably between the affected parties, then DAS will collaborate with the appropriate department or program to determine a solution. Ordinarily, if a person using a Service Animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the Service Animal will not be removed to accommodate the second person and vice versa.

VII. Appeals and Grievances

If the decision is made to remove the Service Animal, the handler may file an appeal by contacting the Disability and Accessibility Services Coordinator as outlined in the Disability and Accessibility Services Grievance Policy.

VIII. Confidentiality and Authority

Information regarding disability is considered private and is maintained in secure files in the DAS office. Information from these files is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand and are not subject to challenge by someone other than the person utilizing the service or animal.

Please be aware that limited information may be disclosed to others. For example, roommates/suitemates, if applicable, will be notified to solicit their acknowledgement that an animal will be residing in shared living space. Only information about the existence of the Service Animal, and not the student’s disability, will be disclosed.
Assistance Animal Procedures for Students with Disabilities

The University of Charleston ("University") is committed to assuring equal access to all persons, as required by law. The University will allow exceptions to the no-pet policy and permit Assistance Animals, as defined by the Fair Housing Act to qualified students with disabilities or their qualified co-residing family member with disabilities who may require the use of such an animal.

IX. Definitions

**Assistance Animals**

An **Assistance Animal** is not a pet. "It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s documented disability." FHEO-2013-01 Unlike Service Animals, Assistance Animals do not need to be individually trained.

Examples of functions for Assistance Animals include, but are not limited to, guiding an individual who is blind or has low vision, alerting an individual who is deaf or hearing impaired to sounds, providing non-violent protection or rescue assistance, pulling a wheelchair, retrieving an item, alerting persons to impending seizures, or providing emotional support to an individual with a disability who has a disability-related need for such support.

*Note: West Virginia fair housing law requires landlords to accommodate assistance animals that weigh less than 150 pounds.

**Emotional Support Animal**

An **Emotional Support Animal** (ESA) is a type of Assistance Animal that is prescribed by a healthcare or mental healthcare provider to an individual with a mental health disability as part of the individual’s treatment plan and deemed by the provider as therapeutically necessary to manage the individual’s mental health. They are sometimes referred to by other labels (such as support animal, comfort animal, companion animal). The University of Charleston uses the term Emotional Support Animal.

**Service Animals**

A **Service Animal** means a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disabilities. Americans with Disabilities Act 1990 (Section 35.136). The work or tasks performed by the Service Dog must be directly related to the individual’s disability.

Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation or other tasks, alerting an individual who is deaf or hearing-impaired to the presence of people or sounds, providing non-violent protection or rescue assistance, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disability, or helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Service Animals are permitted in University of Charleston Student Housing and on campus with certain restrictions. Please see UC’s Policy on Service Animals for more details.
Pets

A pet is an animal kept for pleasure, general use, and companionship. Pets are not considered Assistance or Service Animals. Pets, other than fish (in a tank of 10 gallons or less) are not permitted in UC Student Housing.

X. Procedure for Requesting an Assistance Animal in University of Charleston Student Housing

With exception of Service Animals, as defined by the Americans with Disabilities Act (ADA), Assistance Animals, including ESAs, may not be brought into Student Housing without prior authorization and approval from the Academic Success Center/Disability & Accessibility Services (DAS) office (asc@ucwv.edu). Students living in University of Charleston Student Housing may request permission to have an Assistance Animal. DAS will review each request on a case-by-case basis.

A student requesting the Assistance Animal must follow the steps below:

1. Contact the Disability and Accessibility Services Coordinator to discuss and explain the need for an Assistance Animal, explore the impact the Assistance Animal might have, and talk about all your options. You may call 304-347-6983 or email at asc@ucwv.edu for additional information or questions.

2. Submit documentation that verifies the disability to Disability and Accessibility Services Coordinator. The healthcare or mental healthcare provider may use the UC Disability Verification Form. If the provider prefers to their own document it must adhere to Documentation Guidelines. The provider's documentation can be mailed to the Academic Success Center/Disability Services 2300 MacCorkle Ave SE, Charleston WV 25304; faxed to (304) 357-4972, or emailed directly by the provider to the Disability and Accessibility Services at email: asc@ucwv.edu.

3. If an Assistance Animal is requested based on reasons of mental health treatment, submit the Request for Emotional Support Animal in Student Housing. The Request Form must be completed by a qualified healthcare or mental healthcare provider who has prescribed the Assistance Animal as part of the requestor’s treatment plan and must explain why the Assistance Animal is necessary to provide access to Student Housing.

The provider's documentation can be mailed to the Academic Success Center/Disability Services 2300 MacCorkle Ave SE, Charleston WV 25304; faxed to (304) 357-4972, or emailed directly by the provider to the Disability and Accessibility Services at email: asc@ucwv.edu. The request will not be considered until all required documentation has been received.

4. Once steps 1-3 have been completed, a determination will be made by the Disability and Accessibility Services Coordinator except for requests for Emotional Support Animals, which are handled through a committee. Generally, the Accessibility Services committee meets twice a month. The student will either receive a written decision via University of Charleston student email within 15 business days or are invited by the Disability and Accessibility Services Coordinator to meet if the committee had any questions that require follow-up.

5. Upon approval of the Assistance Animal, the student and University of Charleston Student Housing will be notified via email by the Disability and Accessibility Services Coordinator. The Assistant Dean of Students will contact the student to arrange a meeting. The Assistance Animal Policy, student’s responsibilities, and other considerations, such as possible roommate conflicts or room/hall reassignments, will be discussed in this meeting.

The Assistance Animal must not be in student housing prior to this meeting.

6. All roommates or suitemates of the student will be notified of the approved Assistance Animal to be in residence with them. In the event that there are concerns raised related to the presence of the approved animal, the situation will be evaluated and, if deemed appropriate, either the student and approved animal or the concerned roommates or suitemates, as determined by the appropriate Student Housing staff, may be moved to a different location.

7. The student must promptly notify the Disability and Accessibility Services Coordinator and the appropriate Student Housing staff if an approved Assistance Animal no longer resides in University of Charleston Student Housing.
8. If it is necessary to replace an Approved Assistance Animal, the student must contact the Disability and Accessibility Services Coordinator for approval of the new animal.

**A replacement animal must not be in Residence halls prior to approval of the new animal.**

9. The student will meet with the Disability and Accessibility Services Coordinator annually in late spring to discuss any issues and/or concerns. Additionally, students may meet with the Disability and Accessibility Services Coordinator anytime if they have questions and/or concerns.

**XI. Student’s Responsibilities**

The student assumes all responsibilities as listed below:

1. Prior to the Assistance Animal’s arrival on campus, the student must submit the following to the Disability and Accessibility Services Coordinator:
   
   a. Verification of an annual exam for the Assistance Animal from a licensed veterinarian that attests that the animal is in good health (absence of communicable diseases, fleas, and parasites),
   
   b. Proof of current vaccination and licensing, as required by West Virginia State Law (W.Va. Code §19-20A-2) and Charleston City ordinance (Sec. 10-141).

   The student agrees to provide the Assistance Animal with appropriate care and treatment and will submit above documentation annually to the Disability and Accessibility Services Coordinator. Vaccination tags should be attached to a harness or collar worn by the animal when appropriate.

2. The Assistance Animal must reside with the student for whom it was approved.

3. Assistance Animals must be kept in student residence halls rooms and are not allowed in public areas of the residence hall except to enter or exit the building and are not allowed in other campus buildings, unless they also qualify as Service Animals. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates does not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the Office of Housing and Residence Life, may be moved to a different location.

4. Approved Assistance Animals may not be left overnight in university housing to be cared for by another student. Animals must be taken with the student if they leave campus for more than one day. Assistance Animals are not permitted to go on University of Charleston sponsored trips. Approved animals cannot be cared for by students or staff on behalf of the student.

5. Assistance Animals cannot interfere with the opportunity of other people sharing the space to use and enjoy the residence hall or common space. Assistance Animals may not pose a danger or threat to the health and safety of other students, staff, faculty, or guests.

6. The student assumes all responsibility for the Assistance Animal’s actions. The student is solely responsible for any injuries to persons or damage to University property or the property of others caused by the Assistance Animal. The student may be charged for any damage caused the Assistance Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear as outlined in the Student Handbook.

7. The animal’s behavior must not be disruptive to its surroundings or other members of the UC community.

8. Assistance Animals must be housebroken, when applicable. The student is personally responsible for cleanup of the animal’s waste (both indoors and outdoors) in a prompt manner and properly dispose of any animal waste in a safe and sanitary manner. Animal waste should be placed in a plastic bag and securely tied up before being disposed of in outside trash dumpsters.

9. The student must ensure that the animal is well cared for at all times (food, water, cleanliness, medical attention, adequate exercise, etc.). Should any evidence of neglect, mistreatment, or abuse be discovered, it may result in the immediate removal of the animal.

10. Owners are expected to maintain at their expense the animal’s hygiene and keep the animal clean and well groomed. Flea/tick treatments are essential and preventative methods must be given on a routine basis
(when applicable). If the University’s facilities are used to bathe the animal, the owner or a designee will clean the area when done. The University is not responsible for this task.

11. If fleas, ticks or other pests are detected, the residence will be treated using approved fumigation methods by a University approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.

12. The student is responsible for ensuring that the Assistance Animal is appropriately contained or secured when the student is not present in the room while attending classes or engaged in other activities. Since room maintenance or inspections can cause a disturbance in an animal’s daily routine, the student should make efforts to be present during those times. If the student cannot be present, the student must make appropriate arrangements.

XII. Emergency Situations

In the event of an emergency, the University of Charleston staff collaborates with the Charleston City Fire and Police Departments and/or other emergency responders and follow their protocol. University of Charleston and its employees are not responsible for the removal of an animal during evacuation or caring for an animal during or after an emergency.

Students with Assistance Animals are encouraged to develop an individual evacuation plan with the University. The Disability and Accessibility Services Coordinator and/or Student Housing will be available to assist students in this effort. Students should have a designated caretaker for the animal in case of an emergency, such as hospitalization or other prolonged absence of student. This caretaker will then assume responsibility and possession of the animal until the student returns to school. This arrangement should be for unexpected, short-term absences only.

XIII. Exceptions

The University of Charleston may exclude an Assistance Animal from a specific location or activity or have the animal removed from campus when:

- the Assistant Animal is out of control and the student does not take effective action to control it, or
- the Assistance Animal is not housebroken, or
- the Assistance Animal is unclean or unkempt, or
- the Assistance Animal has caused property damage to the property of other students and/or student housing, or
- the Assistance Animal’s presence results in a fundamental alteration of one or more of the University’s programs, or
- the presence of the Assistance Animal poses a danger to the safety of the student or other students/members of the campus community (safety considerations must be based on actual risk, rather than on speculation, stereotypes, or generalizations about individuals with disabilities or about a dog’s breed; a perceived threat without evidentiary basis will not support exclusion), or
- the student does not comply with his/her responsibilities as outlined above.

The student will have 14 days to correct the situation or remove the Assistant Animal from campus from the date that he or she has been notified by the University of the violation. In case the animal caused serious harm or poses a danger to the safety of the student or others, the University may require immediate removal of the animal. The notification will be in writing to the student’s UC email address.

XIV. Conflicting Disabilities

Conflicts between animals and other persons having severe allergies, phobias, etc., will be addressed on a case-by-case basis. The needs of both persons will be considered in resolving the issue. Persons who have medical or psychological conditions affected by the presence of an Assistance Animal are asked to contact the Disability and Accessibility Services Coordinator. The person negatively impacted by the presence of the animal must provide verifiable documentation to support their claim and to request an accommodation. The Disability and Accessibility
Services Coordinator will resolve any conflict in a timely manner, considering the conflicting needs and/or accommodations of all persons involved. In severe situations of allergic, behavioral, or medical reactions, temporary accommodations may be arranged. If an allergy/animal conflict within a student residence hall cannot be resolved agreeably between the affected parties, then Student Housing will collaborate with the Disability and Accessibility Services Coordinator to determine a solution.

Ordinarily, if a person using the Assistance Animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the Assistance Animal will not be removed to accommodate the second person and vice versa.

XV. Appeals and Grievances

The student may file an appeal of any decision regarding Assistance Animals by following the Disability and Accessibility Services grievance policy.

Individuals who have concerns about an Assistance Animal’s behavior or rule violation on part of the student/owner may file a report with DAS and/or Student Housing. Reports are reviewed by Student Housing and are handled on a case-by-case basis.

XVI. Confidentiality and Authority

Information regarding disability is considered private and is maintained in secure files in the Office of Disability and Accessibility Services. Information from these files is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand and are not subject to challenge by someone other than the person requesting the service or animal.

Please be aware that limited information may be disclosed to others. For example, roommates/suitesmates, if applicable, will be notified to solicit their acknowledgement that an animal will be residing in shared living space. Only information about the existence of the Assistance Animal, and not the student’s disability, will be disclosed.
University of Charleston – Documentation Guidelines

The University of Charleston is committed to achieving equal educational opportunity and full participation for persons with disabilities.

The Office of Disability and Accessibility Services (within the Academic Success Center) works to ensure that enrolled students receive reasonable accommodations for documented disabilities in compliance with provisions of the Fair Housing Act, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment of 2008.

Accommodations are determined based on the specific limitations of the disability. The purpose of documentation may be to substantiate a disability and its severity, to demonstrate the impact of the disability in higher education and to help the University understand what accommodations would be most appropriate.

Documentation can be required for Assistance Animals (as defined by the Fair Housing Act) including Emotional Support Animals. However, inquiries for Service Animals (as defined by the ADA) must be limited to asking two questions: (a) is the animal a service animal required because of a disability, and (b) what work or task has the animal been trained to perform.

When considering accommodation requests, the University of Charleston follows the documentation guidance of AHEAD (Association on Higher Education and Disability).

Documentation should be completed by an appropriate credentialed professional, such as health care providers, school psychologists, licensed counselors, etc. on their official letterhead or the Verification Form. When needed, documentation can be supplemented with medical reports, psychoeducational testing, IEP’s and 504 Plans, or other relevant documents. Diagnoses of Learning Disabilities should be accompanied by copies of the psychoeducational assessment.

Documentation should address the following:

- A diagnosis of the current disability
- The date of the diagnosis
- How the diagnosis was reached (names of relevant test results)
- The severity and functional limitations of the disability and a description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, medically)
- Expected progression or stability
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- Possible recommendations, based on functional limitations for post-secondary education, to ameliorate the limitations
- For convenience, DAS provides a Verification Form that providers may use

Documentation will be kept confidential. Limited information, when needed for legitimate educational interest, is released and/or discussed on a need-to-know basis and is subject to FERPA guidelines. Outside the FERPA guidelines, no information will be released and/or discussed without consent from the individual.

The Disability & Accessibility Services Coordinator will keep a student’s disability and accommodation related records for five years from the last date a student was enrolled at the University.
Disability Grievance Policy and Procedures

Although students are fully encouraged to solve disputes at the lowest possible level and to use internal procedures, a student may choose to initiate a formal grievance at any time.

The U.S. Department of Education, Office of Civil Rights (OCR), encourages individuals first to use internal grievance procedures, and when such procedures meet OCR’s investigative standards, OCR will generally defer to the results reached if the process provided for fair consideration of the grievance.

Informal Resolution Procedure
Clear communication between students, faculty/staff, and University of Charleston Disability and Accessibility Services is vital to utilizing services effectively. Where possible, students are encouraged to first address concerns and problems with the individuals most directly involved in the situation: The Disability and Accessibility Services Coordinator regarding eligibility for accommodations and specific accommodations; the individual faculty or staff member in the cases of implementation or lack of approved accommodations.

Students are encouraged to express any concerns to the Disability and Accessibility Services Coordinator.

Students who are having trouble in receiving authorized accommodations by a faculty or staff member, department, or program should first address their concerns with the faculty or staff member charged with providing the accommodation.

The Disability and Accessibility Services Coordinator is available to offer assistance by discussing and exploring options with the student and/or faculty or staff member, contacting the concerned party in an effort to clarify issues, facilitating a meeting with the concerned parties, and/or advocating for the student’s right to receive appropriate and effective accommodations to the extent required under either the Rehabilitation Act or the ADA.

The West Virginia ADA Coordinator is available for consultation regarding any questions or concern a student may have about one’s accommodations (Kim Nuckles, 304-558-4331, Kim.P.Nuckes@wv.gov)

A student who is not satisfied with the resolution on this level may choose to file a formal complaint.

Formal Grievance Procedure
The student may submit a formal written grievance to the Provost and Vice President & Dean of Students. When making a formal complaint, a student should include specific information about the concern or problem (describe the issue(s), incident(s) and the action(s) taken; state the name of the individual(s) or office(s) involved; and show documented efforts to resolve the complaint). Either the Provost of Vice President & Dean of Students will meet with the student to discuss the complaint and will conduct any necessary investigation.

The Provost/Vice President & Dean of Students will issue a written decision including findings and remedial actions, if any, to be taken by the University of Charleston and/or the student. This decision shall be issued to the student and any others deemed appropriate within fifteen (15) calendar days of the receipt of the complaint. Files and records on all formal grievances shall be maintained by the Provost/Vice President & Dean of Students.

Appeal Procedure
If a student is not satisfied with the formal grievance procedure, the student may appeal to the President for de novo review of the Provost/Vice President & Dean of Students. The appeal must be made in writing within five (5) calendar days of the decision. The determination of the President on any such appeal is final.
If the grievance is not resolved internally at the University, the student may choose to file a complaint with the Office of Civil Rights, U.S. Department of Education (100 Penn Square East, Suite 515, Philadelphia, PA 19107; Tel: (215) 656-8541; Fax: (215) 656-8605; OCR.Philadelphia@ed.gov.
Center for Career Development

About the Center for Career Development
The Center for Career Development (CCD) assists undergraduates, graduates and alumni to achieve their professional goals through assessment, self-awareness, career coaching, and educational events that encourage lifelong professional preparation and career readiness. The CCD, in conjunction with faculty members across the various programs of study, designs services and programs to help students develop competency across six vital areas of professional development:

- **Applied Learning** - Internships and related experiential activities that help students connect classroom learning with real-world situations
- **Mentorship** - Opportunities to gain knowledge and seek feedback from experienced professionals, as well as the opportunity to share knowledge with less experienced peers
- **Certifications** - External designations that demonstrate expertise in a specific industry or area of knowledge
- **Leadership and Networking** - Participation in events and active involvement in organizations on and off campus in which students can practice leadership and build professional networks
- **Exploration and Development** - Assessments, workshops, and individual coaching designed to help students discover professional areas of interest, build confidence, and develop essential career readiness skills
- **Innovation** - Projects and activities that build creativity, critical thinking skills, and entrepreneurial acumen

Services and Resources
The CCD provides an array of services and resources to 1) address the professional preparation areas described above, and 2) assist students in locating and obtaining employment opportunities. While many classes integrate CCD activities into the curricula, it is highly encouraged for students to make individual appointments with the CCD in their freshman year to begin developing personalized career plans. CCD services include the following:

- **Individual Career Coaching** – By appointment or during walk-in hours, the CCD provides assistance with choosing a major, making career choices, devising a job search plan, resume development, interviewing, and applying to graduate school.
- **Career Seminars & Workshops** – A variety of seminars and workshops are offered to students throughout the year. Topics include resume and cover letter development, interview skills, job search strategies, professional networking, and applying to graduate school. The CCD also holds workshops on leadership, etiquette, and communication.
- **SIGI** - SIGI includes personality and career assessment tests that offer guidance on choosing a major or an occupation. It contains extensive information about hundreds of occupations that relate to the majors offered at UC. SIGI can be found at www.ucwv.edu/ccd.
- **Optimal Resume** - Optimal Resume provides assistance to students with building resumes, creating cover letters, preparing for interviews, and developing career portfolios. Optimal Resume can be found at www.ucwv.edu/ccd.
- **Handshake** – Employers regularly post full-time, part-time, and internship opportunities via the CCD online job board, Handshake. All students and alumni have access to Handshake. Handshake is also used for event registration and the distribution of surveys relating to CCD areas of interest. Handshake can be found at www.ucwv.edu/ccd.
- **Career Fairs** – The CCD organizes career fairs for all majors in the fall and spring. Students can learn about different employers and obtain information on full-time, part-time, temporary, and internship opportunities.
- **Graduate School and Study Abroad Fair** - For students seeking graduate programs and study abroad opportunities, the CCD conducts a graduate school and study abroad fair in the fall. Representatives from several graduate schools throughout the region attend, as well as providers of study abroad experiences.
- **Career Development Week** – Each February, the CCD hosts a week-long series of career workshops and
seminars presented by business professionals from the Charleston area and beyond. Topics include networking, business etiquette, interviewing, resume writing and maintaining a professional online presence.

- **Etiquette Dinner** - Students are nominated by faculty members to attend this formal dinner and etiquette workshop. Local employers and alumni are invited to network with students.

- **Employer Presentations** – Information sessions are provided by HR professionals so that students have opportunities to learn about the companies and their job opportunities. The CCD also works with instructors to organize company presentations in the classroom.

- **Alumni Assistance** – Alumni are encouraged to use the CCD for employment assistance, accessing professional development resources, or posting job opportunities for their organizations at no cost.

- **Graduate Studies** – The CCD provides information and resources on graduate education at UC and beyond.

**Internships**

UC encourages all students to complete an internship before they graduate, and some programs require internship hours (see the individual program requirements for more information). The CCD can provide guidance to students on locating internships and ensuring that internships comply with program requirements if using the internship for academic credit. Academic credit is granted at the rate of 40 work hours per 1 credit hour. The grade for the internship will be determined by the supervising faculty member. Some instructors utilize a pass/fail system while others use letter grades.

When doing internships for academic credit, students must complete the CCD Learning Contract with the supervising faculty member, the CCD, and their employer. The Learning Contract connects job duties to academic outcomes to validate academic credit. At the conclusion of the internship, the employer must complete the Internship Evaluation Rubric. The CCD, supervising faculty member, employer, and student must maintain copies of the Learning Contract and Evaluations. Please see the CCD for copies of the Learning Contract and Evaluation Rubric.

**Commitment to Students and Community**

The CCD is committed to providing students with the best resources available to enhance professional preparation and career readiness. The CCD staff works with faculty members, alumni, employers, and community leaders to generate high quality opportunities for students. In turn, the CCD is committed to making the greater Charleston community a more vibrant and prosperous area by enabling students to become involved with local employers and organizations.
Counseling Center

Making the Adjustment to College

College life offers unique and rewarding opportunities, as well as new life experiences. Although college is a very positive experience, it can at times be challenging, overwhelming or difficult to manage. You are not alone. The Counseling Center is here to help. The University of Charleston offers an on-site counseling center for students to assist with finding strategies to cope that may be of concern, a listening ear, and a safe haven of support. Together, we can work to find ways to improve your life, your experience on campus, and maximize your success at UC and beyond.

The University of Charleston Counseling and Outreach Services provides on-site individual and group counseling to assist students with finding strategies to cope with concerns such as abuse, substance use/dependence, sleep problems, anxiety, loneliness, depression, relationship/family issues, stress, grief, eating disorders, among others. College life offers unique and rewarding opportunities, as well as new life experiences. Although college is a very positive experience, it can at times be challenging, overwhelming or difficult to manage. You are not alone. The Counseling Center is here to help. The University of Charleston Counseling Center is a safe-haven of support. Together, we can work to find ways to improve your life, your experience on campus, and maximize your success at UC and beyond.

What services does Counseling and Outreach Services provide?

- Individual Counseling
- Group Counseling
- Psychological Assessments
- Community Resource Assistance
- Workshops and trainings
- Team-based/wraparound approach to assist and advocate for students along with other faculty and staff on campus

To make an appointment please call 304-357-4862, or e-mail uc-counselor@ucwv.edu. The UC Counseling Center is located in the Geary Student Union Office 301.
Dining Services (Charleston Campus)

The University offers three dining options for students located in the Geary Student Union. The hours of operation are as follows:

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Dining Hall</th>
<th>Mo Hary's Food Court</th>
<th>The CT Coffee Shop</th>
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</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>Breakfast 7:00 a.m. – 10:00 a.m.</td>
<td>11:00 a.m. – 9:30 p.m.</td>
<td>7:00 a.m. – 7:00 p.m.</td>
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<td>Lunch 11:00 a.m. – 2:00 p.m.</td>
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<td></td>
<td>Dinner 4:30 p.m. – 7:30 p.m.</td>
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</tr>
<tr>
<td>Saturday – Sunday</td>
<td>Brunch 11:00 a.m. – 2:00 p.m.</td>
<td>4:00 p.m. – 9:30 p.m.</td>
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*Unless otherwise noted, Dining Services are not available when the University is closed
Financial Aid

The University of Charleston offers a comprehensive financial aid program. Many students miss the opportunity for financial aid during their college years simply because they do not apply. UC uses the Federal Application for Federal Student Aid (FAFSA) as the financial aid application. Every student is encouraged to complete the FAFSA for determination of his or her eligibility for federal aid.

The most current information regarding financial aid may be found on the University’s website at: http://www.ucwv.edu/Admissions/Financial-Aid/

The Office of Financial Aid, located in Riggleman Hall, coordinates all federal, state and institutional aid awarded to students, including academic scholarships, grants, loans, student employment, veteran’s benefits, vocational rehabilitation, and external scholarships. Audited courses will not be included for determining financial aid eligibility.

Students interested in being considered for federal financial aid must complete the application procedure every year. Documents which must be submitted include the Free Application for Federal Student Aid (FAFSA). All application materials must be received by March 1 for full consideration for the following academic year. Any applications received after the March 1 deadline will be given consideration only if funds are available.

West Virginia applicants must file the Free Application for Federal Student Aid (FAFSA) and complete the PROMISE scholarship application through www.cfwv.com by March 1st to receive the scholarship. PROMISE scholarship students are not required to file a FAFSA after the first year. Traditional students are required to file the FAFSA by April 15th for consideration for the West Virginia Higher Education Grant.

University of Charleston Scholarships

The scholarships listed are for undergraduate students only. Scholarships do not apply to graduate programs at the University of Charleston.

Institutional Scholarships/Grants Renewal

University of Charleston scholarships/grants provide financial assistance to students. These awards are renewable based on the criteria of the scholarship. Institutional aid is applicable toward only one UC bachelor’s degree. Institutional scholarships/grants cannot be used during summer session. Athletic grant renewals are determined by the athletic coach.

Endowed Scholarships

Alumni and friends of Morris Harvey College/University of Charleston often choose to endow scholarships to show support for the university and its students. These scholarships carry varied stipulations and are usually awarded based on demonstrated financial need. These scholarship dollars are used to fund the UC Scholarship Grid Program.
Federal and State Grants / Scholarships

Federal Pell Grants

Federal Pell Grants are available to students who apply and meet the eligibility criteria determined by the U.S. Department of Education. The federal government sets the range for these awards based on the student’s financial need.

Federal Supplemental Education Opportunity Grants

Federally funded grants for students with exceptional financial need. The grant is based on the student’s financial need and students must qualify for Pell Grant to be eligible for SEOG funds. Awards are given to the neediest students first.

West Virginia National Guard Scholarship Military Discounts

Requirements:

- Soldier to have completed basic training and AIT by enrollment date
- Applies to undergraduate work
- Scholarships for WV Army and Air Guard
- Ask about discounts for prior or current military duty

Award Information:

- $16,500

West Virginia Higher Education Grants

State need based grant funds that are available to West Virginia residents. Grants are based on financial need, academic performance, and grade point average (GPA). Applicants must maintain a minimum cumulative grade point average of at least 2.0 (“C”) and earn at least twenty-four (24) credits during an academic year, or twelve (12) credits if only enrolled for one semester. Summer term is not considered a make-up period for eligibility.

Promise Scholarships

The Promise Scholarship is awarded to West Virginia high school seniors with a cumulative high school grade point average of at least 3.0 and an American College Test (ACT) composite score of at least 22 (20 in each category or higher) or a SAT total of at least 1100 (540 in reading/ 510 in math or higher). Students may use the summer term to improve GPA and hours needed to complete the requirements for continued eligibility. Please refer to http://www.cfwv.com for the most current information on these two West Virginia scholarships/grants.

Pennsylvania / Rhode Island / Vermont / Delaware Higher Education Grants

State grants that are available to students in the designated states. The grant is based on the student’s financial need and determined by the individual state grant agency. Please check with your state on these grants.
Employment

Federal College Work Study

Federal College Work Study is awarded to students as part of the financial aid package solely based on financial need. A Federal College Work Study Application is required for consideration in the program. The Financial Aid office staff assigns students to positions on the Charleston and Beckley campuses as well with non-profit agencies off-campus. Students employed within this program may earn no more than the amount of the College Work Study award.

University of Charleston Resident Advisor Awards

Resident Advisor Awards are available to residential upperclassmen. Resident Advisors have responsibilities for providing campus-based programming, as well as peer counseling and tutorial services. Students apply for the RA Awards through the Office of Student Life.

Federal Loans

Federal Direct Loans

Federal Stafford Loans have a fixed interest rate, which is set by the federal government. Undergraduates must be enrolled for at least six credits per semester in a degree program. Pharmacy students are required to be enrolled for at least six hours. Other on-line graduate students must be enrolled for three hours to qualify for fulltime loan amounts.

Undergraduate students may qualify for subsidized and unsubsidized loans. Graduate students qualify for unsubsidized loans and the Graduate PLUS Loan program.

Nursing Student Loans

Nursing Student Loans provide funding for students enrolled in the Baccalaureate BSN Nursing program. No interest is charged while the student is in school. Five percent simple interest is charged after completion of a nine-month grace period. The student must demonstrate financial need and be enrolled in nursing classes to be eligible for this program.

Federal PLUS Loans

The Parent Loan for Undergraduate Students (PLUS) is a federal loan program. The interest rate is currently fixed and repayment may begin within 60 days after the loan is disbursed, or can be deferred for up to four years. Parents may borrow the total cost of education per year less other financial aid awarded.

Graduate PLUS Loans

The Grad PLUS Loan is a federal loan program for graduate students. The interest rate is currently fixed and payments are deferred if the student is enrolled at least half-time. Students may borrow the total cost of attendance less other financial aid awarded.

Additional Outside Financial Aid Programs

Veterans

Veterans’ Benefits are administered through the Veterans Coordinator for full-time and part-time students. Students must carry a course load of 12 credits to be eligible for full-time undergraduate student veterans’ benefits.
Information on benefits and payment is available from the Veterans’ Administration Regional Office in St. Louis, MO. Telephone: 1-888-442-4551 or at http://www.gibill.va.gov.

Reserve Officers Training Corps (ROTC)

Two, three, and four-year scholarships are available for those students who apply and meet the ROTC eligibility requirements. Each award covers tuition, other academic expenses, and a subsistence allowance. These scholarships are offered in cooperation with the ROTC Detachment located at West Virginia State University.

Satisfactory Academic Progress for Financial Aid

Introduction

To receive federal and state need based funds administered by the Office of Financial Aid at the University of Charleston, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and quantitative academic progress as well as completion of degree objective within 150% of normal time frame.

Satisfactory Academic Progress (SAP) standards are the same for all categories of students, including those students registered with the University’s Academic Success Center. Students registered with the Academic Success Center should take advantage of suggested accommodations to meet the SAP standards. Failure to register with Academic Success Center will not be considered an extenuating circumstance. All periods of enrollment will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement.

Guidelines for Academic Progress

The academic year at the University of Charleston consists of fall, spring, and summer enrollment periods. Fall term begins the academic year and the summer term concludes it. The measurement of academic progress is made at the end of each enrollment period and the status is effective with the next enrollment period.

Students applying at the University of Charleston for the first time (including transfers) are considered initially to be meeting SAP. The measurement of academic progress will be determined when all academic transcripts are received by the Office of Financial Aid. All transcripts are to be reviewed prior to any disbursement of federal/state funds. Students who have been academically suspended from the University and who are readmitted are not eligible for financial aid unless meeting the SAP policy. Students who are readmitted may follow the appeal policy if consideration for financial aid is desired. Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades considered as part of the evaluation of academic progress for financial aid.

GPA

Students must meet a qualitative standard of academic progress measured through cumulative grade point average. Students must have an overall 2.0 GPA to graduate from the University.

GPA Required for Undergraduate level students:

Bachelor’s Degree Programs-2.00 GPA

Associate degree Programs- 2.00 GPA
GPA Required for Graduate-level students:

School of Business and Leadership - 3.00 GPA

School of Pharmacy - 2.30 GPA

Quantitative Standards

Students must meet a quantitative standard of academic progress measured by a percentage completion rate. Students must successfully complete 67% of all attempted credit hours (this allows students to graduate within 150% of the normal timeframe). The calculation is made as follows: earned credit hours/attempted credit hours = completion rate (result will be rounded to the closest whole number). Courses in which a student receives a grade of “W,” “I,” “F,” “FW,” “FX,” “IF,” “NF,” “NR”, and courses taken under the University’s repeat regulations are included in attempted credit hours but are not included in earned credit hours. Credit hours transferred are included in this quantitative measure.

Students are progressing normally or on pace towards degree completion as follows:

Freshman – 25 or fewer hours earned

Sophomore – 26-60 hours earned

Junior – 61-90 hours earned

Senior – 91 or more hours earned

Maximum Time Frame for Degree Completion

Students must obtain degree objective within 150% of the normal time frame for degree completion. For example, in a baccalaureate program requiring 120 credit hours, students must obtain degrees within 180 attempted credit hours (120 X 1.50 = 180). For associate programs of 60 credit hours, students must complete within 90 attempted hours. Graduate students in master’s degree programs requiring 68 hours must complete within 102 attempted credit hours. Doctoral students have a maximum of 219 attempted credit hours. This maximum time frame is based upon student classification in the University’s academic records.

Students who are pursuing a course of study with greater credit hour requirements need to notify the Office of Financial Aid to have a review done on a case-by-case basis. This request for review will not be considered an appeal.

Students who are pursuing second degrees may be considered for financial aid (this is not the same situation as dual degrees). A second undergraduate degree must be obtained within 60 attempted credit hours. A second associate degree must be obtained within 30 attempted credit hours. A second master’s degree must be obtained within 36 credit hours. The attempted hour limitations for a second degree, i.e., 60 attempted credit hours, is measured from the point at which the student earned the initial degree.

Financial aid eligibility is limited to no more the two associate degrees, two undergraduate degrees, two master’s degrees, and one Doctor. Students who wish to pursue degrees beyond these may do so without federal financial assistance.
Warning Period

A student who fails to meet SAP (excluding maximum time frame) at the end of the enrollment period will automatically be placed on “warning”, not to exceed one enrollment period. During the “warning” enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the warning period or will be suspended from further financial aid until such time the student meets SAP standards (student must pay for any additional course enrollment after the warning period through personal or private funds) or the student must appeal, and the appeal is granted.

Probation Period

“Probation” is the status assigned to a student who fails to meet SAP standards and who had appealed and has had eligibility for aid reinstated. A student on financial aid “probation” may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of the individual academic plan developed in conjunction with an academic advisor.

Appeal Process

There may be extenuating circumstances encountered by a student which impact his/her ability to be successful during an enrollment period. These circumstances include personal injury or illness which occurs during an enrollment period; death of an immediate family member or legal guardian during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student. In these cases, cumulative grade point average or completion rate may decline resulting in the student not meeting the minimum qualitative and quantitative standards previously described.

If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted to the Office of Financial Aid no later than the date listed on the student’s denial letter. The Academic Progress Appeal Form will be available in the Office of Financial Aid as well as the MYUC student portal. If the appeal is granted and the student meets the SAP policy within one enrollment term, the advisor/official form needs to state the number of credit hours and semester GPA that a student must obtain to be compliant at the next assessment period. If the student will require more than one enrollment period to become compliant with SAP standards, academic plan must be developed which specifies the course work and term GPA necessary to become compliant within three enrollment periods. A review will be done at the end of each enrollment period to ensure that the student is meeting the terms of the academic plan. If the student is not meeting those terms, further eligibility for aid is suspended immediately. An academic plan should not exceed three additional terms of enrollment.

In some cases, a student may not complete the degree objective within 150% of the normal time frame, an example is a change in major. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted no later than the deadline listed on the denial letter sent from the Office of Financial Aid. This appeal must include an academic plan which specifically identifies remaining required course work and the projected graduation date. Extensions of the maximum timeframe will not exceed three additional enrollment periods. Extensions of the time frame will not be granted to students who have less than an overall 2.0 grade point average or less than 67% completion rate or who received academic forgiveness under the University Academic Forgiveness Policy.

An appeal form must contain a copy of the University academic transcript (unofficial copy is acceptable), appropriate documentation regarding the extenuating circumstance, and a signed University academic advisor/official form. Incomplete appeal forms will not be reviewed.

The appeal will be reviewed by the Satisfactory Academic Progress Appeal Committee.
Additional Special Requirements

Report of Graduation Rates

Information about the graduation rates of a variety of student groups, and other information in compliance with the Student-Right-to-Know-Act, is available in the Student Solutions Center and on the UC website’s Student Right-to-Know page.

Withdrawal from the University and Financial Aid – Title IV Refund Policy

Withdrawal from a class or from all classes may impact aid eligibility, both in the semester in which the withdrawal occurs and subsequent semesters. The University's refunds are made based on University policy as specified in the section below. Refunds to financial aid programs are made in compliance with the U.S. Department of Education Federal Title IV Refund Policy regulations, state program policies and University regulations.

Federal Return of Title IV Aid (R2T4)

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:
· Unsubsidized Direct Loans (other than PLUS loans)

· Subsidized Direct Loans

· Direct PLUS Loans

· Federal Pell Grants for which a Return of funds is required

· Federal Supplemental Opportunity Grants for which a Return of funds is required

· TEACH Grants for which a Return is required

· Iraq and Afghanistan Service Grant for which a Return is required

· For other assistance under this "Title" for which a return of funds is required (e.g., LEAP)

**University Tuition Refund Policy**

Refunds will be made according to the following schedule.

· Students who are registered for 16-week classes and withdraw within the first two weeks of scheduled classes are not charged tuition. If a student withdraws for any reason after the first two weeks of a 16-week semester, the student is responsible for the full charges of the semester.

· Students who are registered for 7-week classes and withdraw on or within the ten days of class are not charged tuition. If a student withdraws for any reason after the first ten days of an 7-week semester, the student is responsible for the full charges of the term.

· Students who are registered for a 5-week summer class and withdraw on or before the first scheduled class meeting day of the course are not charged tuition. If a student withdraws for any reason after the first day of scheduled classes, the student is responsible for the full charges of the term.

Students who are pre-registered and decide not to attend the University of Charleston must contact the Student Solutions Center to have his or her name removed from course rosters. The date and time of this communication will determine the amount of tuition that will be charged.

A student dismissed for disciplinary reasons will receive no refund of any charges, except for board and room, which would be proportionate to the number of days of the term remaining after the university ID is surrendered.

A student desiring to withdraw totally from the University of Charleston must obtain a “Complete Withdrawal” form from the Dean of Students and submit the completed form to appropriate offices. In order to complete the form, the student must consult with the Dean of Students.

· Charleston: Student Solutions Center – Phone 304-357-4947

· Beckley and Online: Student Solutions Center – 1-877-393-5014

Withdrawal will be granted when the completed form with proper signatures are presented to the Student Solutions Center. If a student withdraws before the last day to drop a grade of “W” will be recorded on the student’s record. If a student withdraws after the last day to drop a grade of “WF” will be posted unless the withdrawal is approved for medical reasons.
Residence of the Student

A student who receives financial aid as an on-campus, resident student and who subsequently decides to move off campus will receive a reduction up to twenty-five (25%) in his/her University financial aid. This reduction applies to all forms of University scholarship and grant assistance including academic, involvement/leadership, athletic, and need-based awards. Students who are planning to move off campus should contact the Financial Aid Office to determine the exact amount of aid that will be reduced.

Student Lending Code of Conduct

The University of Charleston is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and an effort to rule out any perceived or actual conflict of interest between University officers, employees, or agents and education loan lenders, the University has adopted the following:

· The University does not participate in any revenue-sharing arrangements with any lender.

· The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than nominal value from any lender, guarantor or servicer.

· The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of educational loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender of affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

· The University does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors. The University does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders, guarantors, or groups of lenders or guarantors.

· The University does not assign a lender to any first-time borrower through financial aid packaging or any other means.

· The University recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The University will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower’s selection of a lender and/or guarantor.

· The University will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

· The University will not request or accept any assistance with call center or financial aid office staffing.

Identity Theft Prevention Policy

The risk to the University of Charleston’s faculty, staff, students, and other applicable constituents from data loss and identity theft is of significant concern to the University. The University of Charleston adopts this Identity Theft Prevention Policy and enacts this program to detect, prevent, and mitigate identity theft, and to help protect its
faculty, staff, students, and other applicable constituents from damages related to the loss or misuse of identifying information due to identity theft.

Under this policy, the program will:

· Identify patterns, practices, or specific activities (“Red Flags”) that could indicate the existence of identity theft with regards to new or existing covered accounts;

· Detect red flags that are incorporated in the program;

· Respond appropriately to any red flags that are detected under this program to prevent and mitigate identity theft;

· Ensure periodic updating of the program, including reviewing the accounts that are covered and the identified red flags that are part of this program; and

· Promote compliance with state and federal laws and regulations regarding identity theft protection.

The program shall, as appropriate, incorporate existing anti-fraud programs and information security programs that control reasonably foreseeable risks.
A skilled, professional reference staff is available to students during regular library hours. Students can also submit reference questions via e-mail.

The subject guides provide a number of resources related to each major offered at UC.

Subject Guides: http://library.ucwv.edu/

The Schoenbaum Library fosters the development of the research, critical thinking, and information literacy skills necessary for students to excel as productive, enlightened, and involved citizens.

The ability to efficiently locate and critically evaluate information is an indispensable skill for the 21st century student. University of Charleston Library faculty work closely with classroom faculty to ensure that students acquire the information and technology skills they will need to live, work and participate in an information society.

The Schoenbaum Library is a state-of-the-art facility equipped with wireless networking, a technology-rich classroom and four group-study rooms equipped with whiteboards, network ports and video players.

Student learning is supported by an array of resources. The combined library has a strong collection of print and electronic resources. The collections include approximately 85,000 books, nearly 200,000 e-books, and over 3,500 audiovisual items. Over 50,000 journal titles are available either in print or electronically and are accessible from any web-enabled computer, on or off our campuses. All resources are available to students in Charleston or to online students either electronically or through document delivery services.

The library also boasts several archival and rare book collections, as well as an outstanding collection of art and sculpture by regional, national and international artists.
Morris Fitness Center (Charleston Campus)

The University offers students a state-of-the-art workout facility that includes cardiovascular, free-weight, and machine weight equipment. In addition, two fitness studios are available for aerobic and fitness classes. The hours of operation are as follows:

- Monday – Thursday: 6 a.m. – 10 p.m.
- Friday: 6 a.m. – 6 p.m.
- Saturday and Sunday: 12 p.m. – 5 p.m.

*Unless otherwise noted, the Fitness Center is not available when the University is closed. Hours could change and be posted on the Fitness Center door as necessary.
Student Solutions

The Student Solutions Center is located in Riggleman Hall, Room 206. Operating hours are 8:30 a.m. to 5 p.m., Monday through Friday. Payments for tuition, room and board, telephone bills, debit card and other fees are accepted here. Routine requests for money lost in vending machines will be processed by Food Services, GSU 206.

**UC ID Card:** All students receive a student ID at the beginning of their first semester on campus. If a student loses their UC ID card, the student will be charged a $20 replacement fee to their UC student account.

**Check Cashing:** Full-time University of Charleston students may cash personal checks or checks received from parents up to an amount of $40 by presenting a currently validated ID card. No check for less than $5 will be cashed and no two-party checks will be cashed.

Checks may be cashed Monday-Friday from 8:30 a.m. to 5 p.m. There is a $12 service charge if a check is returned to the University for any reason and the privilege of cashing checks will be suspended after a second return.

**Returned Checks:** Checks returned because of insufficient funds or for any other reason are considered a serious matter by the University. The student whose account was credited will be notified that the check has been returned. Returned checks must be redeemed at the Student Solutions Center with cash, cashier’s check, or money order by the due date on the notice sent to the student. Personal checks are not acceptable for the redemption of a returned check.

**Payment of Fees:** All fees and expenses are to be paid prior to the beginning of each semester. No student having unpaid fees or fines due for a previous session will be permitted to register until they are paid in full. Tuition and fees and their payment due dates are listed in the current academic Catalog for each academic year.

Payments are preferred to be received through our Payment Center, accessible to students by logging into myUC and clicking:

1. Self-Service (gas pump)
2. Student Finance
3. Make a Payment
4. Continue to Payment Center (green button)

Students also have the option inside the Payment Center to setup authorized users to make a payment on their behalf.

Payment methods currently accepted in the Payment Center include electronic check (US bank accounts only) and major debit/credit cards.

Alternatively, a check or money order may be mailed directly to the University.

For international payment, the University accepts wire transfers.

**Delinquent Accounts:** All unpaid bills are subject to the following regulations which require:

1. that no credit for University work may be given to any student for a diploma or a teacher’s certificate or for transfer purposes, until all debts to the University, other than student loans, have been paid;
2. that students will not be eligible for readmission unless accounts are paid in full for the current session; and
3. that upon recommendation of the Vice President for Administration and Finance and with the approval of the Provost, students who are deficient in their accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligations to the University.
Technology Support Services

Scott Terry, Chief Information Officer

Help Desk
The University of Charleston Help Desk serves as the single point of contact between students, faculty and staff and the Information Technology Department. The Help Desk staff will assist you with your questions, requests and suggestions or route them to the appropriate area for resolution and provide status of your report. You must be a member of the University of Charleston community in order to take advantage of Help Desk services. Note that the Help Desk support for personally-owned devices (including mobile) is limited to email client setup and network connection.

Audiovisual Services
Audiovisual Services supports the learning process by assisting students, faculty and the public with the equipment and expertise necessary for making presentations or developing multi-media projects. The department also provides services to external groups holding meetings on University of Charleston campuses. AV will need a 48-hour notice to be able to provide the services needed for requests.

For assistance by:
Telephone: call 1-304-357-HELP (4357) or 1-855-248-3416
Email: contact help@ucwv.edu
In person: visit the Help Desk located in Clay Tower Building 2nd Floor, in the Schoenbaum Library

Hours
The Help Desk is open five days per week when classes are in session. It is closed during University holidays and for other official University closures such as emergencies and severe weather.

Help Desk Hours – Classes in Session:
Monday-Friday 7:00AM-8:00 PM

Help Desk Hours – Classes Not in Session:
Monday - Friday, 7:00 AM to 6:00 PM
For computer issues outside the Help Desk hours, please use the online ticket system or send an email to help@ucwv.edu. You will receive a response to your question as soon as possible when the Help Desk reopens.

Contact the Help Desk if you:
- Are having trouble with any of your accounts
- Need access to files or printers
- Cannot connect to the network or something on your computer isn't working properly
- Would like to know about options for sharing files, email, or calendars
- Need to purchase software or equipment
- Need service or advice about your personal computer or safe computing practices
- Think you have a virus or other computer problem
- Want to report a problem or place a request concerning a campus telephone
- Having a computer problem in a campus lab or classroom
- Have questions about software licensing or availability
- Have a computing need and don't know who to ask or where to begin
Need Additional Information
- Classroom technology support
- Campus telephones and voicemail support
- eLearn [Moodlerooms] support
- Report problems with streaming video service

Password Resets
Password Resets are available during all hours of Help Desk operation for College passwords. Any community member can also reset his or her own password at http://my.ucwv.edu, by clicking the Change Password link.
The Office of Advancement and Alumni Relations focuses on building and maintaining relationships with alumni and the community through events and other outreach efforts. The Office is responsible for raising money for capital projects like the Russell and Martha Wehrle Innovation Center, the Welch Athletic Complex and for the Annual Fund, which helps to pay for University necessities such as faculty support and the funding of student scholarships. The Office is also the avenue through which University alumni can build and maintain relationships with the University after graduation.

The Office regularly hosts events for UC Alumni Association members and provides general assistance and information to University of Charleston alumni. All University of Charleston graduates are automatically members of the UC Alumni Association, with no dues requirement, and receive benefits specific to UC Alumni Association members.

The Office of Advancement is in Room 133 on the first floor and far west side of Riggleman Hall. For more information on the Office of Advancement, 304-357-4849. You can also reach out to the Office of Advancement at development@ucwv.edu or alumni@ucwv.edu.
Mission Statement

The mission of the Residence Life is to create a safe residential environment, promote the development of meaningful relationships and cultivate community responsibility.

Purpose

The residence halls are designed to be places in which students can learn and grow. The diversity of people, values, and lifestyles creates a dynamic environment in which residents are exposed to a range of new experiences that ultimately further their educational development. The type of community that develops will depend largely on how residents and other members of the community interact. The Residence Life staff is responsible for working with residents to promote a sense of community and to foster the development of meaningful relationships. A live-in Resident Director (RD) oversees the daily operations and wellbeing of each hall. RDs and their staff of student Resident Assistants (RA) coordinate intentional programs and activities, serve as resource persons, and enforce Student Code of Conduct when necessary.
## Residence Life Calendar

### Fall 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Residence Halls Open for Fall</td>
</tr>
<tr>
<td>August 22</td>
<td>New student orientation</td>
</tr>
<tr>
<td>August 24</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>November 22</td>
<td>Residence Halls Close at noon</td>
</tr>
</tbody>
</table>

### Spring 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Residence Halls Open for Spring</td>
</tr>
<tr>
<td>January 9</td>
<td>New student orientation</td>
</tr>
<tr>
<td>January 11</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>January 15</td>
<td>RA Applications Open</td>
</tr>
<tr>
<td>March 1</td>
<td>All Housing Applications Open for Students registered for Fall 2020</td>
</tr>
<tr>
<td>March 1</td>
<td>Roommate Selection Starts</td>
</tr>
<tr>
<td>April 1</td>
<td>Room Selection Open for those able to fill desired rooms</td>
</tr>
<tr>
<td>April 24</td>
<td>Residence Halls Close at 8 PM</td>
</tr>
<tr>
<td>May 10</td>
<td>East Leases End at Midnight</td>
</tr>
</tbody>
</table>

### Summer 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Summer Housing Applications Open</td>
</tr>
<tr>
<td>May 11</td>
<td>Summer Housing Opens</td>
</tr>
<tr>
<td>July 24</td>
<td>Summer Housing Closes</td>
</tr>
</tbody>
</table>
RESIDENCE HALLS

Our residential community consists of four residence halls, all of which are different in terms of culture and facilities.

Brotherton Hall

Brotherton Hall, completed in September 2000, is designed to house new students. Each room in Brotherton Hall is fully furnished with two beds, two desks, two chests of drawers, and a closet. Each room is occupied by two students, who share a bathroom with two students living in an adjoining room. Each floor of Brotherton contains much space for social and academic engagement with a recreational lounge, study lounge, and laundry facilities. The first floor also has a conference room and a kitchenette area.

Ratrie Hall

Ratrie Hall, completed in October 2003, is designed to house upperclassmen. Here, two students share a furnished double room and a bathroom. As in Brotherton, each floor contains a recreational lounge. A limited number of student apartments are also available, which house four upperclassmen of the same gender and contain two furnished bedrooms, one bath, an unfurnished living room, and a small kitchenette with a microwave, stove, and refrigerator. In addition, Ratrie Hall is the only hall in which the possession and consumption of alcohol is permitted by students age 21 years or older.

Middle Hall

Middle Hall was constructed in two phases with the first completed for students in the fall of 2005 and the second phase completed in August of 2006. It is similar to Ratrie Hall architecturally. As in Ratrie Hall, two students share a furnished double room with a bath. A limited number of suites (similar to an apartment, without the oven) and apartments are available here, as well.

East Apartments

East Apartments is the newest residence hall on campus. East Apartments was completed in the spring of 2011 to house our graduate and doctorate students close to their classes at an affordable rate. East Apartments is home to three types of apartment units.
Terms and Conditions

A. All Students who do not meet the housing exemption requirements listed in this contract are required to reside on campus and must sign a Housing Contract as part of their online application in the Housing Portal.

B. By signing this contract, a resident agrees to accept all terms and conditions required to occupy a room in a residence hall at the University of Charleston. Also, by signing their name at the end of this contract, the resident agrees to abide by all University policies found in the University of Charleston Student Handbook. Violations of these policies, procedures, and regulations may result in cancellation or suspension of this contract and forfeiture of the housing deposit and the entire cost of the contract year or semester. All students who choose to reside on campus are responsible for knowing and observing all policies outlined in the University of Charleston Student Handbook.

C. This contract is for the full academic year. This contract is binding on both the University and the resident for the entire academic year and cannot be terminated except under conditions cited in this contract.

D. All students are required to have health insurance while residing on campus. By signing their name at the end of this application, a resident certifies that they have health care coverage, hospital, and major medical. They also confirm that their health insurance is currently in force and will remain in effect during the entire enrollment as a residential student at the University of Charleston.

E. All residents must provide proof of medical insurance and immunizations as outlined in the University's enrollment packet before moving into the residence halls.

Copies of proof of medical insurance, immunizations, and the immunization form can be mailed, emailed, or faxed to the following address or fax number:

Residence Life: Housing Assignments
University of Charleston
2300 MacCorkle Ave SE
Charleston, WV 25304

Fax: 304.357.4915
Email: ryanwhite@ucwv.edu

F. By signing their name at the end of this application, a resident certifies that they have or will have before moving onto campus the following immunizations: MMR, Hepatitis B, and Meningitis. Proof of vaccinations via the Immunization Form and attached records are required of all students. The University strongly recommends that students, in addition to the requirements above, get an HPV vaccination.

G. By signing their name at the end of this application, a resident certifies that if they need emergency care, University officials will make every attempt to reach their emergency contact for authorization. In the event this person cannot be reached, the Director of Residence Life & Judicial Affairs and/or their designee may act as their representative if deemed necessary until the students'
emergency contact is notified. This consent may be revoked in writing at any point during the semester, except to the extent to which actions have already occurred.

H. The resident (and parent, if the resident is under 18 years of age) agrees to pay for room and board charges for the entire academic year in accordance with the University's established billing dates.

I. A $100 housing deposit is required to reserve a room when submitting this contract. This fee cannot be waived or deferred for any reason. After serving the purpose of reserving a room, the $100 will be held as a housing deposit. Unless otherwise stated in this contract, the housing deposit may be refunded upon the resident's final departure from the University, if the resident properly checks out using the guidelines published in the University of Charleston Student Handbook and has met all financial obligations to the University.

J. All residents residing in Brotherton Hall, Middle Hall, and Ratrie Hall are required to purchase a meal plan.

K. University of Charleston undergraduate housing and residence life programs are designed for traditional-aged college students, who are at least 18 and no more than 24 on December 31 of a given academic year. Housing for students 25 and over may be available in graduate student housing on a space-available basis with prior permission from the Director of Residence Life & Judicial Affairs or their designee.

L. Students must have a class currently in progress to live on campus during the academic year. Students registered only for the second half of the term will only be allowed to live in housing during the second term.

M. Students must be admitted to the University and enrolled full time to reside on campus for the duration of each term unless the Director of Residence Life authorizes an exception. An exception can only be requested for students in their final semester of study preceding graduation. The student must be registered for at least six credit hours, have applied for graduation at the end of the term, and be enrolled in at least one course during the duration of the 16-week semester.

**Housing Requirement**

Undergraduate students are required to live on campus unless they meet one of the following conditions. The student:

A. will be over the age of 21 by the first day of classes of the Fall Term, or;
B. has completed 60 or more credit hours, or;
C. will be living with their parent(s) or guardian(s), who live within 50 miles of campus, or;
D. has a dependent(s), or;
E. will have less than 12 credit hours during the semester, or;
F. is not an athlete, or;
G. is currently married.

To apply for an exemption, the student will need to complete a Housing Exemption request in the housing portal. Housing Exemptions are approved on a rolling basis and may require additional information for approval by the Director of Residence Life or their designee.

**Contract Provisions**

1. Continued residence is not guaranteed for future semesters.
2. A resident may occupy their assigned room from the date designated as the official opening of the hall through 24 hours after their final examination or the final day the halls are open for the semester, but not during winter or summer recesses, unless authorized by the Director of Residence Life & Judicial Affairs or their designee.
3. To the extent reasonably possible, residents will be assigned rooms in accordance with the information stated on their application. No guarantee is made, however, that a resident's assignment preference or specific request will be honored. The University will try to meet preferences of room assignments; however, no guarantee of a particular assignment is offered, implied, or made hereby. By signing this contract, the resident agrees to accept and pay for the room assigned by the University.

4. The University reserves the right to cancel a resident's Housing Contract if the resident is deemed by the Director of Residence Life & Judicial Affairs or their designee, to be a threat to the safety, welfare, or security of the residence halls and/or its residents.

5. The University also reserves the right to temporarily suspend a resident's Housing Contract if the Director of Residence Life & Judicial Affairs or their designee, has reasonable cause to believe the resident poses a threat to the safety of themselves, other persons, or University property in accordance with the University of Charleston Student Handbook.

6. Residents will be held responsible for the condition of their room and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. A resident must sign an electronic Room Condition Report Form upon moving into an assigned room, verifying the condition of the room at the commencement of their occupancy. Upon moving out of a room, a resident must meet with a Residence Life staff member to complete and sign their electronic Room Condition Report Form and to return all assigned keys. Damage billing to individual residents will be based upon the Room Condition Report Form. Failure to properly check out of a room will result in a forfeiture of the resident's housing deposit, a charge of $100 fine for improper checkout, as well as the right to contest any assessed damages.

7. Individuals who intentionally or accidentally cause damage, theft, loss, or special repair services to be performed in common areas of a residential facility will be assessed the cost of repair, replacement, and/or restoration of the damaged property. Such an assessment does not preclude the imposition of additional disciplinary sanctions. Where individual responsibility cannot be determined, costs will be assessed to residents who share the joint space, floor, or building.

8. The University reserves the right to enter any room for maintenance repair, to investigate an alleged violation of policies and procedures found in the University of Charleston Student Handbook, during Hall closings, during emergencies, during fire drills, and for other reasons supported by just cause, so long as the entry and search are not done in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protections.

9. During the entire period of the contract—including recesses—the University is not responsible for the loss or damage of the personal property of any resident or other individuals due to fire, theft, or other causes. The University suggests that students obtain renters insurance to protect against loss by fire, theft, or other reasons before taking residence in any residence hall.

10. The University is not responsible for personal property left in the residence halls after the expiration or cancellation of the contract and will not be liable for property left in common spaces of the building during the contract period. Such property will be considered abandoned and will be discarded by the University. The resident will be responsible for any costs incurred by the University for the removal of abandoned property.

11. If a student is evicted from the residence halls, withdraws, or is dismissed from the University, they must vacate their residence hall 24 hours after the decision, unless the Director of Residence Life & Judicial Affairs or their designee grants an extension.

12. Any or all of the terms of this Housing Contract may be modified (and/or the Housing Contract may be canceled in its entirety) in the University's discretion due to any of the following causes: acts of God, accident,
riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, failure of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. Additionally, the University reserves the right to modify room assignments, conditions and/or restrictions as it deems necessary in its discretion and reserves all other rights preserved (as well as all others that are not restricted) by other provisions of this Housing Contract. Financial aid awards may be applied in whole or in part to my housing and meal plan costs. In the case of disruption of the academic year due to pandemic or other unforeseen circumstances, any refund of room and board may not exceed the amount I paid for room and board after the application of my aid award.

New Roommates and Room Consolidation

1. Any resident assigned to a room or a resident who self-selects a room where not all beds have been assigned must keep an available space ready for a roommate to move-in. Designated furniture needs to be available, and the room needs to be reasonably clean. Any special services required to prepare the room for a new roommate will be charged to the resident currently residing in the room.

2. During initial housing selection, as well as throughout the academic year, the University reserves the right to consolidate vacancies or make other changes in room assignments by requiring residents to move and to change assignments if deemed necessary. Any student who refuses reassignment may be referred for disciplinary action for failure to comply with University Officials.

3. A resident may be given the option to buyout the open space in their room after the second week of classes in the fall or spring if approved by the Director of Residence Life and/or their designee.

4. If a resident(s) refuses to accept a roommate or, in the judgment of the University, attempts to force a roommate out of a shared room, the University may require such resident(s) to be responsible for the total cost of the shared room. Residence Life works with roommates in conflict through informal and formal mediation processes to assist residents in embracing differences and learning life skills.

5. Requests for a roommate change will only be granted after the end of the third week of scheduled classes during the fall and spring terms if the residents in conflict have exhausted all appropriate mediatory options.

Housing Contact Terminations

Full Academic Year

Residents who enter into a Housing Contract for the entire academic year may terminate their housing contract as follows:

1. If a resident completes a Housing Cancellation Form online after June 30, the Housing Contract shall terminate, and the resident shall forfeit the full amount of the housing deposit.

2. If the resident completes a Housing Cancellation Form after they have moved into their residence hall assignment, then the resident shall pay a prorated charge for the amount of time they resided on campus for both their housing and meal plan and forfeits their housing deposit.

3. If a resident cancels their housing via the online Housing Cancellation Form at the end of the Fall semester, they will be refunded their housing deposit, less any damages or fines.
Spring Semester Only

Residents who enter into a Housing Contract for the spring term only may terminate the housing contract as follows:

1. If the resident completes a Housing Cancellation Form after December 1, the Housing Contract shall terminate, and the resident shall forfeit the full amount of the housing deposit.
2. If the resident completes a Housing Cancellation Form after they have moved into their residence hall assignment, then the resident shall pay a prorated charge for the amount of time they resided on campus for both their housing and meal plan.
3. If a resident cancels their housing via the online Housing Cancellation Form at the end of the Spring semester, they will be refunded their housing deposit, less any damages or fines.

Graduation, Student Teaching, Academic Dismissal, Withdrawal, Eviction, and Expulsion.

1. Housing contracts for residents who graduate from the University in the spring shall be automatically terminated upon graduation, once the resident has completed a Housing Cancellation Form.
2. Housing contracts for residents who graduate from the University in the fall shall be terminated at the end of the fall semester, once the resident has completed a Housing Cancellation Form.
3. Housing contracts for residents who begin student teaching in the spring semester can be terminated at the end of the fall semester if the resident completes a Housing Cancellation Form.
4. Housing contracts for residents who are dismissed from the University for Academic Reasons at the end of the fall semester shall be terminated at the end of the fall semester.
5. Residents who withdraw from the University in the fall semester can be terminated at the end of the fall semester if the resident completes a Housing Cancellation Form.
6. Residents who withdraw from the University in the spring semester can be terminated at the end of the fall semester if the resident completes a Housing Cancellation Form.
7. Residents who are evicted from housing and residents who are expelled for violations of the University of Charleston Student Handbook are subject to the terms outlined in the University of Charleston Student Handbook.

General Housing Policies

Rules and regulations are authorized by the Director of Residence Life & Judicial Affairs and are subject to change. As set forth in this Housing Contract and the University of Charleston Student Handbook, students are required to comply with all regulations and policies including, but not limited to, the following:

A. Appliance Policy: The University discourages the use of electrical appliances in student rooms. The following are prohibited in the residence halls: halogen lamps, hot plates, electric coils, sun lamps, air conditioners, electric blankets, heaters, toaster ovens, electric percolators, hot pots, and any electrical appliance which has an open heating element. Appliances such as curling irons and clothing irons should be used with care and may not be left unattended while in use.

B. Fire Safety: Failure to evacuate a building during a fire alarm and the theft or improper use of firefighting equipment, detection, and alarm equipment is prohibited. The use of candles and incense is also prohibited.
C. **Guest/Visitor Registration:** For the Guest Visitation Policy please refer to the *University of Charleston Student Handbook.*

D. **Keys:** The unauthorized use or reproduction of a key for any residence hall room or facility is prohibited. Lost keys must be reported to the Residence Director immediately and will result in a lock change. The resident responsible for the lost room key will be billed $125 for the lock change.

E. **Security:** Residents are responsible for the general security of their residence hall. Acts that compromise building security are prohibited. Specifically, residents are prohibited from propping open any exterior doors that are typically closed for security purposes. Residents are expected to lock their room doors and to report thefts and vandalism immediately to their Residence Director. Residents of a room are responsible for the security and use of the room in accordance with University policies, rules and regulations.

F. **Windows:** Residents are prohibited from: (1) removing or damaging window screens in student rooms or public areas in residence halls; (2) placing any objects outside the window, including aerials and similar equipment; (3) placing themselves on building ledges or roofs; (4) throwing objects or shouting from windows.

*By submitting a housing application after reading this contract, it constitutes an agreement to comply with the terms and conditions of the Housing Contract and all policies and procedures of the University of Charleston.*
IDENTIFICATIONS CARDS (ID) AND BUILDING ACCESS INFORMATION

- Residence hall main entrances utilize card access for entry.
- All guests should be accompanied by their resident host at all times.
- A resident should keep his/her ID in good shape. Scratches, bends, etc. will affect access.
- IDs can be generated in the Student Solutions Center.
- If a resident loses their ID when the Student Solutions Center is closed, they may obtain a temporary ID from Residence Life. The temporary ID only allows access to the residence halls and will remain active for two (2) business days. The resident must have a new, permanent ID made within that time frame and return the temporary ID to Residence Life or a fee of $55.00 will be assessed to the student.

TRESPASSING

Only authorized people are allowed in the residence halls. Unauthorized persons will be asked to leave immediately. Failure to comply will result in trespassing charges. Guests must be accompanied by a resident at all times. Guests must be accompanied by a resident at all times.

KEY DUPLICATION AND POSSESSION OF MASTER KEY

The University of Charleston prohibits key duplication. Residents who lose a room key should go to their RD. A temporary emergency key may be obtained; however, to replace the key a core change may be needed at a $50 charge. Any student found with an unauthorized master or building key will be subject to strict disciplinary action as well as a fine of $1000 for unauthorized master key possession. If any student uses a master key to enter a student’s room, college office, or other facilities, they will be subject to the penalties of the Charleston City Code and West Virginia State Statutes.

LOCK-OUTS

When locked out of his/her room, residents should contact their RA, the RD/RA on duty for assistance or the Office of Student Life. In an effort to encourage students to carry their keys, there will be a $5 fine each time after the first time that a student requires staff to key into his/her room. Lock out fees will be added to the student’s university account at the end of each semester.
CHECK-IN AND CHECK-OUT PROCEDURES

Check-in

Students will check into their respective halls on a pre-assigned move-in day. Prior to that move-in day, Facilities Services will inspect and clean each room. On move-in days, RA staff will check-in stations located in the lobby of each residence hall. At these stations, students will be given their room assignment and any forms or other documentation that needs to be completed. With an RA, the student will complete a Room Condition Report (RCR) form. Any damages or missing items will be noted on the RCR at that time to prevent charges when residents check out. Once the RCR form has been completed and signed, the RA will provide room keys and the bathroom code (Brotherton Hall only).

Check-out

Residents must consult a RA to check-out of their room at the end of each academic year, for winter graduation, room changes, and withdrawal. Except at the end of the academic year, when the Housing Contract automatically terminates, before checking-out of their room, a resident must visit their respective RD to complete a “Housing Contract Cancellation Form.” Once the “Housing Contract Cancellation Form” has been completed, a resident will need to contact a Resident Assistant in their building for assistance. The RA will complete the “check-out condition” portion of the RCR and note all damages and/or missing furniture. The inventory completed by the RA at check-in is used to determine damages. All expenses incurred as a result of damages are the responsibility of the resident. After, the RA and resident sign the RCR form, the RA will collect the resident’s keys. Failure to meet with a staff member and follow the proper check-out procedures will result in a charge of $100 and forfeiture of the right to contest any room damage charges. Failure to turn in a room key will result in a $50 charge to change the lock and make new keys. Failure to turn in a mailbox key will result in a $5 charge. Late check-out is considered an improper check-out and will result in a fine of $100, unless special arrangements have been made with the Director of Residence Life by Tuesday of finals week at 5 p.m. Late check-out is considered an improper check-out and will result in a fine of $100, unless special arrangements have been made with the Director of Residence Life by Tuesday of finals week at 5 p.m. In addition, residents are responsible for cleaning their room before checking out. Leaving a room excessively unclean will result in a $100 fine cleaning fee.

Residents should do the following before checking out to ensure that the room is not excessively unclean:

- Remove all trash from the room
- Remove all food from the room
- Remove all personal items from the room (all personal furniture must be removed from campus or a removal fee will be charged)
- Sweep and mop Floors
- Clean bathroom
- Dust university furniture

For residents living in apartments and suites:

- Remove all food from refrigerator and cabinets
- Clean the inside of the refrigerator
- Clean stove top and oven
PERSONALIZING YOUR RESIDENCE HALL ROOM

The condition of walls and floors in the room is the student’s responsibility. When hanging pictures, posters, etc. on the wall, it should be noted that thumbtacks, nails, and screws will cause holes which the student will be responsible for repairing. Students should be aware of the possible charges for such repairs. Fees are determined by the amount and seriousness of the damage.

Residence hall room furnishings may not be removed from the room. In no case may furniture be removed from the room without the explicit permission of the Director of Residence Life. Room furniture which is removed without the permission of the Director of Residence Life will be considered room damage and will be charged to the student’s account.

Students wishing to place couches, chairs or other upholstered furniture in rooms/living rooms of areas must provide unhampered access to exits. All student furnishings must be removed from the student’s room and campus by the student when checking out of the residence hall. Any student furnishings left in a student’s room or on campus will be considered an improper check out and the student will be charged a $100.00 removal fee.

Rooms are checked upon arrival, upon departure and during the academic year for health and safety purposes. During this time Residence Life staff will be checking for room damages and cleanliness of each room.
ROOM CHANGE POLICY

Requests for a roommate change will only be granted after the end of the fifth week of scheduled classes during the fall and spring terms, if the residents in conflict have exhausted all appropriate mediatory options. The University believes that learning to confront and resolve conflict in a healthy way is an integral part of its resident’s education. To that end, residents in conflict are provided several opportunities to learn effective conflict management skills before a room change is granted.

Due to COVID-19, room changes will only be approved in certain circumstances and can only be approved by the Assistant Dean of Students and or their designee.

Causes for Roommate Conflict

Living with another person in a residence hall room takes compromise by all roommates involved. Most conflicts between roommates occur due to poor communication prior to the conflict. Many residents make the mistake of assuming that their roommate should think, feel, or act the way they do, and the moment that their roommate does or says something differently, a conflict begins to build. From that point on differences build up until the resident either gets angry and verbally lashes out or avoids their roommate completely. Unfortunately, this scenario is very common and very unhealthy. A better idea is for roommates to build an open communication process right from the beginning of the year, and this is where the RA is integral.

Procedure for Room Change

Residents should make every effort to work through any roommate conflicts with all parties involved. If a conflict arises, the residents involved should visit their RA for assistance. The RA will attempt to mediate the conflict with the residents involved. The RA may request for the residents in conflict to create a mutual contract to help clarify expectations and to foster open communication. If future conflict arises after the initial mediatory session, then the residents involved should visit their RD. The RD will explore new strategies for resolving the conflict. After this mediatory effort, if the residents involved are still interested in changing rooms, a room change will be granted. Support for roommate conflicts is also available through the Counseling office, located in GSU 309.

Room changes will not be granted if based upon race, ethnicity, or religion. Room changes will not be granted if the residents in conflict fail to follow the process outlined above. Failure to complete all room change procedures by the determined date may result in permission being rescinded. A fine of $100 will be assessed for any resident who fails to comply with this guideline.

Breaks

Residents are permitted to remain in the residence halls during the fall, Thanksgiving, and Spring breaks; however, residents are not permitted to remain on campus during Winter Break or Summer Break. Students planning to remain in the residence halls during Fall Break, Thanksgiving, and Spring Break must notify their RA one week prior to the first day of break. Students choosing to remain on campus for the duration of a break are reminded that they are expected to follow the Student Code of Conduct and visitation is suspended during this period.
How to prepare rooms for breaks:

Students leaving campus for break must perform the following prior to departure:

- Unplug all electrical appliances and products.
- Lock all windows and lower window blinds.
- Properly dispose of any perishable food items.
- Remove ALL items around heating units, so filters may be changed.
- Turn off lights.
- Lock all doors.
- Prepare bathroom for inspection.

Bathroom and room inspections will be performed during each break. Items that are not permitted will be confiscated and the student may be subject to the imposition of sanctions. Electrical items will be unplugged during the checks. The University is not responsible for items that may be damaged or lost due to improper departure preparation. Entering a residence hall during winter and Summer Breaks without expressed permission from the Department of Residence Life is prohibited and will be considered trespassing. This precaution is for the safety and protection of those students authorized to remain on campus and other students’ possessions left in residence hall rooms.

Quiet Hours

The following are established quiet hours in the residence halls:

Sunday - Thursday, 10 p.m. - 10 a.m.
Friday - Saturday, midnight - 10 a.m.

Enforcement of these quiet hours is an expectation of community members and hall staff as well as other community members. Students who are caught in violation of quite hours may be subject to judicial action.

Visitation Policy

The visitation policy for the University of Charleston residence halls is designed to espouse the following ideas: First, the University understands that the residential community is an educational one and therefore seeks to preserve the academic integrity of the residential experience. Second, the University has a strong commitment to maintaining a safe and secure environment for its residents. Third, the University recognizes the value of guests in a vibrant educational community and therefore seeks to create opportunities for residents to have guests. Fourth, the University recognizes that residents have different desires regarding visitation arrangements and therefore seeks to protect the privacy and comfort of all its residents.

The guidelines listed below are applicable to all persons, including University of Charleston students and residents, except where otherwise expressed:

Due to COVID-19, students are only allowed to have guests from their own building. This means that even if I live on campus, I cannot go into other residence halls beyond my own. Residential Students are allowed one (1) guest from their own residence hall.

Food Delivery to campus is allowed as long as the student meets the delivery individual outside. Any food delivery person is not allowed inside of the residence halls including passing the first set of doors on any residence halls.
Visitation Guidelines

Definitions

Non-residential guest – any guest in the Residence Halls who is not a resident of the University of Charleston.

Residential guest – a guest in a Residence Hall who is currently a resident of the University of Charleston.

Non-overnight Guests- Please refer to COVID-19 rules for guests!

- Residential students may have guests from 12:00 p.m. to 2:00 a.m. seven days a week, if mutual consent from all roommates is acquired. If mutual consent is not acquired, the appropriate resident may be subject to judicial action.
- If a resident chooses to have a non-residential guest past 10:00 p.m., the non-residential guest must check-in with the Desk Assistant, who is stationed at the front desk, and the non-residential guest must leave a picture I.D and complete a Guest Registration Form. The non-residential guest will be required to possess their Guest Registration Form at all times, and a staff member may ask the non-residential guest to display it. If a non-residential guest does not check-in accordingly, the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. Residential guests are not required to check-in or to complete a Guest Registration Form, but they must be accompanied by their resident host at all times.
- All non-residential guests must check-out with the Desk Assistant and collect their I.D. before 2:00 a.m. If a non-residential guest does not check-out and collect their I.D., the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. Residential guests are not required to check-out with the Desk Assistant, but must return to their assigned residence hall by 2 a.m. also.

Overnight Guests- Please refer to COVID-19 rules for guests.

- Residents may have overnight non-residential and residential guests, only on Friday and Saturday nights, if mutual consent from all roommates is acquired. If mutual consent is not acquired, the appropriate resident may be subject to judicial action.
- If a resident chooses to have a non-residential overnight guest, at 10:00 p.m. the non-residential guest must check-in with the Desk Assistant, who is stationed at the front desk and the non-residential guest must complete a Guest Registration Form. The non-residential guest will be required to possess their Guest Registration Form at all times, and a staff member may ask the non-residential guest to display it. If a non-residential guest does not check-in accordingly, the appropriate resident may be subject to judicial action and the appropriate non-residential guest may lose their visitation privileges. Residential guests are not required to check-in or complete a Guest Registration Form, but they must be accompanied by their resident host at all times.
- If a resident chooses to have the same non-residential overnight guest for two nights, the non-residential guest must check in at 10:00 p.m. each night.

Guest Behavior

- Guests must be escorted by their resident host at all times. Residents are responsible for ensuring that their guests do not impose any inconvenience on other residents and that their guests do not violate University policy.
- If a guest fails to comply with any University policy, they may be asked to leave the residence hall immediately. A guest may be prohibited from future visits if he or she creates a disturbance or repeatedly violates University policy.
**Cohabitation**

- Cohabitation is a violation of Student Code of Conduct, and all violations will be adjudicated.
- Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there.
- Examples of cohabitation include excessive visitation, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in a room to which one is not assigned, or when a guest’s continual presence hinders a roommate’s ability to study, sleep, and or occupy their room.

**WINDOW DISPLAY**

Students are not permitted to display any hanging posters or items in the residence halls windows. Screens must remain in place at all times.

**MAIL**

All residents will be assigned a residence hall mailbox upon checking in each year. Mail is distributed Monday through Friday only. Residents are asked to give forwarding and summer addresses before departure from the University to the Mailroom in Riggleman Hall. Residents who lose a mailbox key should go to their RD. A resident must pay $5 to have the mailbox key replaced.
Health and Safety Inspections

At the University of Charleston, each resident will be held responsible for the cleanliness of their residence hall room/suite/apartment. It is the responsibility of all residents of each room/suite/apartment to make sure their room has been dusted, and floors have been swept and mopped or vacuumed, their sink, stove, and microwave have been cleaned. The RD and Paraprofessional Staff Member will also be checking each smoke detector to make sure it is working correctly during this time.

A weekly health and safety inspection will take place during a designated time to be announced (follow the bathroom inspection schedule). The Resident Director and Paraprofessional Staff Member for each floor/section will be entering each room to check for the cleanliness of the room and to make sure each smoke detector is working correctly. The Resident Director or their designee will post signs at least 48-hours in advance on each floor to make residents aware of the date and time of their inspection.

The Resident Director and Paraprofessional Staff Member will use the following scale to judge what condition the room is in:

Pass:  
- Furniture and countertops have been dusted
- Floor(s) have been swept and mopped or vacuumed
- The stove has been cleaned
- Microwave has been cleaned
- The sink is clean and does not have dirty dishes in it
- Garbage has been removed from the room

Passable:  
- Furniture and countertops do not have visible dust
- Floor(s) have been swept or vacuumed
- The stove does not have food or buildup on it
- Microwave does not have food or build up inside it
- The sink is clean but may have a few dishes in it
- The garbage can is not overflowing from the top of the trashcan

Fail:  
- Furniture and countertops have dust covering them
- Floor(s) are dirty and dusty
- The stove has food and buildup on it
- Microwave has food and buildup in it
- The sink is dirty and piled with dishes
- Garbage is overflowing from the top of the trashcan
- Room reeks of a strong odor

A room will pass inspection; only if each area is checked **Pass**. A room will fail inspection if at least one section is checked **Fail**. If a student(s) is found with a failed room condition, they will have a scheduled meeting with the Resident Director for their first offense, asked to clean their room within a 48-hour time period before the Resident Director returns for a re-inspection and fined $30. The second offense will result in an incident report being written and a student being fined $60.
Bathroom Cleanliness Policy

At the University of Charleston, each resident is held responsible for the cleanliness of their bathroom and is expected to maintain good health and safety standards. It is the responsibility of the resident to ensure that his/her bathroom meets these reasonable standards. Mirrors must remain free from buildup; sinks—including faucet, basin, pipes, and countertops—must remain free from soap scum, mildew, and buildup; shower walls and floor must remain free from soap scum, mildew, and buildup; shower curtain must remain free from soap scum, mildew, and buildup; toilet—including walls and floor—must remain clean; general floor area must remain free from dirt, mildew, and buildup; and garbage must be disposed of properly. It is also the resident’s responsibility to acquire supplies for cleaning.

The University of Charleston will provide supplies for cleaning that are available at the front desks.

A weekly inspection of each bathroom will be conducted by the Paraprofessional Staff Member and Resident Director, using the 2020-2021 University of Charleston Health and Safety Inspection Form Online. The following areas will be assessed each month: mirror, sink, shower walls, shower curtain, shower head, toilet, floor, and garbage. The following rubric will be used in the assessment of each of the areas:

Pass:  
Area is spotless  
Recently disinfected  
No trash present

Fail:  
Area has been seemingly neglected  
Mildew, mold, or buildup pervades the area  
Countertops have dust covering them  
Floor(s) are dirty and dusty  
Sink, shower, or toilet is dirty  
Garbage is overflowing from top of trashcan  
Room reeks of a strong odor

A bathroom will pass inspection; if each area is checked Pass. A bathroom will fail inspection, if at least one area is checked Fail. If a student(s) are found with a failed bathroom condition they will have a scheduled meeting with the Resident Director for their first offense, asked to clean their room within a 48-hour time period before the Resident Director returns for a re-inspection and fined $20. The second offense will result in an incident report being written and a student being fined $40.
Health & Safety Inspection Schedule

Once a week, each Paraprofessional Staff Member and Resident Director will be responsible for conducting a bathroom inspection for each bathroom in his/her section, including those related to singles, apartments, and suites. For the safety of all involved, students are encouraged not to be present during the inspection.

Inspections will take place during the following days; specific times will be posted by the Paraprofessional and emailed to all residents:

- Monday – First Floor
- Tuesday – Second Floor
- Wednesday – Third Floor
- Thursday – Fourth Floor
- Sunday - Reinspections

As each inspection is completed, an online record will be created via the Online Health and Safety Inspection Form. Every resident of the inspected room will receive an email with the findings of the inspection. Those residents who fail inspection will have their re-inspection on Sundays.
TECHNOLOGY

Telephones

Each room is equipped with a phone line; however, students must furnish the phone itself. The institution does not provide voice mail; however, a resident may provide and utilize an answering machine.

Television

Extended basic cable service is included in the residence hall room rate. Extended basic cable reception is available for one television per room. Students may not purchase their own cable package from any outside vendor.

Internet

Each room is equipped with a network jack for each resident in the room to connect to the campus network and the internet, as well as wireless internet capabilities. Residents must provide their own computer and Ethernet cable. In addition, residents are responsible for all repairs to their equipment.

ETHERNET AND PHONE ISSUES

If a resident encounters an Ethernet or phone issue, he or she should prepare the following information to convey to their RD in the form of an email:

- Nature of the problem (what is the problem and when did it occur)
- Location of the problem (room and hall)
- Contact information (room phone, cell phone, and email address)
- 3 dates and times when student would be available to meet a University Computing staff member

If a resident does not possess a computer or if a resident’s issue is such that their personal computer is not functioning, the resident may choose to use the computers in the labs or in the library. If all internet options are unavailable, then the resident may visit their RD personally to convey the appropriate information.
MAINTENANCE REQUEST

If there is anything in need of repair in a residence hall room, the student should put in a maintenance request through the Housing and Meal Plan tabs that can be found under MyUcwv Student’s Home. Students can follow the followings steps:

After selecting “Housing and Meal Plans” Students will then directed to the housing page. In the top right corner, there is a “More Tasks” tab and a dropdown where “Maintenance Requests” will appear.

After selecting “Maintenance Request”, complete the form as shown with a relevant “problem title” and a detailed
“Problem Description.”

If the work order is an emergency (ex. Water is flooding the floor, lock on their door is not working correctly, window is broken, etc), the student should contact their RD or Security immediately. The RD or Security will then assess the situation and determine what course of action needs to be taken.
CRIME PREVENTION AND SELF-PROTECTION

Security is everyone’s responsibility on campus. The following information provides you with quick and easy methods to combat crime on campus. It is suggested that extremely expensive items and heirlooms be left at home.

- **Utilize the Operation ID program by engraving and recording all valuables. An inventory list is available through the security office.**
- **MAKE SURE THE DOOR IS LOCKED BOTH WHILE ASLEEP IN YOUR ROOM AND WHILE AWAY.** Even if making a brief trip to the restroom or some other room, be sure to lock the door.
- It is the resident’s responsibility to maintain control of his/her room key. Do not loan keys to anyone. Don’t leave keys lying around in plain view. If a key is lost or stolen, report it immediately to Security and Residence Life.
- Although leaving notes on the door (such as “gone for the weekend”) is convenient information for friends, it also provides a potential thief the same convenience. Use discretion in what information is posted on the door.
- Do not prop outside perimeter doors open for friends or anyone else. All side doors, except the main entrance doors, are alarmed. Residents will be expected to keep an I.D. at all times and use the regularly designated entrances.
- Do not leave valuables unattended in automobiles. Automobiles should be locked.
- Always find out who is knocking before opening a door.
- Report any and all suspicious persons to security immediately.

**CHARLESTON CAMPUS - SECURITY OFFICE: 304-357-4857**

**CHARLESTON CAMPUS - SECURITY CELL #1: 304-859-2757**

**CHARLESTON CAMPUS - SECURITY CELL #2: 304-348-2755**

**BECKLEY CAMPUS - SECURITY CELL: 304-890-2722**
FIRE SAFETY

Prevention

As part of the University’s responsibility toward encouraging safe residence halls, the residence hall staff is fully prepared to support and encourage all students in promoting fire safety. Students should feel free to present their concerns or ideas that could result in safer residence halls. The following regulations are in effect for safety:

- The use or possession of any dangerous chemical or explosive materials such as fireworks, gun powder, gasoline or incendiary devices is prohibited.
- The burning of candles, oil lamps, incense, or other open-flamed items is prohibited.
- Motorcycles and bicycles may not be kept in hallways/stairwells, sidewalks, attached to fire equipment, or stored in any manner that interferes with exiting from the building. Bicycles should be stored and secured in designated areas.
- Parachutes, sheets, and other large flammable items are not permitted to be suspended from resident hall ceilings.
- All electrical appliances such as hair dryers, curling irons, curlers, razors, etc., should be connected directly into receptacles. Unplug when not in use.
- Please do not use extension cords. Use surge protectors instead.
- Refrigerators must be plugged directly into receptacles.
- No toasters, hot plates or other open coil appliances may be used.
- All wires must be clear of traffic routes in room, beds and around or under furniture or items.
- Wires should never be taped to metal beds. Conduction can and will occur.
- Grilling appliances, such as a Foreman Grill, may only be used in the kitchenette areas of each hall.
- Things should not be draped over lights to dry or decorate.
- Frayed cords or lamps without shades should not be used.
- Halogen lamps are not permitted due to recent fire safety concerns raised by the Underwriter’s Laboratories.

Fire drills are scheduled throughout the school year as required by state law. Participation in drills is mandatory. All fire alarms should be considered as fire alerts and the buildings must be evacuated immediately. Persons refusing to evacuate constitute a hazard to fire officials and will face disciplinary action. Anyone who causes a false fire alarm will be fined a minimum of $100 and a maximum of $500. If the responsible individual cannot be identified, the residents of the section where the alarm was activated will be charged a $500 group damage bill. Tampering with or setting off fire alarms, smoke detectors, fire extinguishers, or intentionally lighting a fire in a University building is prohibited. This will be handled in accordance with the ordinances and penalties of the Charleston Fire Department and the West Virginia State Code.

Evacuation Procedures

In the event of a fire or emergency evacuation, the following steps should be taken:

Secure doors quickly if conditions permit. Stay low to the floor if smoke is present.

1. Move to the nearest exit. If blocked by fire or smoke, take an alternate exit. Plan ahead.
2. Exit building quickly and in an orderly fashion through designated fire exits, closing each room door.
3. If it is not safe to leave the room:
4. Close room door:
   a. Place blankets or sheets around door to prevent smoke from entering.
   b. Open windows to allow fresh air to enter room.
   c. Hang a bright object from the window to attract attention.
   d. Await rescue.
5. Once outside the building move to the front steps of GSU
6. Do not go back inside to salvage belongings.
7. Stay clear of building until security, Residence Life staff, or the fire department gives authorization to return to the building.
8. Please be ready to receive additional instruction from Residence Life staff.
GROUP BILLING

The University has found it in the best interest of both itself and the residents to implement group billing instead of charging a general/auxiliary fee to pay for unknown damages. In all cases of vandalism and or theft every effort will be made to make the resident(s) responsible for the damage accountable for the costs. If the responsible parties are not identified, costs for damages on a floor will be split among all residents of the section/floor where the damage occurred. Damage to common areas (TV lounge, study room, etc.) will be billed to all residents of the hall. If the responsible individual cannot be identified, false fire alarm expenses will be billed in the amount of $500 to the members of the section where the alarm was activated.
Mission Statement

The Office of Student Life seeks to empower students to become engaged citizens who value diversity and holistic wellness.

Purpose

A significant portion of the total learning experience of each student is acquired outside the classroom. The ability to communicate well with others, to develop, promote, implement, and evaluate ideas and activities, and to initiate change when desirable, are obvious necessities for every educated person. UC graduates are expected to be able to function effectively as team members and be involved, contributing citizens in the community in which they live or work. The types of experiences needed to develop these skills are made available to our students primarily through co-curricular programs and student leadership, with active involvement in recognized clubs and organizations as a key element.

Student Organization GPA Requirements and Process

Each organization is required to maintain a specific grade point average based on the classification of their organization. Each organization will be aware of their organization’s classification. Members that do not meet the GPA requirement will be placed on academic probation within the organization for one semester. At the end of the semester, the Coordinator of Student Involvement will check the student’s GPA and see if they meet the requirement. If they still do not meet the requirement after being on academic probation for one semester, they will be removed from the organization.

The grade point average requirements are as follows:

**Tier 1: University Leadership Organizations and Honor Societies:** general members must maintain a 2.5 GPA. Officers must maintain a 2.7 GPA.

**Tier 2: Program Based, Greek Life, and Special Interest Organizations:** general members must maintain a 2.0 GPA. Officers must maintain a 2.25 GPA.

**Tier 3: Religious affiliated organizations:** There is no GPA requirement.
**Student Organizations**

The University of Charleston has a population of diverse and interesting student organizations. Of the 36 organizations, we hope to have something for everyone! If we don’t, the process is easy. Refer to the information in this handbook regarding New Student Organizations or stop in the Office of Student Life and get your questions answered. We are here to ensure student organization success!

*Departmental / Program Based Organizations*
- American Chemical Society (ACS)
- Business and Leadership Association (BLA)
- Capito Association of Nursing Students (CANS)
- Financial Planning Association (FPA)
- Pre-Pharmacy CLUB
- Pre-Professional Healthcare Society
- Psychology Club
- Public Relations Student Society of America (PRSSA)
- Radiology Club
- Student Accounting Society
- Student-Athlete Advisory Committee (SAAC)
- Student Education Advisory Council (SEAC)
- UC PA Student Association

*Greek Life Organizations*
- Beta Tau Epsilon (Local Sorority)
- Tau Omega (Local Fraternity)
- Theta Kappa Pi (Local Sorority)
- Greek Council

*Honorary Societies*
- Chi Beta Phi (Science)
- Gamma Beta Phi (Community Service)
- Pi Gamma Mu (Political Science)
- Psi Chi (Psychology)
- Sigma Beta Delta (Business)
- Sigma Tau Delta (English)

*Special Interest Groups*
- Because Christ Matters (BCM)
- Black Student Union (BSU)
- College Republicans
- DREAAM Studio
- Global Student Organization (GSO)
- Inspire West Virginia
- InterVarsity
- Phi Beta Lambda
- SGA’s Student Organization Council (SOC)
- UC Unity
- Young Life

*University funded Leadership Organizations*
- Student Activities Board (SAB)
- Student Government Association (SGA)
Registration of Student Organizations

Policies and Procedures
Each fall semester, all student organizations are required to re-apply for recognition with the Office of Student Life on the Presence app. Organization presidents must log-in to the app and update their roster and constitution. Once registered as an official student organization, recognition and participation in campus events can be granted.

Privileges of registration include but are not limited to the following:

- Office of Student Life Mailbox use.
- Office of Student Life and Fax use.
- Use of UC facilities and catering services.
- Possible funding through the Student Government Association’s SOFA funds.
- Participation in Student Involvement Fair and ability to hold events and fundraisers on and off campus.

The procedure for organization registration is as follows for all student organizations wishing to be recognized as an official student organization.

1. Submit an organization proposal to the Coordinator of Student Involvement providing details on the organization that you wish to start and how it will be beneficial to UC students.
2. Complete the Student Organization Registration Form on the Presence App in the organizations specific section.
3. Submit a current Membership List though the Presence App in the organizations specific section.
4. Submit a current copy of the organization’s Constitution/By Laws though the Presence App in the organizations specific section.
5. Attend a Student Organization Orientation session with the Coordinator of Student Involvement.

Once you have completed everything listed above, you will receive a confirmation email, indicating that you successfully completed the Student Organization Registration process and are a recognized UC Student Organization for the school year.

Student organizations applying for official recognition must comply with all policies of the Office of Student Life and the University of Charleston. Recognition can be withheld if the applying organization violates any of the policies governing student groups, or if the student organization duplicates the purpose of another group already registered on campus. Recognition is granted by the Coordinator of Student Involvement.

All student organizations must abide by the following policies:

1. All student organizations must be registered with the Office of Student Life.
2. All student organizations must have at least 5 members in the organization.
3. All students must maintain the specific GPA requirement assigned to their organization.
4. Each student organization must submit an updated membership list at the beginning of each semester. The membership list must include a list of current officers, a membership roster in excel format, and the name of the required faculty/staff advisor.
5. All registered student organizations MUST have an Advisor who is a UC Staff/Faculty member for their organization. If an organization does not have an advisor by this time, the organization will only be allowed to hold meetings, sponsor events or fundraisers.

6. It is the responsibility of the Office of Student Life to ensure grade checks have been properly completed at the beginning of each semester. Student organization may adopt higher standards, as in the case of honor societies, but may not lower the required cumulative GPA.

7. The purpose, objectives, and activities of the organization must be consistent with the objectives and mission of the University of Charleston and with all municipal, state, and federal laws.

8. The organization will not discriminate or harass on the basis of race, creed, national, origin, sex, age, disability, veteran status, sexual preference, or religion in the selection of its members or in its programs unless federal or state laws allow for such exception (Fraternities and Sororities exception of gender).

9. The organization agrees to register all activities on and off campus including those involving alcohol and fundraising with the Office of Student Life by submitting the appropriate forms 5 business days prior to the event through Presence.

10. Every voting member of the organization must currently be enrolled as a student at the University of Charleston.

11. Student organizations and individuals that do not follow the policies listed in this Student Involvement handbook or the University of Charleston Student Handbook are subject to disciplinary action through the Student Code of Conduct stated in the most current Student Handbook.

In addition to the above policies all student organizations must have the following items listed in their constitutions:

1. **Adherence**: This organization will adhere to all University rules, regulations, and policies, as well as to all local, state, and federal laws.

2. **Non-exclusionary Membership Clause**: This organization practices an open membership policy for members of the university community without regard to race, color, age, religion, national origin, disability, or sexual orientation. Membership and participation in this student organization must be open to all currently registered students without regard to gender, unless exempt under Title IX.

3. **Non-Profit Clause**: (Name of Organization) is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers, or other persons except that the organization shall be authorized to and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

In the event of dissolution, the residual assets of the organizations will be turned over to one or more organizations with similar purposes or to one or more organizations described in section 501 (c) (3) of the Internal Revenue Code of 1954.

*The above clauses must appear VERBATIM in all constitutions and/or by-laws*
Temporary Suspension of University of Charleston Student Organizations

The Office of Student Life may temporarily suspend the registration status of a student organization upon reasonable belief that the organization has violated or intends to violate the policies governing use of University of Charleston facilities, or violated the Student Code of Conduct.

In event of an organization being temporarily suspended, the Coordinator of Student Involvement will notify the head Judicial Officer, who will then follow the judicial procedure as outlined in the Student Rights under the Student Code of Conduct.

The organization on temporary suspension will remain suspended until the current President meets with the Judicial Officer. The Judicial Officer and the Coordinator of Student Involvement will then host a meeting to decide further action.

Managing Student Organization Funds & Bank Accounts

The constitution for each student organization should identify the officer with the responsibility of maintaining financial records. Responsibility for managing and dispersing the funds of student organizations lies with the student members and elected officers. Each organization must keep track of its own expenditures and balances.

A few student organizations are funded through the University (Student Activities Board & Student Government Association) and don’t require an outside bank account. Those organizations that are not funded through the university are individually responsible for maintaining a bank account at a local bank.

In order for your group to be eligible to open a bank account, most banks require a Tax EIN number, a university letter stating that your organization is an official organization of the University of Charleston, and one or two forms of identification.

Please see the Coordinator of Student Involvement for your organization’s official letter of recognition.

Organizations with national affiliation may check with their national organization to see if they fall under their national Tax EIN number.

Tax Exemption Status

Student organizations are not automatically tax exempt. It is the responsibility of each organization to file the appropriate paperwork to receive tax exempt status. Student organizations may NOT use the University of Charleston’s Tax-Exempt Number.

Registration of Events- All Student Organization Events are suspended until further notice unless virtual!

All student organizations wishing to hold an event on or off campus must register the event with the Office of Student Life. The event must be registered at least 5 business days prior to the scheduled date by using the Event Request form which is available online through Presence. This policy makes it possible for the Office of Student Life to assist with coordination of campus events and to supply additional publicity for student organization sponsored events. The guidelines of event registration include:

1. All activities should be consistent with the university standards and policies as well as the mission/purpose of your organization.

2. Only one large campus activity will be allowed to be sponsored each night.
3. Events are not confirmed until you receive an e-mail notification of approval from the Coordinator of Student Involvement.

4. There must be 2 chaperones present at dance events and events involving alcohol. A chaperone must be a current staff or faculty member of UC. It is the responsibility of student organization to recruit the chaperones. All chaperones must sign the Chaperone Agreement form at least 72 hours in advance of the event.

*Student Organizations need to independently reserve a room, audio visual equipment, food and beverages (if needed) through the Catering and AV Offices.*

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**Policies and Procedures for Events Involving Non-UC Students**

Current UC students will have to show their UC identification card upon entry. Each student may bring one non-UC student as a guest if that individual has a valid form of identification, which must be shown and recorded at the same time of admittance.

UC chaperones or other responsible parties as identified by the organization will be responsible for monitoring the guest list.

When current student organization, current students, or the Office of Student Life has a party where there will likely be non-UC students in attendance, a minimum of one off-duty police officer must be obtained for the event. A scheduled meeting with campus security and the hired officer must take place prior to the event to discuss expectations and procedures should problems arise.

NO outside containers are allowed into an event.

University of Charleston students and organizations are responsible for their actions and the actions of their guests.

**Fundraising Policy**

Organizations find it necessary to hold fundraisers as means of revenue in order to operate. So that all organizations can hold fundraisers without conflict with other organizations or without duplication, all fundraisers must meet the criteria listed below and must be approved and registered by the Coordinator of Student Involvement. All fundraisers must also be appropriate and in good taste. The guidelines for holding a fundraiser are as follows:

1. No more than 2 registered fundraisers can occur during the same week. One can be scheduled in the Rotunda and another in the GSU. Fundraisers cannot take place near the Residence Halls.

2. No outside organization may raise money at the University venues/events such as sporting events, concerts, speaker series, special events, etc. Students may use UC venues/events to raise money for University sanctioned student organizations per the guidelines established by the Office of Student Life but may not use UC venues/events to raise money for outside organizations except as specified below.

3. Raising money for outside organizations is not an authorized form of community service, unless sanctioned by the University through the Coordinator of Student Involvement and the Vice President & Dean of Students. The University may sanction a fundraising event if the activity has direct impact on student learning and/or the student experience. This policy is not meant to prohibit food drives, clothing drives, flood relief drives, benefit walks, or similar efforts.

4. All fundraising activities for student organizations must be approved by the Coordinator of Student Involvement. The Coordinator of Student Involvement may consult the Vice President & Dean of Students
on any fundraising activities by student organizations and appearance of fundraising activities by outside organizations that are not covered by this policy.

5. If any organization fails to assume responsibility for any or all of the above guidelines, the organization risks temporary suspension or other sanctions for violations of policy.

Facility Usage Policies for Student Organizations

1. Arrangements for borrowing equipment must be made 7-10 business days in advance with the Catering Office or the IT department.

2. Room reservations must be made with the Catering Office. All rooms are reserved on a first come, first serve basis. All cancellations should be done 48 hours in advance. Rooms can be set for the amount of people designated for each room in the following set-up:
   - Theatre style - chairs in rows
   - Classroom style - small tables with 2 chairs each OR 6 ft. tables with 3 chairs each
   - Banquet – Round tables with 10 chairs each for buffet
   - Round tables with 8 chairs each for sit down meals

   For any other set up a diagram is required. Set-ups should be given at the time of room reservation OR no less than two weeks prior to the event. If you would like a table to be set-up on campus, please notify the Catering Office at least 48 hours in advance.

3. All events requiring menus are done in the catering office. Guaranteed amounts are due on all functions 48 hours prior to the event.

4. If alcohol is to be served at the event, you must abide by the policy for events involving alcohol established for student organizations and comply with the West Virginia laws governing alcohol. The sponsoring organization is responsible for proper control, supervision, and observance of these laws.

5. Organizations are responsible for the physical condition of the space used, the good behavior of the participants, and compliance with University rules and regulations. Organizations will be responsible for discarding any trash brought into the room, pushing in all chairs used, turning out the lights and shutting the door of the room when leaving.

6. Any damage to the room should be reported to the Catering Office and the Office of Facility Services within a 24-hour period. There will be a charge billed to the organization if there are damages.

7. Any reservation or use of the residence hall facilities must first be approved by the Residence Director in the building where the facility is located.

Student Organizations Policy for Events Involving Alcohol

What is an Event Involving Alcohol?

An event involving alcohol at the University of Charleston is defined as a social gathering at which alcohol is available for purchase and consumption by those in attendance over the age of 21.

Special Requirements for an Event Involving Alcohol:

1. The event must be registered with the Office of Student Life.

2. The event must have a minimum of two faculty/staff chaperones (which may include the advisor of the student organization but excludes the Office of Student Life staff) present from the beginning to the end of
the activity. It is the responsibility of the student organization to recruit chaperones for the event. Those agreeing to serve as chaperones must complete the chaperone agreement and meet with the Coordinator of Student Involvement at least 3 days prior to the event. The completed Chaperone Agreement must be completed and turned in at this meeting.

3. It is the student organization’s responsibility to appoint two student organization door monitors to assist the chaperones throughout the event. The door monitors must be members of the student organization and should not drink alcohol throughout the event and should help ensure that no minors are being provided or drinking alcoholic beverages at the event.

4. The student organization must provide food and non-alcoholic beverages to be ordered through the Catering Office at the event. Details about type of food, timetable and quantity specifications are listed below and are available from the Catering Office.

5. The student organization must reserve any alcohol through the Catering Office. Alcohol from student organization functions is defined as canned beer (either imported or domestic). No common source alcohol, grain alcohol, wine or liquor is permitted without expressed permission by the Coordinator of Student Involvement. No alcoholic beverages may be purchased through the student organization treasury, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. Any alcohol that is consumed at the event must be purchased by the specific individual consuming the alcohol.

6. Serving of alcohol will end at Midnight (last call 11:30 p.m.). Last call should be announced.

7. Any official student organization function occurring off campus must be registered in the Office of Student Life and must also adhere to the following policy. Third party vendors (providers of alcohol in place of the Catering Office) must be approved by the Office of Student Life.

8. All nationally affiliated organizations must adhere to alcohol policies and party policies which are required of them through their affiliation.

9. When a student organization decides to hold an event involving alcohol, it assumes responsibility for the safety and welfare of its members and guests.

10. Security will be notified of all events involving alcohol and will be available for assistance should incidents occur.

11. To host an event involving alcohol, at least 50% of the student organization membership sponsoring the event must be 21 years old or older.

Planning an Event Involving Alcohol

1. The Event Registration Form must be completed and an appointment must be made to see the Coordinator of Student Involvement at least two weeks prior to the event for review of the Event Registration Form and the Event Involving Alcohol Policy. Completion of the items mentioned entails appointing student organization door monitors from the sponsoring student organization to be available to work throughout the entire event and be contacts for the appointed chaperones. These monitors are required to sign the Event Registration Form.

2. Contact the Catering Office to reserve a room and order the food for the event. Room reservations should be made as soon as possible as room space is limited. Food and beverages must be ordered at least 10 business days in advance.

3. Contact the Faculty/Staff Chaperones who will be present during the entire event. Have those individuals sign the Event Registration form and the Chaperone Agreement. Each person agreeing to serve as a
A chaperone must make an appointment to meet with the Coordinator of Student Involvement no later than three days prior to the event. A minimum of two chaperones is required at any event involving alcohol.

4. The Coordinator of Student Involvement will review and approve the Event Registration Form.

5. The approved Event Registration Form should be taken to the Catering Office (GSU 205) at least 1 week in advance. Final arrangements for food service, room reservation, TIPS certified beverage server, kitchen equipment and/or any needed catering should be made at this time.

6. Following the approval of the Event Registration Form, wristbands and the student “21 List” (a listing of those students over the legal drinking age of 21) may be collected from the Office of Student Life by one of the appointed chaperones or the student organization door monitor on the afternoon of the scheduled event (or the Friday before the event should it fall on a weekend). If the wristbands are not retrieved by 5:00 p.m. on this day, the event will be cancelled. All extra wristbands and record lists must be returned by the first business day following the social event.

7. Alcohol will be distributed according to the TIPS Guidelines and the following University rules:
   a. ID’s must be checked at the door by the door monitors and chaperones.
   b. Individuals must have a valid Driver’s License which states their age or a UC picture ID to verify their name on the “21 List”.
   c. Students who do not have a valid Driver’s License may use a Non-Operator’s ID card.
   d. Individuals who may legitimately purchase/drink alcohol must receive a wristband at the door upon entrance to the party.
   e. Door monitors and chaperones shall not consume alcoholic beverages throughout the event
   f. Non-UC students may come to campus events if they are with a UC student. Guests must sign a Guest Register at the door and be “co-signed” by their host/hostess. The UC host/hostess is responsible for the behavior of his/her guest.

8. Alcohol Distribution
   a. Each can of alcohol will be distributed only after it is purchased by an eligible (21 and older) individual. Only those individuals with appropriate wristbands may obtain alcohol.
   b. The Catering Office will be responsible for, and the direct benefactor of, any money generated through the sale of alcohol.
   c. Only one can of alcohol will be distributed to each guest at one time.
   d. UC students or student organizations are prohibited from bringing their own alcohol to an event involving alcohol. Exceptions may be granted by the Dean of Student Life if in those instances specific guidelines must be followed.

**During the Event Involving Alcohol**

1. The appointed chaperones must be present before alcohol is served and remain until alcohol is no longer being served.

2. Food and non-alcoholic beverages must be present throughout the entire event.
a. These must be available at no charge to the attendees.

b. Arrangements for food and beverages should be made with Food Services Office. Food is not defined as chips and pretzels. Low salt items are recommended and encouraged. A list of appropriate food items is available with the Director of Catering.

c. Individuals who appear to be intoxicated will not be served additional alcohol. The sponsoring organization is responsible for the behavior of individuals who become intoxicated at their event.

3. TIPS trained servers will be provided by Food Service.

a. Servers will not consume alcohol before or during their duty time.

b. Students may not bring their own beverages into an event where beverages are being served.

c. All alcohol must be purchased from UC Food Service/Catering Office by the individuals wishing to drink at the event involving alcohol.

d. Servers will have the obligation to distribute alcohol according to TIPS training certification. This includes revoking the right for an individual to drink alcohol if circumstances require such action.

4. At least one door monitor from the sponsoring organization or the one appointed chaperone must be at the door from the beginning of the event until the last guest leaves.

5. Alcoholic beverages must be consumed within the specified event area as defined by event coordinators:

a. Beverages may not be taken out of the event area.

b. The event area does not include the restrooms.

c. The sponsoring organization, the chaperones, and the door monitors are responsible for enforcing this policy.

6. At any time during the event should a chaperone, TIPS servers, security or an Office of Student Life staff member see alcohol being consumed by an underage drinker, or any situation that signifies a problem or potential problem the following event should take place:

a. Give a warning to the individual and confiscate the alcohol

b. Have the individual leave the event.

c. Cease the serving of alcohol

d. Close the event

This will be done at the discretion of the staff member, chaperone, or security. It is strongly suggested that the student organization door monitors survey such situations to avoid any of these steps being invoked upon the event. The chaperone and an organization representative should be notified before any action is taken.

Guidelines for Student Traveling

All student organizations, student groups, and classroom field trips must register their trip with the Office of Student Life.

All student organizations must fill out the Trip Itinerary Form and the Travel Agreement and Contract form for
each member partaking in the trip at least 5 business days prior to the trip date. One copy stays with a chaperone and another copy must then be given to the Office of Student Life.

- Some things to think about when traveling:
  - Insurance Cards
  - Allergies – Check to see who has what allergy.

You are representing the University of Charleston while on the trip, so please be on your best behavior. The Student Code of Conduct still applies on University sanctioned trips and outings.

**Posting Policy**

There are many ways to communicate events and activities on campus. One of the most widely used medium in the environment of the University of Charleston is a poster. Because posters are used extensively by the entire community, the following guidelines are necessary to allow all events and activities to be advertised in an effective manner and to protect the walls and facilities at UC. Any posters for student organizations, departmental or administrative offices, or community groups must follow the following guidelines.

1. All posters must be in good taste and contain no offensive language, threat of violence, or advertisements of alcohol.

2. There is a limit of 10 8½” x 11” or 14” flyers.

3. All posters must be stamped by the Office of Student Life with a date for removal. Please have the original stamped before making numerous copies.

4. Posters will be approved for a two-week period. It is the responsibility of the organization or officers to remove the poster before the stamped date expire.

5. Posters can only be hung only in the following areas on the Academic side of campus:
   - Riggleman Hall bulletin boards
   - Catwalk between Riggleman Hall & GSU (Cork Strip Only – Not windows)
   - Front inside windows of GSU Lobby (Not the front doors of GSU)
   - Wooden Spaces (Not wooden doors)
   - Tiled Spaces

6. You may **NOT** hang posters, flyers, banners, etc. on painted walls, in elevators, or on windows.

7. Promoting in the Residence Halls: You must gain approval from the Resident Director in order to hand out flyers or hang up posters in the building.

8. Banners must be approved by the Office of Student Life and can be hung for a period of 3-5 days in the cafeteria or the catwalk between Riggleman and Geary Student Union.

9. Any organization, departmental/administrative office, or community group which does not follow the above guidelines will be penalized in the following ways:

10. Poster that are illegally posted will be removed immediately

11. Those organizations may lose posting privileges in the future.
Organizations may create a PowerPoint to be displayed on the TV screens in the GSU and Riggleman Hall Lobbies. Please contact the Communications Department to set-up the PowerPoint.
Community Service

Community Service Project Form

The University of Charleston encourages students to perform community service hours and complete service projects during each academic year they are in attendance. Community service opportunities and placements are coordinated by the Office of Student Life. The Office of Student Life is responsible for tracking and reporting community service hours performed by individuals and organizations. All University of Charleston students are encouraged to complete their service projects and hours in the Charleston area and other communities. All community service hours must be approved by the Coordinator of Student Involvement.

How do students benefit from community service? Students will:

Obtain skills that are transferable to the classroom, future work experiences, and their work with student organizations.
Learn more about the community and each by connecting with a network of people.
Experience a feeling of “giving to others” and “community belonging.”
Build and enhance their teamwork and leadership skills.

The Office of Student Life assists with community service by:

Matching service opportunities with individual student organization interests.
Being a contact point for non-profit agencies in need of volunteers.
Planning, coordinating, and assisting with the administration of campus-wide co-curricular service learning experiences.

Students and student organizations that are interested in completing service hours may use the Coordinator of Student Involvement as a resource to find projects and organizations in which to serve.

What Counts as Community Service?

Many students have questions about what counts as community service. Please follow these guidelines in regard to community service hours. The following are examples of what can count as community service:

- Any project or service that a student completes benefitting the community (i.e. working with children, elderly, picking up trash in the community) is considered service.
  - Examples: Volunteering at a nursing home, daycare, non-profit such as the Ronald McDonald House
  - The service is only considered “community service” if you are unaffiliated with this organization, i.e. you are not an intern at the non-profit, your grandparent is not a resident at the nursing home.

- Donations of food or goods may count as community service. When documenting the hours, there will be specific number of hours allotted for the items donated:
  - $10 = 1 hour (Must be student’s personal money, not money from organization’s account)
  - 10 cans of food = 1 hour
  - 10 holiday cards = 1 hour

- Community service hours can be completed on campus in addition to a student’s hometown, in Charleston area, or even out of the country.

The following are examples of what is NOT counted as community service:
• Any event that is used to promote student organizations for the purpose of gaining new members (i.e. EUC Days, Involvement Fair).
• Projects in which the organization receives monetary compensation for services and keeps the money for the organization.
• Projects that are or promote ideas against federal, state or local laws.
• Projects done in a student’s own home (i.e. babysitting, cleaning out closets etc.)
• Working with an organization or business that you are directly affiliated with

Examples:

  o Providing a service for the church you attend
  o Cleaning out the office you intern with, a family home, family friend home/business
  o Helping an event on campus that is put on by your campus organization/department or office.
Documentation of Service Hours

All University of Charleston community service hours are to be documented through the Opportunity form on Presence. Student organizations completing University of Charleston service hours must abide by the following guidelines:

- Any service project that is to be open to the entire UC campus MUST be approved in the Office of Student Life. Students are to fill out the Event Request Form at least two weeks before the project begins. Any project that does not have an Event Request Form may be cancelled. If a community service project is limited to the organization, an Event Request Form is not needed.

- All students and student organization members MUST fill out the Apply for Opportunity Form through Presence when projects or hours are completed for hours to be counted.
  
  o No SOFA forms will be signed unless the hours have been documented by the Coordinator of Student Involvement. Students and student organizations may not use undocumented hours when applying for end of the year awards.

- Community services hours will only be accepted up to sixty (60) days after the date of service.

- Community service days must be broken down into date, hours worked, total days worked.

- Students may claim up to three organizations in their submission to apply their community service hours.

Policies for Community Service

Student organizations representing the University of Charleston must abide by the following guidelines:

1. Students must dress appropriately for the project they are completing. No obscene language, drug, alcohol, pornography, or violence should be on the clothing students wear.

2. Students should limit the time spent talking on cell phones or listening to electronic devices unless permitted by the organization in which the student is serving.

3. Students should use appropriate language when serving an organization. Many of the facilities in which students will be visiting house children and the elderly.

4. Students should be respectful to the supervisor of the organization in which they are serving.

5. Students should not complete any task in which they feel uncomfortable.
Office of International Programs

Mission Statement

The mission of the Office of International Programs is to prepare, engage, and support international students, encourage internationally related educational opportunities to all students, and internationalize the campus and by extension the community.

F-1 Immigration Responsibilities - The United States Citizenship and Immigration Service places responsibility on the student to understand and comply with immigration law. The U.S. Immigration and Customs Enforcement and Study in the States websites are excellent resources for future and current UC international students.

The following sections provides general immigration information. If current students have questions regarding their immigration status, they should contact the Director of International Students in the International Office on the third floor of the Geary Student Union (GSU).

What is SEVIS?

SEVIS is the Student and Exchange Visitor Information System. It involves computerized processes to collect, maintain, and manage information about international students and exchange visitors during their stay in the United States. SEVIS enables schools and exchange programs to transmit electronic information and event notifications, via the Internet, to the DHS (Department of Homeland Security) and the Department of State throughout the student’s or exchange visitor’s stay in the United States.

The SEVIS system ensures that all legitimate foreign students be able to enter the United States and reduces the exploitation of immigration laws by those attempting to enter our country for reasons other than attending schools here. All schools that accept international students must be SEVIS (Student and Exchange Visitor Information System) approved schools. All new F-1 students are issued an immigration document (an I-20) through the SEVIS system.

Maintaining Status

Students should NOT rely on friends, professors, or staff in your academic department for advice on immigration matters. While these people are well-intentioned, they do not know all the regulations pertaining to a specific student’s immigration status and situation. Following inappropriate advice may jeopardize legal status in the U.S. or may cause students to lose available opportunities.
The following is a general summary of what students need to know to maintain legal status in the U.S.:

- Maintain a valid passport
- Attend the school the students were last authorized to attend by the Citizenship and Immigration Service (CIS)
- Be registered as a full-time student
- Apply for extensions of program when necessary
- Do not work without necessary authorization
- Inform the Director of International Students whenever students change their address and/or telephone number. It is mandatory that changes of address be reported in the SEVIS system within 10 days of a move.

Important Documents

International students and scholars in the U.S. should be aware of the immigration regulations applicable to their stay here and should be certain to keep all documents appropriately updated and valid. You should be familiar with the following documents:

Passport

The passport is the legal document issued by your country of citizenship and must be kept valid always. The passport can be renewed through your Embassy or one of your Consulates in the United States. Check with the Director of International Students for details.

Visa

The U.S. visa is the stamp on a page of your passport, which permits you to enter the U.S. Students will have an F-1 visa. Exchange visitors will have a J-1 visa. The U.S. visa may expire while you are in the U.S.; you cannot and need not renew it while on Duration of Status (D/S) in the United States. A new visa will be required if the original one expires, and you travel outside and then reenter the U.S. You must present the I-20 from your school in order to obtain an F-1 visa. A valid visa may not be necessary for reentry from Canada, Mexico, or adjacent islands other than Cuba, if you will be staying less than thirty days.
I-94 Departure Record

The I-94 is the white card that you complete before passing U.S. border officials upon entrance to the U.S. This is the document that authorizes you to be in the U.S. as a student or scholar for Duration of Status (D/S). Duration of Status (D/S) implies the date of program completion. Keep your I-94 in your passport. The I-94 is a critical document that serves as proof that you entered the U.S. legally after inspection at a port of entry. It will be surrendered to immigration officials when you travel outside the continent and a new I-94 will be issued upon reentry to the U.S. When traveling to Canada and Mexico, the I-94 may not be surrendered but must be valid for 30 days beyond the date you will reenter the U.S. or D/S. Recent changes to this process have created an electronic I-94. Some students may not be given a paper I-94.

I-20

The I-20 form (for F-1 immigration status) is the document issued by the agency or institution with which you are affiliated (i.e. University of Charleston) which you present to the U.S. Embassy or Consulate abroad to obtain a visa and which you present to border officials in order to enter the U.S. each time you travel abroad and come back. A Designated School Official (DSO) endorsement/signature is required after your initial entry. If you travel outside of the U.S. during your “Duration of Status”, you will need to have the signature updated if the date of the most recent endorsement will be more than six months from the date of your reentry. See the Director of International Students if you have any questions.

The I-20 form is now regarded as the permanent record of your stay in the United States so be careful not to lose it. Keep your I-20 stored with your other important papers (preferably with your passport).

Please note: A change in major field of study or degree objective requires issuance of a new I-20. Discussion with the Director of International Students is required.

Duration of Status/Permission to Stay

The Department of Homeland Security Grants Duration of Status to F-1 students by entering the notation "D/S" (Duration of Status) in the upper right corner of the Certificate of Eligibility for Nonimmigrant (F-1) Student Status (USCIS Form I-20), and the Departure Record (U.S. Citizenship & Immigration Service/USCIS form I-94).

In order to meet the Duration of Status (D/S) requirements, you must fulfill one of the following:

- Pursue a full course of study and make normal progress toward completing that course,
- Be authorized for “practical training” after you complete your studies, or
- Be within the sixty (60) day grace period you must depart the country after you have completed your studies or program.
Limitations on Duration of Status

The "completion of studies" date in item #5 of the USCIS form I-20 is the date by which the USCIS expects you to complete requirements for your current program. However, if you complete your studies prior to that date, your permission to stay in the United States will end after you have completed your studies, regardless of what the I-20 might indicate, unless practical training authorization has been applied for and granted.

If you are unable to complete your program of study by that date, consult with Director of International Students at least thirty (30) days before reaching the I-20 completion date. If you are eligible for an extension of your time limit, she will assist you in complying with extension requirements.

Extending your Program of Study

You may apply for an extension of your study program if you meet all of the following requirements:

- You have not yet exceeded the time limitation placed upon your study by the expected completion of studies date in item #5 on your I-20.
- You have continuously maintained lawful F-1 status.
- The delay in completing program requirements has been caused by compelling academic reasons such as changes in major field of study or research topics, unexpected research problems, or documented medical reasons. Delays in completing program requirements, which are caused by academic probation or suspension, are not acceptable reasons for extension of a program of study.

If your completion of studies date has expired or if you do not meet the eligibility requirements to apply for program extension, you may need to apply for reinstatement to lawful F-1 status. In this case, immediate consultation with the Director of International Students is necessary. Reinstatement is at the discretion of DHS.

Application Procedures

You must apply for an extension of a study program within the thirty (30) day period before the completion date on your I-20. You should contact the Director of International Students at least thirty (30) days before your I-20 completion date so that you will have sufficient time to have your extension completed. If your completion date has already passed, please contact the Director of International Students immediately.

- Academic Advisor's Recommendation. A recommendation letter from your academic advisor must verify the reason(s) for the delay in your completion of study requirements, and recommend an extension for your program with a new expected completion date.
- Financial Verification. You are required to provide updated financial support documents before the new document can be prepared.
- New Documents. You will be given a new I-20 that will replace your previous I-20 but, remember all previous I-20s must be kept.
Failure to Comply with Program Extension Regulations

If you fail to comply with your responsibilities, you may not be eligible to continue any type of employment (even on-campus employment) or to apply for school transfer, practical training, or other F-1 benefits without a reinstatement.

Transfer of Degree Programs

If you are changing degrees from undergraduate to masters, you will need to provide a letter of acceptance to the new program so that your SEVIS record can be updated.

Transferring to Another University

If you wish to transfer from our university to another you need to:

1. Bring an acceptance letter from the new university to the Student Life and International Coordinator
2. Obtain a transfer form from the new school and have the Coordinator complete it.
3. Sign and submit the UC Transfer Out Release form.
4. Once the first two requirements have been met and as long as you have a zero balance on your account at UC, the University will transfer your record.
5. Meet with the DSO at your new school to ensure that all paperwork is in order.

If you have always maintained your status while studying here at the University of Charleston, you should have no problems transferring to a new school. If you have not maintained your status, you may have to ask the new school to apply for a reinstatement for you.

International Student Employment

Students often inquire as to the possibility for employment while studying in the U.S. Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food or any other benefit. If you receive no pay or other benefit for work performed, this activity is not defined as employment and is considered to be volunteer work.

A fundamental eligibility requirement for all types of employment is that you must continuously maintain lawful F-1 status. Maintaining eligibility for most types of F-1 employment means that you must limit your work to no more than twenty (20) hours per week while school is in session. Do not assume that you are eligible to work without first contacting the Student Life and International Coordinator.

There are several categories of employment available for students: on-campus employment, off-campus employment, Curricular Practical Training (CPT) and Optional Practical Training (OPT).
Full-Time Status and Reporting

International students in F-1 immigration status are required by Immigration regulation to be full-time students for two consecutive terms each year. Generally, students register full-time for fall and spring terms.

Full-time undergraduate status is defined as enrollment for a minimum of 12 credits each term. Students who wish to take online courses may do so provided that they are taken in addition to a minimum of 9 credit hours of in-seat coursework. Full-time graduate status varies by program.

There are exceptions to this regulation made for students who fit into certain classifications.

One such classification includes students in the final term of their academic program who need less than the minimum full-time load to complete their program.

Another classification includes Master's degree students who have completed all course work and are enrolled only for 1 to 3 credits or continuous registration per term for thesis/dissertation work. In this case, international students must be certain to enroll for the 1-3 credits or continuous registration each of the two terms to retain "active" status as per immigration regulations.

A third classification includes students who encounter serious health, academic, or personal problems, which must be verified with the Director of International Programs for permission to withdraw or drop below full-time status.

Health Insurance

As an F-1 student, you are required to carry health insurance. You are automatically enrolled in the University of Charleston’s affiliate health insurance plan at the start of every school year. If you have a private plan that you wish to substitute, you are expected to complete your UC health insurance waiver process prior to the start of the school year. Or, a non-refundable charge for UC’s affiliate health insurance plan will occur.

The UC health insurance waiver must be submitted to the Office of International Programs in person or by e-mail approximately 3 weeks before the start of each school year. To qualify for a health insurance waiver, the coverage must meet health insurance requirements set forth by the University of Charleston and the U.S. Government.

The requirements are as follows:

- Is valid for the entire year;
- Provides medical benefits of at least $100,000 per accident or illness;
- Offers repatriation benefits of at least $25,000;
- Offers medical evacuation benefits of at least $50,000;
- Offers a deductible that does not exceed $500 per accident or illness.

Documentation which includes a copy of your policy and insurance card indicating the enrollment period must be submitted with the waiver documents. Waiver documents for the following school year and detailed instructions are e-mailed to returning students before the end of the current school year.
Immunization Policy

The following immunizations are required:

- MMR (measles, mumps and rubella)
- Hepatitis B
- Meningococcal Meningitis

In addition to the required immunizations listed above, all international students must provide documentation of having had a Tuberculin Skin (PPD) or T-spot blood test to screen for tuberculosis (TB) within six months prior to enrollment in the university regardless of prior BCG immunizations. If the results of either test are positive, a chest x-ray is required.

Students who choose to leave the country during any of the school breaks or holidays will need to complete a Tuberculosis Screening Form upon their return. Students who do not comply with the TB policy will be unable to enroll for classes in the subsequent semester and will be asked to live off campus until compliance is documented. A student may request a waiver from tuberculin skin testing if the student is from a country that has been identified by the Centers for Disease Control as having low prevalence of tuberculosis.

Penalty for Noncompliance

If a student fails to comply with the immunization policy, the university will notify Student Solutions who will place a hold on the student’s registration until the requirements are met and assess a fee for no more than $50 to the student’s account to cover the administrative expenses entailed.

Additionally, if the student is a resident in university housing and fails to comply with the immunization requirements, he/she will be removed from university housing until such time as the student comes into compliance and can provide appropriate documentation.

Tuition/Financial Aid/Scholarships

If you have specific questions about your invoice or tuition including payment deadlines, please contact the Student Solutions Center at 304-357-4947. If you have inquiries about financial aid or scholarships, you can contact Financial Aid at 304-357-4944 for assistance.

Holidays and Spring Break

You are permitted to remain on campus over the breaks and holidays; however, you will be charged a nominal fee for your room during the Christmas and summer breaks. Additionally, meals will not be available in the Dining Hall when classes are not in session.

English as a Second Language Bridge Program

Students whose native language is not English, who have not met the minimum TOEFL requirement for admission, must complete the CaMLA English Placement Test (EPT) and writing sample to determine if they will enroll in the ESL bridge program. Please see scores and corresponding course placement below:
• < 61 Advanced Level ENSL course required – ENSL 096
• 70+ ENSL requirement waived

Completion of the ENSL program includes the following:

• ENSL 096 – Advanced English Integrated Skills with a grade of pass or fail unless the student was not required to take this course based on a diagnostic evaluation by the ESL Program Director.

Students who score higher than 70 on the placement test but desire ESL instruction may opt to enroll in ENSL 096.

Students enrolled in the courses (ENSL 096) who have a passing score of 70% or higher will complete an exit assessment portfolio at the end of the semester. The portfolio will consist of three parts:

1. CaMLA EPT
2. Nelson Denny
3. Writing Sample

• If the student scores a 70 or above on the CaMLA, scores above a 10th grade reading level on the Nelson Denny, and scores above a 3 on the writing sample, the student will have achieved the level of proficiency needed to fully integrate into the undergraduate curriculum and may enroll in any undergraduate classes the academic advisor deems appropriate.
• If the student scores below a 70 on the CaMLA, the student may receive a grade of “F” in ENSL 096 and subsequently be required to repeat both courses.
• If the student scores below a 10th grade reading level on the Nelson Denny, s/he will be placed in ASC 100 College Reading in addition to regular classes.
• If the student scores below a 3 (UC Writing Rubric) on the writing sample, the student will be placed in standalone COMM 101 in addition to regular classes. These students will be permitted to take FYE courses after successful completion of COMM 101.

For any questions regarding International Student Programs, please contact:

**Position:** Director of International Students
**Phone:** 304-357-4758
**On Campus Address:** Geary Student Union 309
2300 MacCorkle Ave. SE Charleston, WV 25304
STUDENT RIGHTS AND RESPONSIBILITIES

The University of Charleston affirms the right of academic freedom for each student and faculty member. The University of Charleston also has an obligation to provide an appropriate atmosphere and the necessary educational opportunities to those who have enrolled as students. The University of Charleston, in recognizing these rights, assumes the responsibility to specify the time, place and manner of the exercise of these rights to assure that the University of Charleston is able to fulfill its obligations to its students who are pursuing an educational program. The University of Charleston insists that every student and faculty member abide by the laws of the United States, the State of West Virginia, and established institutional rules and regulations.

Students and faculty should be aware of the inherent responsibility of free speech and the possible consequences when free speech is used as a license to disrupt the normal academic activities of the institution. Student and/or faculty demonstrations which disrupt normal activities of the institution will not be tolerated by the University of Charleston.

Any student who participates in any form of disruptive action is subject to immediate interim suspension and lawful prosecution in the courts. The University does not at any time tolerate and will not permit uninvited outsiders to remain on campus for the purpose of inciting students to disruptive activity. Any such person on campus will be prosecuted to the fullest extent of the law. Students must make themselves aware of the philosophy, standards and rules of the University of Charleston as contained in both the Academic Catalog and student handbook.

Criticism and suggestions are always welcomed; however, threats, disturbances, force of any kind by a single student, a minority, or majority will not be tolerated. The trustees, administration, faculty, and student body all have the obligation to protect the rights of students to the peaceful and orderly use of its resources, personnel and facilities.

The University of Charleston affirms the right of each student to have an atmosphere conducive to study. The University of Charleston believes disruptive action should be controlled from within the University of Charleston community without involvement from outside authorities; however, if such instances should occur where outside enforcement of basic laws is necessary, local law enforcement agencies will be contacted.
UNIVERSITY POLICIES AND GUIDELINES

The University of Charleston is primarily a community of individuals who have come together for the purpose of education. As with any community, the University of Charleston must establish guidelines for behavior which will produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purpose of rules, regulations, and related enforcement procedures must, of necessity, be to support and maintain an environment in which learning, growth and maturity can take place.

The following pages contain an alphabetical listing of many areas that have required definitive regulation in the past. In cases not specifically covered here, students will be expected to govern their behavior to safeguard the educational process, protect individual and institutional rights and property, and ensure the safety of all members of the University of Charleston community.

The administration reserves the right to change any policy, rule or regulation without prior notice, when it determines that such a change is in the best interests of the University of Charleston, its students and/or faculty.
STUDENT COMMUNICATION AND CHANGE PROCESS

A. Rationale. Students live in a time of rapid change, and the curriculum, the social environment and other aspects of campus life must undergo constant scrutiny. Consequently, the trustees and administration of the University of Charleston support change that comes about in an orderly manner. The University affirms and encourages the right of students to have a voice in the decision-making process. The procedure set out below allows for ideas to flow from the students to the elected class senators, to the Student Government Association, to the University administration and ultimately to the Board of Trustees.

B. Student-Initiated Policy Change Process
1. A student or students may make suggestions about changes to University policy to their elected SGA senators.
2. After due consideration and preparation, members of the Student Government Association may present to the Vice President & Dean of Students or his/her designee those changes that they and their student constituents deem to be appropriate priorities.
3. The Vice President & Dean of Students or his/her designee will review proposals and recommendations submitted by the Student Government Association that show evidence of consultation with appropriate administrators, faculty committees and affected students. The Vice President & Dean of Students or his/her designee is responsible for taking action or making the appropriate referral to either the President or other University committees.
4. The President will review proposals and consider recommendations forwarded by the Vice President & Dean of Students or his/her designee. The President may take action, or refer proposals to others as he/she deems appropriate.

NOTE: Health Sciences students are further directed to any change procedures set out in their respective academic department’s student handbook. More stringent requirements will supersede the responsibilities and requirements of the UC Student Handbook. Students with questions about their individual professional program’s responsibilities and obligations are encouraged to discuss their questions with their faculty advisor or the program chair.
ABSENCE POLICY

If a student has an emergency (e.g. incapacitating illness, death in the family) that will result in three or more missed class days, he or she may utilize the Office of Student Life in order to notify the relevant instructors by emailing the Vice President & Dean of Students. Be advised that the Office of Student Life does not excuse the absence; but simply notifies the instructor of the student’s reported issue. The student is also expected to contact faculty via email when missing any classes. Documentation must be provided by a physician in health-related absences to faculty.

AMOROUS RELATIONSHIPS

It is not possible for faculty and staff members to abdicate the influence they have and the roles which they play vis-à-vis students. Consequently, amorous relationships between faculty/staff members and students are strictly prohibited. These relationships obliterate objectivity and equity and undermine the atmosphere of trust, which is essential to an academic enterprise. They are by their nature unequal relationships and they allow other students to infer that University employees may exercise differential treatment toward students. Due to the diversity of students and faculty/staff at the University of Charleston, the proper University official will review the circumstances concerning an amorous relationship to determine what, if any, disciplinary action it may impose as provided by the University’s Employee handbook, which may include dismissal from University employment.
The University of Charleston does not discriminate against any person because of race, color, religion, sex, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia.

Purpose
It is the policy of the University of Charleston to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The University of Charleston is an equal opportunity employer.

Procedures for Reporting
The following procedures, to the extent reasonably practicable under the circumstances, are to be applied upon an incident occurring:

- Determine whether emergency medical treatment is necessary. If medical attention is necessary, immediately contact 911 and Campus Safety (304.357.4857) for assistance.
- The Campus Safety Officer responding to the bias-related activity is to, if possible, photograph physical injuries, offensive graffiti, and evidence of vandalism. In addition, he/she should record where and when the activity occurred and document names of witnesses if applicable. Further, the Campus Safety Officer should document detailed information about the perpetrator(s), if available. He/she should also retain any physical evidence of the incident, if possible, or, in the case of a crime, turn the incident over to public law enforcement officials. All reports of this nature will be retained in the appropriate staff member listed below.
- All discriminatory or biased-related activity shall be considered confidential, to the extent permitted by law. Every reasonable effort will be made by the University of Charleston to preserve any personal information obtained during the investigation or adjudication of the matter. However, maintaining full confidentiality may be challenging in this context.

Student Reporting
Name: Virginia Moore
Position: Vice President & Dean of Students
On Campus Address: Geary Student Union 309
2300 MacCorkle Ave, SE Charleston, WV 25304
Email: virginiamoore@ucwv.edu
Phone Number: 304-357-4987

Staff & Faculty Reporting
Name: Janice Gwinn
Position: Director of Human Resources
On Campus Address: 202 Riggleman Hall
2300 MacCorkle Ave, SE, Charleston, WV 25304
Email: janicegwinn@ucwv.edu
Phone Number: 304 357-4383
Handling of Complaints

- Complaints between students will be handled in accordance with the University judicial processes as outlined in Student Expectations & Accountability.
- Complaints filed by a student reporting a faculty or staff person will be reported to the Vice President & Dean of Students who will work in conjunction with the Director of Human Resources.
- Complaints between faculty and/or staff will be handled in accordance with the University complaint/resolution processes as outlined in the Employee handbook.

You may also file a complaint with the US Department of Education:

Name: Philadelphia Office
Office for Civil Rights
US Department of Education

Address: The Wanamaker Building
100 Pen Square East, Suite 515,
Philadelphia, PA 19107-3323

Email: OCR.Philadelphia@ed.gov
Phone Number: 215.656.8541
Fax: 215.656.8605

Name: US Department of Education
Office for Civil Rights

Address: Lyndon Baines Johnson Department of Education Bldg
400 Maryland Ave, SW
Washington, DC 20202-1100

Email: OCR@ed.gov
Phone Number: 800.421.4381
Fax: 202.453.6012
POLICY PROHIBITING TITLE IX SEXUAL HARASSMENT

POLICY STATEMENT

The University of Charleston is committed to creating and maintaining a learning and work environment that is free from discrimination based on sex.

This Title IX Sexual Harassment Policy (the “Policy”) prohibits sex-based discrimination, including sex-based harassment, in all operations of the University. The Policy is intended to meet the University’s obligations under Title IX of the Education Amendments of 1972 (“Title IX”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”), with respect to its application to sex-based misconduct; and other applicable law and regulations.

The University is committed to the principles of academic freedom and freedom of expression and the Policy should be interpreted, and will be applied, consistent with both of these principles.

The Policy also prohibits retaliation against an individual: (1) who makes a report or files a Formal Complaint of Title IX Sexual Harassment; (2) about whom a report is made or against whom a Formal Complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what another individual reasonably believes to be Title IX Sexual Harassment under this Policy.

The University’s Title IX Compliance Coordinator is responsible for administering the Policy and related procedures. Any inquiries about the Policy or procedures should be referred to the University’s Title IX Compliance Coordinator, Virginia Moore, who may be contacted as follows:

Office of Student Life
Geary Student Union Office 309
Charleston, WV 25304
304-357-4987
virginiamoore@ucwv.edu or titleix@ucwv.edu

APPLICABILITY AND SCOPE

This Policy applies to all members of the University community. This includes, but is not limited to, full and part-time students; full and part-time employees, including faculty members, staff, student employees, and temporary and contract employees; and certain third parties, including applicants for admission and employment, visitors, employees of University contractors, and individuals who are participating in a University Education Program or Activity, but who are neither enrolled in an academic program/course at the University nor employed by the University (e.g. individuals participating in a University summer camp or attending a University Education Program or Activity by invitation or that is open to the
public). The Policy applies regardless of the gender, gender identity, or sexual orientation of the parties.

This Policy prohibits Title IX Sexual Harassment committed against any member of the University community in the United States and within a University Education Program or Activity.

The University retains the discretion to determine that conduct that occurs outside of the United States or outside of a University Education Program or Activity, including online conduct that is not part of a University Education Program or Activity, is within the scope of this Policy. In making this determination, the University will consider the severity of the alleged conduct, the risk of ongoing harm, whether both parties are members of the University community, the impact on University programs or activities, and whether off-campus conduct is part of a series of actions that occurred both on and off campus.

Alleged incidents of discrimination or other misconduct on the basis of sex that are not covered by this Policy may be governed by other University policies, including but not limited to:

- The University of Charleston Student Handbook
- The University of Charleston Faculty Manual
- The University of Charleston Employee Handbook

This Policy supersedes any conflicting information in any other University policy with respect to the definitions and procedures applicable to alleged Title IX Sexual Harassment. This Policy and the related procedures provide the exclusive remedy for alleged Title IX Sexual Harassment.

Online Harassment and Misconduct

The policies of the University are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Recipient's education program and activities or use Universities networks, technology, or equipment.

While the University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Recipient community.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the Universities control (e.g., not on the Universities networks, websites, or between University email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial
in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the Recipient only when such speech is made in an employee’s official or work-related capacity.

DEFINITIONS

Definitions of Conduct Prohibited by this Policy

**Title IX Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following –

- A University employee (including a faculty member) conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct. Also known as quid pro quo sexual harassment.

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a University Education Program or Activity.

- **Sexual assault:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders.

  Sexual Assault includes the following:

  - **Rape:** the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her/their temporary or permanent mental or physical incapacity;

  - **Sodomy:** oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

  - **Sexual Assault with an Object:** to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her temporary or permanent mental or physical incapacity;

  - **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of
his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity;

- **Incest**: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

- **Statutory Rape**: sexual intercourse with a person who is under the statutory age of consent.

- **Domestic violence**: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of West Virginia, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of West Virginia.

- **Dating violence**: an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship is determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

- **Stalking**: a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her/their safety or the safety of others, or (2) suffer substantial emotional distress.

**Retaliation**: an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith reporting of or opposition to Title IX Sexual Harassment; an individual’s or group’s participation, including testifying or assisting in the University’s Title IX Procedures; an individual’s or group’s refusal to participate in the University’s Title IX Procedures; or other form of good faith opposition to what an individual reasonably believes to be Title IX Sexual Harassment under this Policy.

Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion or disability.

To be a Policy violation, the challenged actions or treatment must be sufficiently serious to discourage a reasonable person from further reporting, participation, or opposition.

Charging an individual with a Policy violation for making a materially false statement in bad faith in the course the University’s Title IX process does not constitute Retaliation. The exercise of rights protected under the First Amendment also does not constitute Retaliation.

**Additional Definitions**

**Official with Authority** an official of the University with the authority to institute corrective action on behalf of the University and notice to whom causes the University to respond to Title IX Sexual Harassment. For a full list of University officials that meet this definition, see Appendix A attached to this Policy.
**Complainant:** an individual who is alleged to be the victim of Title IX Sexual Harassment.

**Consent:** An affirmative decision to engage in mutually acceptable sexual activity freely given by clear actions and/or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone.

- A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- An individual is unable to freely give consent when the individual is incapacitated (arising, for example, from the use of alcohol or other drugs or when the individual is passed out, asleep, unconscious, or mentally or physically impaired) (Defined further below). An individual is unable to freely give consent when the individual is coerced into sexual activity, such as, for example, through the use of physical force, threat of physical or emotional harm, undue pressure, isolation, or confinement.
- Consent may be withdrawn at any time. Once withdrawn, sexual activity must cease. The perspective of a reasonable person will be the basis for determining whether a Respondent knew, or reasonably should have known, whether a Complainant was able to freely give consent and whether consent was given. Additionally, being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for Prohibited Conduct.

**Coercion:** the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person decides not to participate in a particular form of sexual activity, decides to stop, or decides not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

**University Education Program or Activity:** all operations of the University, including (1) those locations, events, and circumstances where the University exercises substantial control and (2) any building owned or controlled by a student organization recognized by the University. Conduct that occurs on-campus occurs within the University’s Education Program or Activity. Conduct that occurs off campus in locations or at events with no connection to the University is unlikely to occur in the University’s Education Program or Activity.

**Formal Complaint:** a document filed by a Complainant or signed by the Title IX Compliance Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Title IX Sexual Harassment. A Formal Complaint may be filed with the Title IX Compliance Coordinator in person, by mail, or by email at titleix@ucwv.edu.
Incapacitation: a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person.

- Indicators that an individual may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress or undress without assistance, clumsiness, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, emotional volatility, difficulty walking without assistance, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.
- An individual’s level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.
- An individual who is incapacitated is unable to give Consent to sexual activity. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual conduct is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual activity.
- In evaluating Consent in cases of alleged incapacitation, the University asks two questions: (1) did the person initiating sexual activity know that the other party was incapacitated? And if not, (2) should a sober, reasonable person in the same situation have known that the other party was incapacitated? If the answer to either of these questions is “YES,” Consent was absent and the conduct is likely a violation of this Policy.
- No matter the level of an individual’s intoxication, if that individual has not agreed to engage in sexual activity, there is no Consent.

Report: formal notification to the Title IX Compliance Coordinator or an Official with Authority, either orally or in writing, of the belief that Title IX Sexual Harassment occurred.

Respondent: the person or office, program, department, or group against whom an allegation or complaint is made; i.e., the individual(s), organizational unit(s), or group(s) who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

Responsible Employee: an individual designated by University policy who is required to report information regarding Title IX Sexual Harassment to the Title IX Compliance Coordinator.

Student: an individual who was selected for part-time, full-time, special, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at the University.
REPORTING AND RESOURCE OPTIONS

Reporting Title IX Sexual Harassment to the University

The University encourages all individuals to report allegations of Title IX Sexual Harassment directly to the Title IX Compliance Coordinator or to an Official with Authority (see Appendix A for a complete list of Officials with Authority). Any person, whether or not they are the Complainant, may report Title IX Sexual Harassment to the Title IX Compliance Coordinator or to a Deputy Title IX Compliance Coordinator.

The University Title IX Compliance Coordinator
Name: Virginia Moore
Position: Dean of Students
On Campus Address:
   Geary Student Union 309
   2300 MacCorkle Ave. SE Charleston, WV 25304
Email: virginiamoore@ucwv.edu
Phone Number: 304-357-4987

The University Deputy Title IX Compliance Coordinators
Name: Dr. Kim Spiezio
Position: Provost
On Campus Address:
   201 Riggleman Hall
   2300 MacCorkle Ave. SE, Charleston, WV 25304
Email: kimspiezio@ucwv.edu
Phone Number: 304 357-4711

Name: Janice Gwinn
Position: Director of Human Resources
On Campus Address:
   202 Riggleman Hall
   2300 MacCorkle Ave. SE, Charleston, WV 25304
Email: janicegwinn@ucwv.edu
Phone Number: 304 357-4383

Name: Dwaine Osborne
Position: Head Men’s Basketball Coach
On Campus Address:
   Wehrle Innovation Center 4th Floor Athletic Office Suite
   2300 MacCorkle Ave. SE, Charleston, WV 25304
Email: dwaineosborne@ucwv.edu
Phone Number: 304 357-4831

Name: Nicole Rupe-Harold
Position: Regional Records Manager
On Campus Address:
   Student Solutions Center Worley Building
Reporting an incident of Title IX Sexual Harassment to the Title IX Compliance Coordinator or an Official with Authority allows the University to provide Supportive Measures (as described below), but does not necessarily result in the initiation of a grievance procedure.

A report may be made in person, in writing, by telephone, or by email at titleix@ucwv.edu.

A report can also be made anonymously by telephone, in writing, or electronically by. Depending on the level of information available about the incident or the individuals involved, the University’s ability to respond to an anonymous report may be limited. The University will, however, take whatever steps it deems appropriate and in the best interests of the overall University community, consistent with the information available.

*Only a report to the Title IX Compliance Coordinator or an Official with Authority will trigger the University’s obligation to respond to an allegation of Title IX Sexual Harassment.*

**Reports Involving a Minor (Child)**

WV Code §49-6A-2 states that when any mandated reporter has reasonable causes to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately, and not more than 48 hours after suspecting this abuse, report the circumstances or cause a report to be made to the WV Department of Health and Human Resources. In any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report, or cause a report to be made, to the State Police and any law enforcement agency having jurisdiction to investigate the complaint. Provided, however, that any person required to report under this article who is a member of the staff of a public or private institution, school, facility or agency shall immediately notify the person in charge of such institution, school, facility or agency, or a designated agent thereof, who shall report or cause a report to be made.

For the purpose of this section, the term "sexual abuse" will refer to all sex crimes perpetrated against children including but not limited to sexual intercourse, sexual intrusion and sexual contact.

"Child" means any person under eighteen years of age not otherwise emancipated by law.

**Required Reports by Responsible Employees**

Responsible Employees are expected to be discreet, but are required by the University to promptly consult with the Title IX Compliance Coordinator by telephone, email, or online reporting form to share known details of an incident of alleged Title IX Sexual Harassment.

The following have been designated by the University as Responsible Employees:
• All University of Charleston full time or part-time faculty, staff, Board of Trustee members or Residence Life paraprofessional staff as well as third-parties with a presences at the University of Charleston.

Anonymous Notice to a Responsible Employee

At the request of a Complainant, notice may be given by a Responsible Employee to the Title IX Coordinator anonymously, without identification of the Complainant. The Responsible Employee cannot remain anonymous themselves.

[If a Complainant has requested that a Responsible Employee maintain the Complainant’s anonymity, the Responsible Employee may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Responsible Employee can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information].

Anonymous notice will be investigated by the University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the University’s ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant’s personally identifiable information may be withheld by a Responsible Employee, but all other details must be shared with the Title IX Coordinator. The Responsible Employee will not be able to maintain requests for anonymity for Complainants who are minors, based on the state reporting of abuse requirements.

A Responsible Employee’s receipt of information will not automatically trigger an obligation to respond to an allegation of Title IX Sexual Harassment. Only a report to the Title IX Compliance Coordinator or an Official with Authority will trigger the University’s obligation to respond to an allegation of Title IX Sexual Harassment.

Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available 24/7 both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense.

Law Enforcement Assistance: Members of the University community who believe their safety or the safety of others is threatened or who have experienced or witnessed Title IX Sexual Harassment that may be criminal in nature should immediately call the Office of Safety and Security (Charleston Campus) at 304-357-4857 or 304-859-2755, the Office of Safety and Security (Beckley Campus) at 304-929-1653 or 304-890-2722 or call 911 to reach local law enforcement.

• Office of Safety and Security (Charleston Campus)
  Geary Student Union Office 104
  304-357-4857 or 304-859-2755
Office of Safety and Security (Beckley Campus)
158 Dye Drive
304-929-1653 or 304-890-2722

Charleston Police Department
501 Virginia St. East, Charleston, WV 25301
304-348-6460 (non-emergency)
911 (emergency)

Emergency Medical Assistance: The University encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident that may require medical attention. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence, and begin a timely investigative and remedial response.

Emotional care, counseling, and crisis response are available on and off campus:

- Counseling and Outreach Services located in the GSU 301, Charleston Campus
  304-357-4862 or uc-counseling@ucwv.edu

- REACH- Rape Education, Advocacy, Counseling, and Healing
  1021 Quarrier Street, Suite 414
  Charleston, WV 25301
  304-340-3676
  Confidential Toll Free 24-Hour Hotline 1-800-656-HOPE

- Women’s Resource Center- Beckley
  1-888-825-7836

- Rape, Abuse, and Incest National Network (RAINN)
  Crisis hotline – 1-800-656-HOPE

- Rape, Abuse, and Incest National Network (RAINN) online hotline – https://ohl.rainn.org/online/

- Charleston Area Medical Center
  - Memorial Hospital
    3200 MacCorkle Ave SE,
    Charleston, WV 25304
    (304) 388-5432

  - Women’s and Children’s Hospital
    800 Pennsylvania Ave N,
    Charleston, WV 25302
    (304) 388-5432

  - General Hospital
    501 Morris St,
    Charleston, WV 25301
CONFIDENTIAL RESOURCES

Confidential Resources are employees or offices who are available to provide individuals with assistance, support, and additional information.

Confidential Resources are prohibited from disclosing confidential information unless (1) given permission by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order. Confidential Resources may be required to report non-identifying information to the Office of Safety and Security and the Title IX Compliance Coordinator for Clery Act crime reporting purposes.

The following University resources can provide counseling, information, and support in a confidential setting:

**Confidential Reporter**
- **Position:** Campus Counselor
- **On Campus Address:**
  - Geary Student Union 301
  - 2300 MacCorkle Ave. SE, Charleston, WV 25304
- **Email:** uc-counselor@ucwv.edu
- **Phone Number:** 304-357-4862

TIMEFRAME FOR REPORTING

In order to maintain and support a community that is respectful and free from Title IX Sexual Harassment and to maximize the University’s ability to respond promptly and effectively, the University urges individuals to come forward with reports of Title IX Sexual Harassment as soon as possible. The sooner a report is made, the more effectively it can be investigated, e.g. while witnesses are still available, memories are fresh, and documentation may still be available. **There is, however, no time limitation for reporting Title IX Sexual Harassment.** However, if the Respondent is no longer subject to the University’s jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate. When notice/complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

AMNESTY

Sometimes students are reluctant to seek help after experiencing Title IX Sexual Harassment, or may be reluctant to help others who may have experienced Title IX Sexual Harassment, because they fear being held responsible by the University or law enforcement for drug use or underage alcohol consumption.
The University generally will not pursue disciplinary action against a student who makes a good faith report to the University, or who participates as a party or witness in the grievance process related to Title IX Sexual Harassment, for personal consumption of alcohol or other drugs (underage or illegal) which would otherwise be a violation of the Student Code of Conduct, provided the misconduct did not endanger the health or safety of others. The University may, however, engage in an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

PARTICIPANT PRIVACY AND CONFIDENTIALITY

The University recognizes that privacy is important. The University will attempt to protect parties’ privacy to the extent reasonably possible. The Title IX Compliance Coordinator, investigators, advisors, facilitators of informal resolution, hearing officers, and any others participating in the process on behalf of the University shall keep the information obtained through the process private and, to the extent possible, confidential. All other participants in the process (including the Complainant, Respondent, non-University advisors, and witnesses) are encouraged to respect the privacy of the parties and the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While the University is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which confidentiality cannot be maintained include, but are not limited to, the following:

- When the University is required by law to disclose information (such as in response to a subpoena or court order).
- When disclosure of information is determined by the Title IX Compliance Coordinator to be necessary for conducting an effective investigation of the claim.
- When confidentiality concerns are outweighed by the University’s interest in protecting the safety or rights of others.
- When a Formal Complaint is filed.

FEDERAL TIMELY WARNING OBLIGATION

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.
INTAKE PROCESS FOR REPORTS OF TITLE IX SEXUAL HARASSMENT

Once a report of Title IX Sexual Harassment is made to or received by the Title IX Compliance Coordinator, the Title IX Compliance Coordinator shall review the report to determine appropriate next steps.

If the allegations reported, if true, would not constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Compliance Coordinator will not proceed under this Policy and its Procedures. Instead, if the allegations reported, if true, would not constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Compliance Coordinator may take the following action: (1) refer the matter to the Assistant Dean of Students per the Student Code of Conduct or the Director of Human Resources per the Employee Handbook; or (2) if the reported conduct would not constitute a violation of any University Policy, take no further action. The Title IX Compliance Coordinator will notify the Complainant of the action or referral.

After receiving a report of conduct that, if true, would constitute Title IX Sexual Harassment as defined in this Policy, the Title IX Compliance Coordinator will promptly contact the Complainant and:

- discuss the availability of Supportive Measures;
- explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment;
- inform the Complainant of the process for filing a Formal Complaint of Title IX Sexual Harassment; and
- inform the Complainant that even if they decide not to file a Formal Complaint of Title IX Sexual Harassment, the Title IX Compliance Coordinator may do so by signing a Formal Complaint.

The Title IX Compliance Coordinator will also ensure that the Complainant receives a written explanation of available resources and options, including the following:

- Support and assistance available through University resources, including the Complainant’s option to seek Supportive Measures regardless of whether they choose to participate in a University or law enforcement investigation;
- The Complainant’s option to seek medical treatment and information on preserving potentially key forensic and other evidence;
- The process for filing a Formal Complaint of Title IX Sexual Harassment, if appropriate;
- The University’s procedural options including Formal and Informal resolution;
- The Complainant’s right to an advisor of the Complainant’s choosing;
- The University’s prohibition of Retaliation against the Complainant, the Respondent, the witnesses, and any reporting parties, along with a statement that the University will take prompt action when Retaliation is reported (and how to report); and
- The opportunity to meet with the Title IX Compliance Coordinator in person to discuss the Complainant’s resources, rights, and options.
SUPPORTIVE MEASURES
Supportive Measures are non-disciplinary, non-punitive individualized services, accommodations, and other assistance that the University offers and may put in place, without fee or charge, after receiving notice of possible Title IX Sexual Harassment via a report to the Title IX Compliance Coordinator or an Official with Authority. Supportive Measures are designed to restore or preserve access to the University’s Education Program and Activity, protect the safety of all parties and the University’s educational environment, or deter Title IX Sexual Harassment, while not being punitive in nature or unreasonably burdening any party.

Supportive Measures are available regardless of whether the matter is reported to the University for the purpose of initiating any formal grievance proceeding and before, after, and regardless of whether a Formal Complaint is filed. A Complainant who requests Supportive Measures retains the right to file a Formal Complaint, either at the time the Supportive Measure is requested or at a later date. Any Complainant that requests Supportive Measures will be informed in writing of their right to simultaneously or subsequently file a Formal Complaint pursuant to this Policy.

The Title IX Compliance Coordinator will contact a Complainant after receiving notice of possible Title IX Sexual Harassment (1) to discuss the availability of Supportive Measures and (2) to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment. The Title IX Compliance Coordinator will consider the Complainant’s wishes with respect to implementation of Supportive Measures.

Supportive Measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the University community. The Title IX Compliance Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures.

To determine the appropriate Supportive Measure(s) to be implemented, the University conducts an individualized assessment based on the unique facts and circumstances of a situation. Whether a possible Supportive Measure would unreasonably burden the other party is a fact-specific determination made by the University in its discretion that takes into account the nature of the education programs, activities, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures include, but are not limited to, the following:

- Academic support services and accommodations, including the ability to reschedule classes, exams and assignments, transfer course sections, or withdraw from courses without penalty;

- Academic schedule modifications (typically to separate Complainant and Respondent);

- Work schedule or job assignment modifications (for University employment);

- Changes in work or housing location;
• An escort to ensure safe movement on campus;

• On-campus counseling services and/or assistance in connecting to community-based counseling services;

• Assistance in connecting to community-based medical services;

• Mutual no contact directives (to instruct individuals to stop all attempts at communication or other interaction with one another);

• Placing limitations on an individual’s access to certain University facilities or activities;

• Work schedule or job assignment modifications, including suspending employment with or without pay consistent with any applicable written procedures (for University employment);

• Information about and/or assistance with obtaining personal protection orders;

• Leaves of absence;

• Increased monitoring and security of certain areas of the campus; or

• A combination of any of these measures.

The University will maintain Supportive Measures provided to the Complainant or Respondent as confidential to the extent that maintaining such confidentiality would not impair the University’s ability to provide the Supportive Measures.

EMERGENCY REMOVAL AND ADMINISTRATIVE LEAVE

Emergency Removal of a Student-Respondent. Where there is an immediate threat to the physical health or safety of any students or other individuals arising from reported Title IX Sexual Harassment, the University can remove a Student-Respondent from the University’s education Program or Activity and issue any necessary related no-trespass and no-contact orders. The University Title IX Compliance Coordinator will make the decision to remove a Student-Respondent from the University’s Education Program or Activity based on an individualized assessment and risk analysis. If the University makes such a decision, the Student-Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave of an Employee/Faculty-Respondent. The University may place an Employee/Faculty-Respondent on administrative leave during the pendency of a Formal Complaint. An employee alleged to have committed Title IX Sexual Harassment will not be placed on administrative leave unless and until a Formal Complaint has been filed with the University. The University President will make the decision to remove an Employee/Faculty-Respondent from active participation at the University based on an individualized assessment and risk analysis. The University will continue regular salary and benefits of the employee.
during the period of imposed administrative leave.

Title IX Sexual Harassment Grievance Procedures

FORMAL COMPLAINTS OF TITLE IX SEXUAL HARASSMENT

Filing a Formal Complaint
A Complainant has the option to file a Formal Complaint against a Respondent alleging Title IX Sexual Harassment and requesting that the University investigate those allegations. In order to file a Formal Complaint, the Complainant should contact the Title IX Compliance Coordinator and sign the University’s Formal Complaint form. This may be done online, in person, or by email by contacting the Title IX Compliance Coordinator.

When a Complainant does not wish to file a Formal Complaint on their own behalf, the Title IX Compliance Coordinator may, in their discretion, file a Formal Complaint by signing the Formal Complaint form. When the Title IX Compliance Coordinator signs a Formal Complaint, the Title IX Compliance Coordinator is not the Complainant or otherwise a party. While the Complainant may choose to not participate in the grievance process initiated by the Title IX Compliance Coordinator’s signing of a Formal Complaint of Title IX Sexual Harassment, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome. At no time will the University coerce or retaliate against a Complainant in order to convince the Complainant to participate in the grievance process.

After a Formal Complaint is filed, the matter will proceed to either the Informal Resolution process or Formal Resolution process, as described below. A Formal Complaint must be filed before the University can commence an investigation or the Informal Resolution process under the Title IX Sexual Harassment Procedures.

Mandatory Dismissal of Formal Complaint for Title IX Purposes
When the Title IX Compliance Coordinator receives a Formal Complaint alleging conduct, which, if true, would meet the definition of Title IX Sexual Harassment, the Title IX Compliance Coordinator will evaluate the allegations in the Formal Complaint to determine whether the allegations satisfy the following conditions:

- The Title IX Sexual Harassment conduct is alleged to have been perpetrated against a person in the United States;

- The Title IX Sexual Harassment conduct is alleged to have taken place within the University’s programs and activities; and

- At the time of the filing or signing of the Formal Complaint, the Complainant is participating in or attempting to participate in the University’s programs or activities.

If the Title IX Compliance Coordinator determines that all of the above conditions are satisfied, the University will address the Formal Complaint of Title IX Sexual Harassment under these Procedures.

If the Title IX Compliance Coordinator determines that the allegations in the Formal Complaint do not meet the definition of Title IX Sexual Harassment or that not all of the conditions above are satisfied, the University will dismiss the Formal Complaint for Title IX
purposes. However, if the University dismisses the Formal Complaint for Title IX purposes, it may, in its discretion, address the Formal Complaint under the Student Code of Conduct or the Employee Handbook/Faculty Manual policies and procedures, as appropriate. Additionally, if the Title IX Compliance Coordinator investigates a matter as Title IX Sexual Harassment based on the allegations in the Formal Complaint, but, during the course of the investigation, the Title IX Compliance Coordinator determines that all of the above conditions are no longer satisfied, the University will dismiss the Formal Complaint for Title IX purposes and instead pursue the matter under the Student Code of Conduct or the Employee Handbook/Faculty Manual policies and procedures, as appropriate and applicable, or will dismiss the Formal Complaint in its entirety.

If the Title IX Compliance Coordinator determines that a Formal Complaint of Title IX Sexual Harassment will not be adjudicated under the Title IX Procedures, either at the outset after reviewing the Formal Complaint or during the course of the investigation, the parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal. Either party may appeal the decision to dismiss a Formal Complaint as explained below in Section XVI.

Discretionary Dismissal of Formal Complaint for Title IX Purposes
In addition to the reasons discussed above in Section XI(B) regarding mandatory dismissals, the University may, in its discretion, choose to dismiss a Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

- A Complainant notifies the Title IX Compliance Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by the recipient; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The University retains discretion on a case-by-case basis to determine if it will dismiss a Formal Complaint for Title IX purposes based on any of the above reasons. Just because one or all of the conditions above are satisfied, does not mean the University will automatically dismiss the Formal Complaint for Title IX purposes as is the case with respect to the conditions listed in the “Mandatory Dismissal” section above. Instead, the University will determine if such a decision is appropriate under the circumstances.

If the University dismisses a Formal Complaint for Title IX purposes, it may in its discretion address the Formal Complaint under the Student Code of Conduct or the Employee Handbook/Faculty Manual policies and procedures, as appropriate. The parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal. Either party may appeal the decision to dismiss as explained below in Section XVI.

Consolidation of Formal Complaints
In their discretion, the Title IX Compliance Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Title IX Sexual Harassment or where the above conditions are not met with respect to some of the alleged conduct). If Formal Complaints involving multiple Complainants and/or
multiple Respondents are consolidated, each party will have access to all of the information being considered; including as provided by all involved Complainants, all involved Respondents, and all involved witnesses. The decision to consolidate Formal Complaints is not subject to appeal.

Notice of Allegations
If a Complainant files, or the Title IX Compliance Coordinator signs, a Formal Complaint of Title IX Sexual Harassment within the scope of this Policy, the Title IX Compliance Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice that the Informal and Formal Resolution processes comply with the requirements of Title IX;

- Notice of the allegations potentially constituting Title IX Sexual Harassment, providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Title IX Sexual Harassment; and (3) the date and location of the alleged incident, if known;

- A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and a determination regarding responsibility is made at the conclusion of the grievance process;

- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;

- Information regarding the availability of support and assistance through University resources and the opportunity to meet with the Title IX Compliance Coordinator in person to discuss resources, rights, and options;

- Notice of the University’s prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that the University will take prompt action when Retaliation is reported; and how to report acts of Retaliation;

- Notice that the Student Code of Conduct A-4: False Reporting policy and the Employee Handbook Acting in Good Faith policy prohibits knowingly making false statements and knowingly submitting false information during the grievance process.

If, during the course of an investigation, the Title IX Compliance Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Compliance Coordinator will provide an amended Notice of Allegations to the parties.

TIMELINES
Throughout these Procedures, the University designates timelines for different steps of the process. The Title IX Compliance Coordinator has authority to extend such timelines for good cause. Good cause may include, but is not limited to, considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for
language assistance or accommodation of disability. In the case of such an extension, the Title IX Compliance Coordinator will notify the affected parties of the extension, including the reason(s) for the extension.

The phrase “business days” shall refer to those days ordinarily recognized by the University administrative calendar as workdays.

ADVISORS
Throughout the resolution process (whether informal or formal), the Complainant and a Respondent may each have an advisor of their choice to provide support and guidance. An advisor may accompany the Complainant/Respondent to any meeting with the Title IX Compliance Coordinator, the investigator, or to a hearing.

Prior to the hearing, a party’s advisor has an exclusively non-speaking role, and may not otherwise present evidence, argue, or assert any right on behalf of the party. And, at the hearing, an advisor’s role is limited to quietly conferring with the Complainant/Respondent through written correspondence or whisper. An advisor may not speak for the party they are supporting or address any other participant or the Hearing Officer except as necessary to conduct cross-examination as explained below. Advisors must conduct the cross-examination of all witnesses directly, orally, and in real time at the hearing. Neither party may conduct cross-examinations personally.

The University (including any official acting on behalf of the University such as the Hearing Officer) has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. For example, the University will not tolerate an advisor questioning a witness in an abusive, intimidating, or disrespectful manner. The University has the right to take appropriate steps to ensure compliance with the Policy and Procedures, including by placing limitations on the advisor’s ability to participate in future meetings and proceedings.

INFORMAL RESOLUTION
Informal Resolution is an alternative resolution process that does not include an investigation or hearing. Informal Resolution is typically a spectrum of facilitated, or structured, and adaptable processes between the Complainant, the Respondent, and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent to acknowledge harm and seek to repair the harm (to the extent possible) experienced by the Complainant and/or the University community.

Informal Resolution is not available in cases involving a Student-Complainant and Employee-Respondent. Additionally, the Informal Resolution process may not commence unless and until a Formal Complaint of Title IX Sexual Harassment is filed. Informal Resolution may be available, under appropriate circumstances, at any time prior to reaching a determination regarding responsibility.

The Title IX Compliance Coordinator reserves the right to determine whether Informal Resolution is appropriate in a specific case. Before the Title IX Compliance Coordinator commences the Informal Resolution process, both parties must provide informed consent in writing. In addition, where both parties and the University determine that Informal Resolution is worth exploring, the University will provide the parties with a written notice disclosing:
- the allegations,
- the requirements of the Informal Resolution process, and
- any consequences resulting from participating or withdrawing from the process, including the records that may be maintained by the University.

Informal resolution remedies may include but are not limited to mandatory education, counseling, or other resolutions as determined. The Title IX Compliance Coordinator will set a date for the mediation to take place. At the conclusion of a successful informal resolution process, both the Complainant and the Respondent will sign a statement with the reached agreement, stating that they are satisfied with the outcome and that their case will be concluded.

At any time prior to reaching a resolution, either party may withdraw from the Informal Resolution process and proceed with the formal grievance process for resolving the Formal Complaint.

Once an Informal Resolution is agreed to by all parties, the resolution is binding and the parties generally are precluded from resuming or starting the formal grievance process related to that Formal Complaint. Any breach of the terms of an Informal Resolution agreement may result in disciplinary action.

FORMAL RESOLUTION PROCESS

The Investigation
An investigation affords both the Complainant and the Respondent an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with the University.

When the formal resolution process is initiated, the Title IX Compliance Coordinator will designate an investigator who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Title IX Sexual Harassment. The investigator must be impartial, free of any actual conflict of interest, and have specific and relevant training and experience. Specifically, the investigator will be trained on (1) issues of relevance; (2) the definitions in the Policy; (3) the scope of the University's Education Program or Activity; (4) how to conduct an investigation; and (4) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

A Complainant or a Respondent who has concerns that the assigned investigator cannot conduct a fair and unbiased review (e.g., has a personal connection with one of the parties or witnesses, etc.) may report those concerns to the Title IX Compliance Coordinator, who will assess the circumstances and determine whether a different investigator should be assigned to the matter.

Investigation Timeframe
The investigation of a Formal Complaint will be usually concluded within 60 days of the filing of the Formal Complaint. The parties will be provided with updates on the progress of the
Investigation, as needed, and will be alerted if the process will go beyond the 60-day timeframe.

Interviews and Gathering Evidence

**Interviews.** The investigator will interview the Complainant and Respondent in order to review the disciplinary process and to hear an overview of each party’s account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy.

Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties’ feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the investigator.

**Evidence.** During the interview, and as the investigator is gathering evidence, each party will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although the University has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the investigator. Such information shared by the parties with the investigator may include both inculpatory and exculpatory evidence.

The investigator will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described below.

Draft Investigative Report and Opportunity to Inspect and Review Evidence

After all the evidence is gathered, and the investigator has completed witness interviews, the investigator will prepare a draft investigative report. The investigator will send each party, and the party’s advisor, if any, the draft investigative report.

The investigator will also provide the parties, and their advisors, if any, with copies of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the investigator may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties’ written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties’ feedback will be attached to the final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the investigator during the course of the investigation will be considered in the determination of whether a
Policy violation occurred. Any and all information for consideration by the Hearing Officer must be provided to the investigator prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation. If, after the final investigation report is issued, a party provides or identifies evidence that they did not previously provide or identify despite that evidence being reasonably available to them during the investigation process, the Hearing Officer may, at their discretion, draw a negative inference from the party’s delay in providing or identifying the evidence.

The investigator will review the feedback to the report, interview additional relevant witnesses (as the investigator deems appropriate).

Final Investigative Report

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the investigator completes any additional investigation, the investigator will complete a final investigative report. The investigator will submit the final investigative report of relevant information to the Title IX Compliance Coordinator. The Title IX Compliance Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Complainant and Respondent.

The investigator and/or Title IX Compliance Coordinator, as appropriate, may exclude and/or redact information or evidence from the final investigative report as follows:

- Information that is not relevant to the allegations raised in the Formal Complaint;

- Information about a Complainant’s prior or subsequent sexual activity, unless such information about the Complainant’s prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent; and

- Medical or mental health information, treatment and/or diagnosis, unless the party consents.

After the Title IX Compliance Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be shared with the Complainant, Respondent, and their advisors. The parties will have ten (10) business days to respond in writing to the final investigative report. The Complainant and Respondent must also submit in writing by that time the names of any witnesses the Complainant/Respondent wishes to testify and a summary of information each witness would provide through their testimony. Names of witnesses provided by the Complainant/Respondent will be shared with the other party.

After the ten-business-day deadline, the Complainant and Respondent may not provide any additional written information for the hearing, unless that information was not reasonably available prior to the closing of the ten-business-day window. The Hearing Officer determines whether to grant exceptions to this ten-business-day deadline.

The Title IX Compliance Coordinator will determine what, if any, final changes or additions are made to the final investigative report based upon its review of the report and feedback as
described above from the Complainant and Respondent. The matter will then be referred to a Hearing Officer.

HEARING PROCEDURE

The Hearing Officer
The Hearing Officer will be selected by the University from a pool of external individuals.

All Hearing Officers receive annual training on the following: how to conduct a hearing; issues of relevance, including when questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant; how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and other relevant issues. The Hearing Officer will also be trained on any technology that might be used during a hearing.

Notice
Both the Complainant and the Respondent will be notified in writing of the date and time of the hearing and the name of the Hearing Officer at least 10 calendar days in advance of the hearing, with the hearing to occur no fewer than ten days after the parties are provided with the final investigative report. The Hearing Officer will receive the names of the Complainant and the Respondent at the same time.

Bias and Conflict Of Interest
The Hearing Officer must be impartial and free from bias or conflict of interest, including bias for or against a specific Complainant or Respondent or for or against complainants and respondents generally. If the Hearing Officer has concerns that they cannot conduct a fair or unbiased review, the Hearing Officer may report those concerns to the Title IX Compliance Coordinator and a different Hearing Officer will be assigned.

A Complainant and/or Respondent may challenge the participation of the Hearing Officer because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made within 48 hours of notification of the name of the Hearing Officer.

At their discretion, the Title IX Compliance Coordinator will determine whether such a conflict of interest exists and whether a Hearing Officer should be replaced. Postponement of a hearing may occur if a replacement Hearing Officer cannot be immediately identified.

Pre-Hearing Procedures and Ground Rules
The Hearing Officer and/or the Title IX Compliance Coordinator may establish pre-hearing procedures relating to issues such as scheduling, hearing structure and process, witness and advisor participation and identification, and advance determination of the relevance of certain topics. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.

The Hearing Officer also has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe
rules of decorum.

Participation of Advisors
Both parties must be accompanied by an advisor to the hearing. If a party does not have an advisor for the hearing, the University will provide an advisor of the University’s choice for that party. Each party’s advisor must conduct any cross-examination of the other party and any witnesses. Apart from conducting cross-examination, the parties’ advisors do not have a speaking role at the hearing; an advisors’ participation is limited to conferring with the party at intervals set by the Hearing Officer.

Participation of Parties And Witnesses
A party or witness who elects to participate in the process is expected, although not compelled, to participate in all aspects of the process (e.g., a witness who chooses to participate in the investigation is expected to make themselves available for a hearing if requested to do so). If a party or witness elects not to participate in the live hearing, or participates in the hearing but refuses to answer questions posed by the other party through their advisor, the Hearing Officer will not rely on any statement of the non-participating party or witness in reaching a determination regarding responsibility. The Hearing Officer will never draw any inferences based solely on a party’s or witness’s absence or refusal to answer questions.

“Statements” for purposes of the hearing means factual assertions made by a party or witness. Statements might include factual assertions made during an interview or conversation, written by the individual making the assertions (including those found in a Formal Complaint), and memorialized in the writing of another (e.g. in an investigative report, police report, or medical record). Where evidence involves intertwined statements of both parties (e.g. a text message exchange or an email thread) and one party refuses to participate in the hearing or submit to questioning about the evidence while the other does participate and answer questions, the statements of only the participating party may be relied on by the Hearing Officer.

If a party does not appear for the hearing, their advisor may still appear for the purpose of asking questions of the other party and witnesses. If a non-participating party’s advisor also declines to appear for the hearing, the University will appoint an advisor to participate in the hearing for the purpose of asking questions of the other party on behalf of the non-participating party.

Parties are reminded that, consistent with the prohibition on Retaliation, intimidation, threats of violence, and other conduct intended to cause a party or witness to not appear for a hearing are expressly prohibited.

Witnesses
The Hearing Officer may, at their discretion, exclude witnesses or witness testimony the Hearing Officer considers irrelevant or duplicative. The Hearing Officer will explain any decision to exclude a witness or testimony as not relevant.

Electronic Devices and Record the Hearing
A Respondent, Complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Hearing Officer. The Title IX Compliance Coordinator will arrange for there to be an audio recording, or audiovisual recording, or transcript (or combination) of the hearing, which will be made
available to the parties for review and kept on file by the University for seven years. Reasonable care will be taken to create a quality recording or transcript and if making recording “minimize technical problems, however, technical problems that result in no recording or an inaudible recording are not a valid basis for appeal.”

Hearing Location and Use of Technology
The hearing will be live, with all questioning conducted in real time. Upon request, the parties may be located in separate rooms (or at separate locations) with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party or witness answering questions. A hearing may be conducted entirely virtually through the use of remote technology so long as the parties and Hearing Officer are able to hear and see one another in real time.

Hearing Structure
The Hearing Officer has general authority and wide discretion over the conduct of the hearing. Although the Hearing Officer has discretion to modify the hearing structure, the general course of procedure for a hearing is as follows:

- Introductions;
- Respondent’s statement accepting or denying responsibility;
- Opening Statement from the Complainant;
- Opening Statement from the Respondent;
- Questioning of the Complainant by the Hearing Officer;
- Cross-examination of the Complainant by the Respondent’s advisor;
- Questioning of the Respondent by the Hearing Officer;
- Cross-examination of the Respondent by the Complainant’s advisor;
- Hearing Officer questioning of other witnesses (if applicable);
- Cross-examination of other witnesses by the parties’ advisors;
- Closing comments from the Complainant; and,
- Closing comments from the Respondent.

A Complainant or Respondent may not question each other or other witnesses directly; they must conduct the cross-examination through their advisors. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant. The Hearing Officer may exclude irrelevant information and/or questions. The Hearing Officer will explain any decision to exclude a question or information as not relevant.
The evidence collected as part of the investigative process will be made available at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

**Determination Regarding Responsibility**
Following the hearing, the Hearing Officer will consider all relevant evidence and make a determination, by the preponderance of the evidence, whether the Respondent has violated the Policy.

A preponderance of the evidence standard means that, based on the information acquired during the investigation and the hearing, it is more likely than not the Respondent engaged in the alleged conduct.

**Remedies and Sanctions**
In the event the Hearing Officer finds the Respondent responsible for a violation of the University’s policies, appropriate remedies and sanctions will be determined by the Hearing Officer. Remedies are designed to resort or preserve equal access to the University’s Education Program or Activity and may be disciplinary or punitive. Upon a finding of responsibility, the Complainant will be provided with remedies designed to restore access to the University’s educational and employment programs and activities. Sanctions for a finding of responsibility for Student Respondents include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions. In determining (a) sanction(s), the Hearing Officer will consider whether the nature of the conduct at issue warrants removal from the University, either permanent (expulsion) or temporary (suspension). Other factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent (shared only upon a finding of responsibility for the allegation), previous University response to similar conduct, and University interests (e.g., in providing a safe environment for all). Sanctions for findings of responsibility for Employee and Faculty Respondents include, but are not necessarily limited to, progressive disciplinary action; prohibition from various academic or managerial responsibilities involving the Complainant or others; letter of reprimand placed in a Respondent’s personnel file; restrictions on a Respondent's access to University programs or facilities; limitations on merit pay or other salary increases for a specific period; or demotion, suspension, dismissal/termination from the University; or such other corrective actions authorized by the Faculty Manual and/or Employee Handbook.

**Written Notice Regarding Outcome and, if applicable, Sanctions/Remedies**
After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, the Complainant and Respondent will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
A description of the procedural steps taken from the receipt of the Formal Complaint of Title IX Sexual Harassment, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

Findings of fact supporting the determination;

Conclusions regarding the application of the University’s code of conduct to the facts;

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University’s Education Program or Activity will be provided by the University to the Complainant; and

The University’s procedures and permissible bases for the Complainant and Respondent to appeal.

The written notification of outcome becomes final five business days after it is sent to the Parties, unless an appeal is filed on or before that day.

**APPEALS**

A Respondent and Complainant both have the right to appeal (1) The Title IX Compliance Coordinator’s decision to dismiss a Formal Complaint of Title IX Sexual Harassment; and (2) the Hearing Officer’s decision regarding responsibility.

A party wishing to appeal the Title IX Compliance Coordinator’s decision to dismiss a Formal Complaint of Title IX Sexual Harassment must file a written appeal statement within five business days of the date the decision to dismiss is communicated to the parties.

A party wishing to appeal a Hearing Officer’s decision must file a written appeal statement within five business days of the date the written decision is sent to the parties. Appeal statements are limited to five pages. The written appeal statement must identify the ground(s) upon which the appeal is being made.

The only grounds for appeal are:

- New information not reasonably available at the time of the decision/hearing that could affect the outcome of the matter;

- The Title IX Compliance Coordinator, investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent specifically that affected the outcome of the matter; and/or

- Procedural error(s) that affected the outcome of the matter.

An appeal is not a re-hearing of the case. The University may summarily deny an appeal if it is not based on one of the enumerated grounds for appeal.
Appellate decision-maker. If the University does not summarily deny the appeal, the University will appoint an appellate decision-maker. The appellate decision-maker’s role is limited to reviewing the underlying record of the investigation and hearing, the appealing party’s (“Appellant”) written appeal statement, any response to that statement by the other party (“Appellee”), and information presented at a meeting of the appellate decision-maker, if convened.

Conflict of interest. The University will notify the Appellant and Appellee of the name of the appellate decision-maker. The Appellant and/or Appellee may challenge the participation of an appellate decision-maker because of an actual conflict of interest, bias, or prejudice. Such challenges, including rationale, must be submitted in writing to the University no later than 48 hours after notification of the name of the appellate decision-maker. The University will determine whether such a conflict of interest exists and whether an appellate decision-maker should be replaced.

Response to Appeal. The appellate decision-maker will provide written notice to the Appellee that an appeal has been submitted and will give the Appellee an opportunity to review the appeal statement. The Appellee may submit a written response to the appeal (“response”). The response is due five business days from the date the University provides written notice of the appeal to the Appellee and are limited to five pages. The University will provide the Appellant an opportunity to review the response, the Appellant will not have an additional opportunity to respond.

Written Decision. The appellate decision-maker will provide written notification of the final decision to the Appellant and Appellee simultaneously.

The appellate decision-maker will typically notify the parties of its decision regarding an appeal in writing within seven business days from receipt of the appeal statement. If the decision will take longer, the parties will be informed. The decision of the appellate decision-maker will be final and no subsequent appeals are permitted.

CONFIDENTIALITY
The University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Title IX Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or other proceeding arising thereunder.

RECORD RETENTION
The University shall retain for a period of seven years after the date of case closure: the official file relating to a formal resolution, including any investigation hearing, sanctioning, and/or appeals processes involving allegations of Title IX Sexual Harassment. In cases in which a Respondent was found to have violated the Policy and was expelled or terminated, the University may retain such official case files indefinitely.
REVISION OF THIS POLICY AND PROCEDURES
This Policy and procedures supersede any previous policy(ies) addressing sexual harassment and retaliation as outlined in this policy. This policy will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate break periods. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.
APPENDIX A

The following is a list of University officials designated as “Officials with Authority.” An Official with Authority, as defined in this Policy, refers to an official of the University with the authority to institute corrective action on behalf of the University, and notice to whom causes the University to respond to Title IX Sexual Harassment.

Virginia Moore, Title IX Compliance Coordinator & Vice President/Dean of Students
    Geary Student Union, Office 309
    Phone: 304-541-6438 (cell) 304-357-4987 (office)

Martin Roth, President
    Riggleman Hall, Office 200
    Phone: 304-357-4713 (office)

Kim Spiezio, Provost & Deputy Title IX Coordinator
    Riggleman Hall, Office 201
    Phone: 304-357-4711 (office)

Cleta Harless, Executive Vice President & Chief Financial Officer
    Riggleman Hall, Office 203
    Phone: 304-357-4738 (office)

Jerry Forster, Executive Vice President & Chief Operations Officer
    Riggleman Hall, Office 202
    Phone: 304-357-0020 (office)

Elizabeth Wolfe, Executive Vice President for Enrollment Management
    Riggleman Hall, Office 224
    Phone: 304-357-4839 (office)
APPENDIX B: STATEMENT OF RIGHTS OF THE PARTIES

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to University officials.

- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.

- The right to be treated with respect by University officials.

- The right to have University policies and procedures followed without material deviation.

- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.

- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.

- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University law enforcement and/or other University officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.

- The right to a University-implemented no contact order or a no-trespassing order against a nonaffiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
• The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
  - Relocating an on-campus student’s housing to a different on-campus location
  - Assistance from University staff in completing the relocation
  - Changing an employee’s work environment (e.g., reporting structure, office/workspace relocation)
  - Visa/immigration assistance
  - Arranging to dissolve a housing contract and a pro-rated refund
  - Exam, paper, and/or assignment rescheduling or adjustment
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - Transferring class sections
  - Temporary withdrawal/leave of absence (may be retroactive)
  - Campus safety escorts
  - Alternative course completion options.

• The right to have the University maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the University’s ability to provide the supportive measures.

• The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.

• The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.

• The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.

• The right not to have irrelevant prior sexual history or character admitted as evidence.

• The right to know the relevant and directly related evidence obtained and to respond to that evidence.

• The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.

• The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
• The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

• The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

• The right to regular updates on the status of the investigation and/or resolution.

• The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.

• The right to preservation of privacy, to the extent possible and permitted by law.

• The right to meetings, interviews, and/or hearings that are closed to the public.

• The right to petition that any University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.

• The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.

• The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.

• The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.

• The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.

• The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.

• The right to be informed in writing of when a decision by the University is considered final and any changes to the sanction(s) that occur before the decision is finalized.

• The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.

• The right to a fundamentally fair resolution as defined in these procedures.
POLICY AND GUIDELINES CONCERNING AIDS, HIV AND HEPATITIS B

General Policies

Current knowledge indicates that persons with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. Based upon the current medical knowledge which indicates HIV may only be transmitted by intimate sexual contact and by exposure to contaminated blood, the University of Charleston establishes the following policy guidelines applicable to the University of Charleston students, student applicants, employees, or employment applicants who are known to have AIDS, AIDS Related Complex (ARC) or those who test positive for HIV. Since these facts also apply to Hepatitis B, this policy shall also apply to students, faculty or staff members who are known or suspected to be infected with Hepatitis B. In the context of these guidelines, students and employees are expected to uphold the same standards of conduct and act in accordance with the policies and procedures outlined in the Student or Employee Handbook. Consistent with its desire not to discriminate and to preserve the sanctity of human rights, the University reaffirms its respect for the individuals’ confidentiality of information and their personal goals and objectives regardless of their personal afflictions or disabling conditions. It also recognizes that such persons may wish to maintain their student or employee status for as long as their medical condition allows. To this end, the University will apply the following guidelines, adopted from the American College Health Association, in analyzing and responding to each person’s condition and circumstances in determining the extent to which the person can remain associated with the University.

Institutional Committee

The University designates the Vice President for Administration and Finance, the Provost and Dean of Students as the principal administrators charged with managing the process of evaluating individual cases, to organize and oversee the educational program, and to provide a mechanism for making such policy decisions as become necessary. The Vice President for Administration and Finance will make the evaluation for decisions regarding employees, the Provost for decisions regarding faculty, and the Dean of Student Life for decisions regarding students.

Handicapping Conditions

The University will apply the same handicapped statutes, policies, procedures, and regulations to students, employees, and applicants with AIDS, Hepatitis B (or related conditions) as are applied to persons with other disabling conditions.

Admissions

The University of Charleston will not include consideration of the existence of any form of HIV infection or Hepatitis B in the initial admissions decision for people applying to the institution. The University affirms that the exclusion of people with HIV infection for reason of that infection constitutes unwarranted discrimination.

Attendance

University of Charleston students or employees who have HIV infection or Hepatitis B, whether they are symptomatic or not, will be allowed regular classroom or work attendance in an unrestricted manner as long as they are physically and mentally able to attend classes or perform the responsibilities of his/her position. Students and employees are subject to the same attendance expectations as their colleagues.
Access to Facilities

Access of persons with HIV infection will not be restricted in the student union, auditorium, snack bar, dining hall, gymnasiums, swimming pool, recreational facilities, classrooms, offices, or other common areas. Where applicable and under the meaning of reasonable accommodation as specified by law, the University will reasonably accommodate the environmental restrictions or medical limitations of the affected person, provided the individual can perform the essential functions of his or her normal responsibilities with the accommodation. All accommodations will be considered on an individual basis.

Residential Housing

Decisions about housing for students with HIV infection must be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals. In some circumstances, however, there may be reasonable concern for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious disease (e.g., measles or chicken pox) in a close living situation. When there is flexibility to provide private rooms, student affairs administrators may wish to recommend that students with immune deficiencies be assigned private rooms in order to protect the health of the immune deficient student.

Medical Care

The University will not ask students or employees to respond to questions about the existence of HIV infection or Hepatitis B. If this information is voluntarily provided it will be handled like any other medical information, in a strictly confidential manner. The following recommendations pertain to the provision of clinical services to people with HIV infection:

Contagious Diseases

Special precautions to protect the health of immunologically compromised individuals should be applied during periods of prevalence of certain casually contagious diseases, such as measles and chicken pox.

Immunizations

Persons known to have HIV infection or Hepatitis B should receive measles and rubella vaccination and need not be exempted from institutional requirements for those vaccinations. However, administrators should be aware of current recommendations for other immunizations in persons with HIV infection because of potentially serious consequences of their receiving live virus vaccines.

HIV Antibody Testing

University of Charleston officials will not undertake programs of mandatory testing of either employees or students for antibody to HIV or Hepatitis B nor will this test be included in health examinations, which may be required for prospective employees.

Confidentiality of Information

The University requires that confidential information concerning any aspect of HIV infection or Hepatitis B be handled with extraordinary care.
Release of Information

Disclosures to faculty, administrators, insurers, or even parents without the expressed written consent of patients in such cases are prohibited by law in West Virginia. Disclosures may only be made to the subject of the test, persons who secure a specific release of the test results executed by the subject, a funeral director, licensed medical personnel providing care to the subject, but only to the extent that such is medically necessary, the department of health or the center for disease control, certain health facilities, including those which may handle organs, blood or bodily fluids of the subject, health staff committees and those obtaining access pursuant to a court order.

“Need to know.”

There is no medical or other circumstance that would warrant the University to advise students living in a residence hall of the presence there of students with HIV or Hepatitis B infection. Similarly, University officials will not reveal the identity of students or employees with HIV infection or Hepatitis B in any other setting. Any recommendations regarding AIDS, HIV Infection or Hepatitis B will be based on guidelines from the United States Public Health Service, the Centers for Disease Control, and the American College Health Association.

Public Health Reporting Requirements

University of Charleston administrators must strictly observe public health reporting requirements. In all jurisdictions, cases of AIDS meeting the criteria of the surveillance definition of the Centers for Disease Control must be reported to the local public health authorities. In a few areas, seropositive for antibody to HIV is also reportable but must be kept confidential.

Safety Precautions

The University of Charleston adopts the following safety guidelines as proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons, not just those previously known to have HIV infection or Hepatitis B. These “universal precautions” are necessary because many people with HIV infection or Hepatitis B are not identified in advance. The same procedures should thus be followed for the handling of blood and body fluids of any student or employee.

Public Health Service Procedures

In order to prevent the accidental transmission of HIV or Hepatitis B in health care settings, the University of Charleston will implement current recommendations from the Public Health Service for infection control except to the extent limited by state law and should monitor compliance with these procedures. The University of Charleston will provide educational programs about HIV infection and its transmission in health care settings to all clinical personnel. Medical and nursing professionals and other clinical service providers handling blood or body fluids should be familiar with recommended infection control procedures and should follow them consistently.

Teaching Laboratories

The University of Charleston adopts the recommendations of the Public Health Service safety guidelines for the handling of blood and body fluids in teaching laboratories. Laboratory courses requiring exposure to blood, such as biology courses in which blood is obtained by finger prick for typing or examination will use disposable equipment and no lancets or other blood-letting devices should be re-used or shared. No students should be required to obtain or process the blood of others without direct faculty supervision and prior approval of the Institutional Review Board. In campus or clinical laboratories, health science students will use disposable, one-user needles and other equipment whenever such equipment will puncture the skin or mucous membranes of another student or patient. Extreme caution should be exercised when handling sharp objects, particularly in disposing of needles. Health
science students in the clinical agencies are expected to follow the universal precautions as prescribed by agency procedures and protocols. In the event of exposure to blood or body fluids of another individual in the clinical setting, the student and faculty member will complete the appropriate incident forms and seek evaluation and/or consultation with the Employee Health Service of the agency.

Support Services

Through its Student & Employee Assistance programs, the University will provide support services through which concerned persons can receive counseling and assistance in locating resources and referrals. Contact the Office of Student Life at 304-357-4862 or 304-357-4745 for more information.

Harassment

As a result of the fear, anxiety and anger that many people feel in reaction to AIDS or Hepatitis B, some students or employees who are either known to be or suspected of being infected with HIV or Hepatitis B may be subjected to either emotional or physical abuse. This University will consider all such occurrences as intolerable and respond to them quickly by treating them as violations of University policy, subject to student or employee disciplinary action.
IMMUNIZATION POLICY

Rationale

Vaccine-preventable diseases continue to occur on US campuses and pose a significant threat to the public health of the campus community. Outbreaks not only impose a significant cost to infected individuals in terms of mortality and morbidity, but can also be costly to the University and students by disrupting university activities and preventing students from being able to attend scheduled classes.

The goal of the University is to provide adequate protection to the campus community against vaccine-preventable diseases by requiring students to be vaccinated against and/or screened for certain highly contagious diseases. This goal can best be achieved through a mandatory pre- matriculation immunization requirement.

Requirements Consistent with State Law and Other Organizations

The following requirements are consistent with West Virginia State Law and with the recommendations of the American College Health Association and the Advisory Committee on Immunization Practices.

Students who fail to provide appropriate documentation for the following immunizations will be prohibited from moving into the residence halls until the documentation is provided, and the University is under no obligation to prorate or forgive room charges for any delayed entry.

Immunizations Required for All Students

- MMR (measles, mumps and rubella). All entering full-time students born after 1956 must provide documentation of immunization against measles, mumps, and rubella.

Immunizations Required for Residential Students

- **Hepatitis B.** If you live in university housing, you must provide documentation of immunization for Hepatitis B. You must provide one of the following:
  - Documentation of having initiated the series of Hepatitis B immunizations and updates indicating that you are continuing to receive the series of immunizations, on schedule, until all three immunizations have been given. The student is expected to complete the immunizations within six months of initiation of the series.
  - Documentation of completion of a three-shot series for Hepatitis B or a two-shot series if .
  - Documentation of a titer indicating immunity to Hepatitis B.
- **Meningococcal Meningitis types ACWY (MCV4).** If you live in university housing, you must provide documentation of your immunity to meningococcal meningitis.
  - Students age 21 years or younger must provide documentation of receipt of a dose of Meningococcal Vaccine not more than 5 years before enrollment in the institution. If the primary dose was administered before the students 16th birthday, a booster dose should be administered within the year prior to the student moving into the residence hall.
Female Students

All female students are strongly encouraged to receive the Human Papillomavirus vaccine HPV prior to matriculation. Much like the Hepatitis B vaccine, the HPV vaccine is a three-part series of shots that has been shown to drastically reduce the risk of cervical cancer.

Health Science and Pharmacy Students

Please consult your individual programs to see if they have specific additional immunization requirements that may differ from those of the University.

International Students

Tuberculosis (TB). All full-time international students must provide documentation of having had a Tuberculin skin test (PPD) or blood test to screen for tuberculosis (TB) within six months prior to enrollment in the university regardless of prior BCG immunizations. If the results of either test are positive, a chest x-ray is required. A student may request a waiver from tuberculin skin testing if the student is from a country that has been identified by the Centers for Disease Control as having low prevalence of tuberculosis.

Request for Waiver

A student may request a waiver from any vaccination for medical reasons. Application for a waiver is to be made in writing to the University of Charleston at least two weeks prior to the student arriving on campus for his/her first semester of attendance at the University. In the case of an outbreak of a contagious disease on campus for which the student has not been immunized, the University reserves the right to ask the student to leave campus until the outbreak is over.

Contact: Questions should be directed to Office of Student Life or the Director of Residence Life and Judicial Affairs, (304) 357-4745.

Additional recommendations

A PPD skin test for tuberculosis is recommended for domestic students who have traveled to an area where tuberculosis is endemic. All students should have a booster dose of tetanus/diphtheria every ten years after completion of the primary series. The American College Health Association and the Centers for Disease Control and Prevention recommend that college students consider getting immunizations to prevent influenza (the flu) provided on campus in the fall, hepatitis B, chicken pox, and meningococcal disease.
**Alcohol & Other Drugs Policy and Guidelines:**

**Understanding Substance Abuse**

Substance abuse is prevalent on college campuses today and often hinders community members’ ability to lead lives of productive work, enlightened living, and community involvement. The University of Charleston believes that individual responsibility is extremely important in social choices. The University has implemented and strictly enforces a policy of alcohol and other drugs (AOD) that provides penalties for abuses but places major responsibility on the student for responsible decision making. The regulations and practices governing the use of alcohol and other drugs apply to all members of the University of Charleston as well as their guests. The primary responsibility for knowing and abiding by the provisions of the AOD policy rests with each individual.

**Assistance Programs**

The University is interested in providing education, support and/or treatment for its students. Consequently, it provides counseling services free of charge to all students. Contact the Office of Student Life at (304) 357-4745 for more information. The Charleston Alcoholics Anonymous/AL-Anon organization can be reached at (304) 342-4315.

The University strives to educate its students and employees on issues surrounding substance use and abuse through the following means:
- Health and wellness issues are addressed through campus wide educational information/programs;
- At least two statewide alcohol and drug awareness conferences have previously included UC representatives; and
- The Residence Life Staff receives in-service training.

**Alcohol**

Possession or consumption of alcoholic beverages is expected to conform to the laws of West Virginia and the Student Code of Conduct for UC. In summary, the University of Charleston prohibits:

- Possession, use, or purchase of liquor, wine, or beer, by persons under 21 years of age.
- Consumption of alcoholic beverages in unlicensed public places.
- Sale or advertisement of sale of alcoholic beverages without a license.
- Public intoxication.
- Providing liquor, wine, or beer to an underage person.
- Possession of an alcoholic beverage in open containers in public (including campus grounds and residence hall lounges/hallways).
- Drinking that negatively affects property or others.
- Excessive drinking that is harmful to oneself.
- Sources of alcohol, including but not limited to, kegs and “trash can punch” in the residence halls.
Drugs

The University of Charleston considers the use of illegal drugs and abuse of legal drugs by its employees and students to be a very serious matter and one that cannot be tolerated. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the University of Charleston prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or any controlled substance on University property or at any University activity.

Reporting Procedures and Sanctions

In order to foster a safe, supportive and law abiding community, the University of Charleston encourages all students and employees to report any suspected or observed policy violations. In the case of students, reports should be directed to Assistant Dean of Students. Regarding issues involving non-faculty employees, reports should be directed to their direct supervisor or Vice President for Administration and Finance. In situations involving faculty members, reports should be directed to the Provost. The University of Charleston supports all legal sanctions against controlled substances under local, state and federal law. Examples of such sanctions include the following:

- Conviction for possession of illegal drugs is a misdemeanor with a maximum fine of $1,000 and/or a jail sentence ranging from 90 days to six months.
- The sale, manufacture, or possession with intent to sell a controlled substance is a felony with a fine up to $10,000 and/or a jail term of one to three years. Penalties increase in severity according to the drug classification.

In addition to legal sanctions imposed by civil law, disciplinary action for students may include, but is not limited to: disciplinary probation (which would prohibit the student from participating in varsity athletics or holding office in a campus organization), community service requirements, removal from campus residence halls, referral for counseling or rehabilitation, fines, suspension, and expulsion. Student violations may also result in the loss of federal financial assistance.
University Computer Use and Internet Policy:

The University of Charleston provides computer equipment and network services for the benefit of students. The equipment and the network belong to the University of Charleston and, as such, the University insists that neither be used for inappropriate purposes. A student or employee who is found responsible for any of the following acts involving misuse of the computer network and the University computer system shall be subject to the maximum sanction of dismissal or any lesser sanction deemed appropriate:

- Users are not to employ University information systems for ancillary profit-making activities, partisan political events where prohibited by law, or other non-core purposes that could violate the 501(c)(3) charitable organization status of the University.
- It is inappropriate to obstruct the work of others through any action that consumes large amounts of system resources.
- Users shall not accept, use, retrieve, modify, copy, delete, discard, or view information other than their own without explicit authorization from the owner or their supervisor.
- Users shall under no circumstances represent themselves as others for the purpose of circumventing established policies or security measures, or for any reason without explicit permission of the others. Sharing accounts and/or passwords is strongly discouraged.
- It is unacceptable to violate copyright and licensing agreements for any electronic resources, including software, games, music, videos, and academic works, or to facilitate others in such acts.
- Users are not by any means to infiltrate, or attempt to infiltrate, a computing system or network on the University campus or elsewhere.
- Computing personnel are responsible for the support of campus computer equipment. No users are to install any additional hardware or software without specific approval from Technology Services. This includes games, screensavers, instant messenger clients, network switches, wireless access points, and printers.
- Users are not to participate in the proliferation of spam by forwarding or generating email chain letters and other such messages to large numbers of people.
- It is inappropriate for faculty, staff, students, and administrative personnel to view, download, or distribute pornographic or other generally offensive materials, unless such actions are germane to University-related research or other job responsibilities. No such materials may be viewed or accessed in public areas.
- Students should have no expectation of privacy when using the University of Charleston’s computers and/or network and the University reserves the right to monitor computer and/or network usage.
- Students are not permitted to use wireless routers in their residence halls. These items will be confiscated.
The Code of Conduct exists to assist in providing the best possible learning and living environment for all students. The intent is to foster the growth and development of each individual as well as enhance and enrich the entire university community. The philosophy, principles, and procedures of the system are reflective of this attitude and spirit, and it is expected that each person who becomes involved with it in any way will reflect the same.

The student conduct process educates students about their responsibilities as members of an academic community and imposes sanctions when student conduct puts the members of the community in jeopardy or when the University has a clear and distinct interest in addressing the student behavior. As a tool, the University Code of Conduct helps promote growth and learning as students interact with their environment and accept responsibility for decision-making.

The motto of the Student Code of Conduct is, “Ignorance is No Excuse.” This motto illustrates that each student, as a Member of the University Community, is responsible for being familiar with the policies of the University of Charleston, including the University Code of Conduct, and with local, state, and federal laws. Failure to abide by these Standards may result in sanctions, including termination of a Student’s academic career at the University of Charleston.

It is not intended to be a duplicate of the criminal proceedings of a court of law, but rather a fair and equitable process of developing responsible citizenship and protecting the rights and property of the individual members of the University of Charleston community. The Code of Conduct has been established to deal with all inappropriate behavior and unacceptable activity, whether specified or unspecified.

The Student Code of Conduct is designed to:

- Promote a safe and healthy campus environment for all students;
- Protect the rights of students, clubs, or organizations accused of violating the Student Code of Conduct;
- Reinforce the mission of the University;
- Protect the rights of alleged victims;
- Educate students;
- And deter and prevent further violations.
**Purpose:**

Generally, these standards govern and regulate Student conduct that occurs at any University’s campus location or any building or property owned or used by the University in connection with its educational and other programs; or Student conduct that occurs off-campus that is disruptive, harmful, poses a reasonable concern for the safety and well-being of Students, faculty, and/or staff, or that otherwise is harmful to the University’s purposes, mission, and objectives. The Code regulates off-campus Student conduct to promote and reinforce the following values and University goals:

- To prevent and reduce behavior that undermines Student academic success and that negatively detracts from the educational mission of the University;
- To promote and protect the health and safety of Students and other University community members;
- To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues;
- To address Student conduct and activities that clearly conflict with the University’s interests and mission.
**Jurisdiction:**

The Student Code of Conduct applies to the conduct of all individual students, both undergraduate and graduate while enrolled at the University of Charleston at any location, and all University-affiliated student organizations.

1. The Student Code of Conduct applies to behaviors that take place on any University of Charleston premises (as defined in this Student Code of Conduct), at University-sponsored events, and off the University premises when a Student Conduct Administrator determines that the off-premise conduct affects a clear and distinct University interest. The term “off-campus” or “off-premise” includes anywhere that is not on University premises. Specifically included within the University’s clear and distinct interest are violations that:

   a. Involve conduct directed at other Members of the University Community or that significantly impinges upon the rights, property, or achievement of self or others, or significantly breaches the peace and/or causes social disorder;
   b. Disrupt educational programs or activities or other functions of the University;
   c. Occur during or at University-sponsored events;
   d. Occur during the events of an organization associated with the University including the events of a student group, whether officially recognized or not;
   e. Occur during any academic course requirements or any credit-bearing experiences such as internships, service-learning, clerkships, field trips, or student teaching;
   f. Occur during a study abroad program, field trip, internship, field placement or clinical assignment;
   g. Occur during any activity supporting the pursuit of a degree, such as research at another institution, or a professional practice assignment;
   h. Cause or pose a threat of destruction to property belonging to the University or any Member of the University Community;
   i. Pose a threat to the health and/or safety of a member of the University Community;
   j. Involve an activity for which a police report is filed and a summons or charge is issued, or an arrest for a crime.

2. The Student Code of Conduct applies to behavior conducted online, via email or via any other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of Student Code of Conduct violations if there is information that the Student Code of Conduct was violated. While most online speech by students not involving University networks or technology is protected as free expression and not subject to the Student Code of Conduct, there are three notable exceptions:

   a. A threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon a specific individual;
   b. Speech posted online about the University or its community members that causes a substantial negative effect to a University living and/or learning environments;
   c. Information indicating a crime has occurred.

3. Actions against Visitors and/or guests of the University may seek resolution of violations of the Student Code of Conduct committed against them by University students through the Office of the Student Life.

4. Please refer to the Sexual Harassment and Grievance Procedures Policy for all Code of Conduct policy violations and hearing/appeal processes related to a violation that falls within Title IX as defined under this policy. All policy violations that fall within Title IX are not subject to this Code of Conduct process and will be subject to the processes outlined in the grievance process in the Sexual Harassment and Grievance Procedures Policy.
Off Campus Conduct

This document governs student conduct off campus when such behavior impairs University functioning, impacts another member of the University community, has a negative impact upon the reputation of the University, and/or endangers any member of the University community. The University may conduct an on-campus hearing or conference independent of, and without waiting for, the result of any off-campus proceedings. The University also may report, and in some cases has the responsibility to report, violations of criminal law, to civil authorities.
**Authority:**

These Standards are established under the authority of the Board of Trustees at the University of Charleston, in conjunction with the staff in the Office of Student Life.

The Student Code of Conduct is not a code of criminal law; criminal law concepts, processes, and procedures do not apply to it. The University will take appropriate action when student conduct runs contrary to the University’s mission or a clear and distinct University interest, regardless of whether a criminal offense has occurred. The University reserves the right to take necessary and appropriate action to protect the health, safety and well-being of the University Community.

Students and student organizations are subject to the provisions of local, state, and federal law and to all legal and judicial authorities as part of their responsibilities to the larger society. If a visitor or guest of a University student or organization does not comply with University policies, and/or with local, state, or federal law, the student or organization may be subject to Student Code of Conduct sanctions, as well as to the provisions of local, state, or federal law. Those who believe a crime has occurred should inform the University’s Department of Public Safety and/or a local law enforcement agency. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
**Student Rights & Responsibilities:**

**Accountability**

A student is accountable to University jurisdiction as long as he or she is enrolled in the University. Each student shall be charged with notice and knowledge of, and shall be required to comply with the contents and provisions of the University's policies concerning Student Expectation and Accountability Standards.

**Communication with University**

University email is the University of Charleston’s primary means of communication with students. Students are responsible for receiving and reading all communication delivered to their University email address in a timely manner.

**Confidentiality**

All members of the University community involved in any way with a Student Conduct Proceeding are expected to keep strictly confidential the existence of a Student Conduct Proceeding; all information included in an Incident Report, Appeals Process, or presented to either the Assistant Dean of Students and/or designee during a Student Conduct Proceeding, and the outcome of the Student Conduct Proceeding or Appeal including any sanctions imposed. If you have been notified that an incident report has been submitted against you, this means an official Student Conduct Proceeding will be initiated and Confidentiality applies.

**Equal Treatment**

The University has an obligation to apply its rules equally to all students. This does not mean, however, that the University is required to refrain from engaging in the Student Conduct process with some students because there are others who cannot be identified, or who are not similarly charged. Procedural fairness incorporates adequate notice of the charges, the opportunity to respond to the charges, and the right of appeal.

**General Expectations**

Each student shall be expected to:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Respect the rights and privileges of other students, faculty, and other University staff and designees;
- Respect the property of others, including University property and facilities; and
- Cooperate with and assist the University staff in maintaining safety, order, and discipline.

**Group Conduct**

In an effort to promote community responsibility, students who are present while others compromise the behavioral standards of the University and/or Local, State, or Federal Law(s), may become subject to judiciary action. Students are encouraged to take ownership in the perpetuation of a healthy campus community by holding one another accountable.
Local, State, and Federal Laws

All students shall obey the law, show respect for properly constituted authority, and observe correct Student Expectation and Accountability Standards.

Nondiscrimination

For purposes of this policy, the following characteristics are considered protected and, to the extent permitted by applicable law, individuals and groups cannot and will not be discriminated against based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, or any other status protected under applicable federal, state, or local law.

Responsibility for Guests

All University students, clubs and organizations are responsible for the behavior of their guests whether on University property or at University events off-campus. They must use their best efforts to ensure that guests comply with the Student Code of Conduct and other University policies. This includes, but is not limited to, guests attending University-sponsored events on or off University premises, visitors to University Housing, or attendees of activities sponsored by recognized student organizations. Should a guest(s) fail to adhere to University policies and procedures, this may lead to their removal from campus and/or the event. This may include, but is not limited to, the issuing of a criminal trespass warning (CTW) for a designated period of time.

Student Leader Expectations

Student leadership is a privilege at the University, and student leaders are expected to serve as an ambassador of the institution at all times. Failure to comply with Student Expectations & Accountability Standards will result in judiciary action, and may result in probation or administrative removal from student leadership role(s). The latter will be determined based on the severity of the Student Expectations & Accountability Standards violation and/or the culmination of Standards violations.
**Search & Seizure Policy:**

Because universities are viewed as educational communities with special behavioral requirements, the courts have upheld the University’s right to enter and search student rooms and suites with just cause, so long as the entry and search are not done in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each University of Charleston resident, while simultaneously providing University officials the means to maintain and protect the educational environment necessary for the University to fulfill its mission.

Rooms can be entered by the Department of Safety and Security and/or Residence Life professional staff for the following reasons and others after approval is given by the Chief of Security and Vice President & Dean of Students:

- Suspected violation of University Student Expectations and Accountability Standards or civil law or;
- Emergency situations.

In the event of suspected vandalism, arson, assault, or other violations of University policy which may have occurred in a room, appropriate University officials may be called in to conduct an investigation. The results of such an investigation may result in disciplinary action and/or criminal prosecution.

**Search and Seizure Guidelines**

**Emergency Entry**

University officials may, without verbal or written authorization from a higher authority, enter a resident’s room either forcibly or with a building master key in cases of fire, explosion, bomb threat, attempted or suspected suicide, or other situations which call for the immediate entry to protect the safety and security of the residents of the room and the community at large.

**Reasonable Cause**

When a University official has reasonable cause to believe that a student has violated University policy and relevant or prohibited materials remain in his/her room, any authorized member of Student Life and/or any authorized member of the campus Safety and Security Department will complete an entry and search form. A copy of the completed form would be given to the residents of the room if they are present.

**Search Warrant Entry**

In those cases where an individual has personal knowledge or other information of a violation of a criminal nature such as theft or acts of violence, campus security is to be contacted. The police or security will then determine whether or not sufficient evidence exists to request a search warrant.

**Confiscation**

The University has the right to confiscate any items at any time that would violate health or safety standards. Random health and safety checks will be conducted throughout the semester to ensure the safety of the community. Confiscated item(s) may be claimed at the discretion of the Chief of Safety and Security at the end of the academic year. Items that pose a risk to the safety of the University or the student and / or items that violate local, state, or federal ordinances or laws may be destroyed at the direction of the Chief of Safety and Security.
Amnesty:

The University's priority is the safety and well-being of the students who attend the University. As such, amnesty is in effect to ensure that those individuals who require assistance for themselves or a friend who may have consumed excessive alcohol or drugs on or off campus will turn to the appropriate personnel to seek emergency medical assistance without fear of reprisal for doing so.

Students who seek emergency medical attention for themselves or someone else related to consumption of alcohol or drugs will not be charged with violations of the Code of Community Standards related to that consumption (specifically those violations as defined under Class C Violations: Conduct that Relates to Alcohol, Illegal, and Other Controlled Substances), provided that the student subsequently complies with any designated educational intervention and/or behavioral assessment. Failure to complete this intervention/assessment may result in charges being filed with the Assistant Dean of Students.

Additionally, students will be held accountable for any other violations of the Student Code of Conduct related to the incident (endangering the health or safety of others, fire safety/emergency violations, failure to comply, vandalism, etc.).

This policy only provides amnesty from violations of the Student Code of Conduct. It does not grant amnesty for criminal or civil consequences for violations of federal, state, or local law.

This policy is not intended to shield or protect those students who repeatedly violate Student Code of Conduct. In cases where repeated violations occur, the University reserves the right to initiate conduct action on a case-by-case basis, regardless of the manner in which the incident was reported. Additionally, the University reserves the right to adjudicate any case in which the violations are considered especially egregious.
**Definitions:**

**Administrative Hearing/Conference**

An Administrative Hearing / Conference is a formal hearing conducted by the Assistant Dean of Students, a member of the Office of Residence Life, the Dean of Students or his or her designee. An Administrative Hearing/Conference is normally conducted to adjudicate alleged violations that may engender sanctions, such as expulsion, suspension, eviction, social probation, residence hall probation, community service, restitution, a fine, threat of eviction, a written warning, etc. The format of the Administrative Hearing/Conference is further defined and described under the Conduct Process section of this document.

**Consent**

Consent in the context of sexual activity is an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack or absence of a negative response is not consent. A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

Incapacitation is a state in which someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (i.e., to understand the “who, what, when, where, why, and how” of the sexual interaction).

**Disciplinary Action**

Any action taken or sanction imposed by the University under the Student Code of Conduct.

**Hearing**

An Administrative Conference or Administrative Hearing.

**Hearing Letter**

Notice delivered to the Reported Student, Group, or Organization via their ucwv.edu email that notifies him/her/it of any scheduled judicial hearing. This letter will include the time, date, and location of the hearing, hearing officer, and the violations in question.

**Hearing Officer**

University staff member who conducts an Administrative Conference or Administrative Hearing.

**Interim Sanctions**

Interim sanctions include certain sanctions, including eviction or suspension that may be imposed without a Hearing when a student’s or organization’s continued presence at the University presents unreasonable risk of danger to himself/herself and/or others.
Member of the University Community

The term “Member of the University Community” includes any person who is:

- A University Student;
- A University Employee (Faculty, Staff);
- A University contractor or vendor;
- A University Affiliate or volunteer; or
- Guests, to include but not limited to, event attendees, participants in University-sponsored co-curricular or auxiliary programs, visitors, and customers.

Determination of whether an individual is a member of the University community may be decided by the Dean of Students and/or Assistant Dean of Students.

Misconduct

Any conduct violating the University Code of Conduct.

Possession

Having or controlling property, regardless of ownership. All items in a residence hall room are presumed to be in the possession of the assigned student(s). All items in a student’s vehicle are presumed to be in the possession of the student(s) registered to that vehicle.

Preponderance of the Evidence

The weight of the evidence makes it more likely than not that the violation of the Student Code of Conduct did (or did not) occur.

Protected Characteristics

The term “Protected Characteristics” means personal characteristics or factors that cannot be targeted for discrimination or harassment. For purposes of the Student Code of Conduct the following characteristics are considered protected and individuals cannot be discriminated against or harassed based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression or any other status protected under applicable federal, state, or local law.

Reported Group or Organization

The group or organization alleged to have violated the Student Code of Conduct.

Reported Student

The student alleged to have violated the Student Code of Conduct.
Reporter

University faculty, staff, and students, who outside of the Hearing Officer, that provides the original report of violations resulting in an Administrative Hearing or an Administrative Conference.

Reasonable Knowledge

To have knowledge of facts or activities, which have been gained through firsthand experience such as, being present at the time of a policy violation.

Sanction Letter

Notice delivered to the Reported Student(s), Group, or Organization which states whether or not the student has been found in violation of the Student Code of Conduct. If the student is found responsible the letter will also detail the sanctions that will be imposed.

Student Conduct Administrator

The term “Student Conduct Administrator” means the University official authorized and designated by the Dean of Students for daily operation of the Student conduct process. This process includes but not limited to:

- Providing Students and Complainants information on Student Conduct process and procedures;
- Serving as a Hearing Officer;
- Serving as the administrator of the Student Conduct process;
- Attending, assisting, and serving notifications of hearings and decisions of Conduct Bodies;
- Ensuring official Student Conduct records are maintained;
- Monitoring sanction(s) compliance; and
- Coordinating the training and development of Student Conduct Bodies.

Student Group

The term “Student Group” is defined as a number of individuals who are associated with the University and each other, including athletic teams, student clubs and organizations registered with the University including sororities and fraternities as well as groups or clubs not registered with the University.

Support Person

A support person is a member of the University community who may attend the appeal hearing for moral support, but may not comment during the proceedings unless he/she was a witness to alleged policy violation(s) in question.

University

The University of Charleston.

Violation

A violation of the guidelines contained in Student Expectations and Accountability.
**Conduct Process:**

1. **Report of Alleged Student Code of Conduct Violation**

When a University student or organization fails to adhere to the Student Code of Conduct, as outlined in the Student Code of Conduct, a University staff member or designee will inform the student that they are completing an incident report form via the ucwv.edu website. University faculty, staff, and students shall submit an alleged violation or violations of Student Code of Conduct committed by a student to the Assistant Dean of Students or designee within Twenty-Four (24) hours via the online reporting portal. The Office of Public Safety shall report violations within Twenty-Four (24) hours after the conclusion of their investigation. The allegations must be submitted in writing, through traditional or electronic means, and must describe the alleged violation and any surrounding facts.

2. **Additional Investigation**

Assistant Dean of Students and/or designee shall investigate the matter as necessary with the involvement of the Office of Public Safety or other University officials as deemed necessary. If an allegation is deemed to be unfounded, the Assistant Dean of Students and/or designee shall dismiss the alleged violation and shall provide the student who is the subject of the allegation a written notice that the allegation of misconduct was made against the student and the allegation was dismissed.

3. **Hearing Request**

If, however, the Assistant Dean of Students and/or designee determines that the allegation warrants further consideration, the Assistant Dean of Students and/or designee shall require the student or organization who is the subject of the allegation to attend a conference to be held within a reasonable time frame, not to exceed five (5) calendar business days, following receipt of the alleged standards violation per the completed investigation report. The student or organization shall be given two (2) business days between the Hearing Letter being sent and the date of the hearing. During this time the student or organization has the opportunity to request the hearing be rescheduled.

4. **During the Conduct Hearing**

At the conference, the Assistant Dean of Students and/or designee shall notify the student of the allegation(s) and provide the student with an opportunity to respond. The hearing shall be closed due to the educational nature of the Student Code of Conduct. If multiple students are involved, they will meet with the Assistant Dean of Students and/or designee one-on-one or with the Assistant Dean of Students and/or designee and one other member of Student Life.

Due to COVID-19, conduct hearings will be conducted via Appointlet Zoom meetings with the same restrictions as in-person hearings. The Assistant Dean of Students may request an in-person hearing if the situation is deemed necessary. Students will be sent a link to schedule a virtual hearing. Students who do not respond within four (4) business days will be considered to have missed their hearing. If the violation and sanction call for a written warning, a conduct hearing will not be held. However, the student will be allowed to appeal as if a hearing was held.

Non-university community members; parents, guardians, lawyers, and other advocates are not permitted at any code of conduct hearing.
5. Following the Conduct Hearing

Following the Hearing, the Assistant Dean of Students or designee shall notify the student of the outcome within ten (10) calendar business days after meeting with all involved students:

- Unfounded Allegations

After conferring with the student, if the Assistant Dean of Students and / or designee determines that the student did not commit a violation of the Student Code of Conduct, then the allegation(s) shall be dismissed as unfounded. The student shall be provided notice of the dismissal.

- Founded Allegations

If the Assistant Dean of Students and / or designee determines that the preponderance of the evidence warrants a sanction, then the Assistant Dean of Students and / or designee shall inform the student in writing of the determination, and the student’s right of disciplinary appeal.
Special Circumstances

- In cases where a student cannot be present

In the situation where it is determined that a student’s continued presence at the University constitutes an immediate threat of harm to the student, other individuals, and/or University property or presents a threat of disrupting the educational environment, the Assistant Dean of Students, or designee may present the University's case to the Dean of Students and University President or their designees with a sanctioning recommendation.

- In cases where a student does not show for a Hearing

In the situation where a student does not attend a requested hearing with the appointed hearing officer, the student will receive a second request for a hearing. If the student does not attend the second hearing or respond to either request, they will receive the additional sanction for D-2. Abuse of the Student Code of Conduct in addition to any violations they have been found responsible for.

- In cases that occur in the last ten (10) business days of a semester or over University breaks

In cases that occur in the last ten (10) business days of classes during a semester or over breaks, the Assistant Dean of Students, will work with the student and / or organization to complete their hearing in a timely manner not to surpass the tenth (10th) day of classes of the following Fall or Spring semester.

- In cases where a student has requested to withdraw from the institution

A student facing disciplinary action, or with Incomplete Sanctions, may make a written request to the Vice President & Dean of Students for permission to withdraw from the institution. Only the Vice President & Dean of Students may grant such permission. Proration refunds for housing and meal plans will only be considered with the Vice President & Dean of Students’ approval under these circumstances.
Interim Actions:

In the situation where it is determined that a student’s continued presence at the University constitutes an immediate threat of harm to the student, other individuals, and/or University property or presents a threat of disrupting the educational environment, the Assistant Dean of Students, or designee may impose one of the following actions pending final disposition of the case through the University discipline process with the prior approval of the Vice President & Dean of Students, or designee.

- Immediate Suspension from the University;
- Loss of privileges, which may include restrictions from or to a specific area of the University’s Premises;
- Immediate removal from a classroom(s);
- No Contact Orders;
- A hold being placed upon a student’s registration and records;
- Suspension or revocation of University-issued identification card and/or access;
- Referral for a medical or psychological evaluation at the student’s expense;  
  - This evaluation may be conducted by a qualified professional approved by the University;
  - The evaluation may be used to determine the appropriateness of withdrawing the Interim Action;
- Any other remedy warranted under the circumstances to protect the health and safety of persons, and/or University operations or property, and/or the University community.

At the time the Interim Action(s) is assessed, the Assistant Dean of Students or designee will provide the student an official letter stating the terms of the Interim Action(s) and their official hearing appointment. Interim Actions will be in effect until the official sanction letter following the hearing.

No Contact Orders

In certain circumstances, and at any time prior to the final resolution of a Student Conduct Proceeding under this Code, Assistant Dean of Students or designee may issue a No Contact Order for students involved in some capacity with a case.

A No Contact Order is typically issued for one of the following reasons:

- To ensure the safety and well-being of members of the University community;
- To ensure the Student’s own physical, mental, or emotional safety and well-being; or
- If the Student poses a significant threat of disruption of or interference with the normal operations, programs, and/or activities of another student.

No Contact Orders prohibit a variety of behaviors, including, but is not limited to, the following: verbal communication, written communication, electronic communication, communication through a third party, or any physical contact. The behavior restricted is direct contact, not indirect contact. This means that you are not restricted from eating meals in the dining hall, attending class, or any other University of Charleston/program specific events. No Contact Orders are not meant to impede the academic process; they are intended to protect students from being involved in any direct act that could be interpreted by another other party as intimidating, harassing, bullying, etc.

No Contact Orders are issued through email on a case by case basis and may be imposed at any point throughout the judicial process.

No Contact Orders are in effect until they are revoked in writing by the Assistant Dean of Students or designee.
Temporary Suspension

In certain circumstances, and at any time prior to the final resolution of a Student Conduct Proceeding under these Standards, the Assistant Dean of Students, or designee may impose a University or Residence Hall Temporary Suspension with the consent of the University President or designee.

A Temporary Suspension may be imposed only:

1. To ensure the safety and well-being of members of the University community or the preservation of University property;
2. To ensure the Student’s own physical, mental, or emotional safety and well-being; or
3. If the Student poses a significant threat of disruption of or interference with the normal operations, programs, and/or activities of the University.

During a Temporary Suspension, a Student may be denied access to all University Premises and all University programs and activities.

Student Organizations, Clubs, and Groups

When the University receives a report of an alleged violation of this Code by a Student Organization, Club, or Group, the Assistant Dean of Students and/or designee may summarily suspend the activities of the Student Organization, Club, or Group pending the outcome of the investigation of the possible violation.
Sanctions:

Student Conduct sanctions are imposed for the purposes of restoring the standards of the University Community, educating students about the severity of their actions, promoting positive growth, and maintaining the safety of the students involved and of the University Community. Failure to comply with sanctions imposed by a Conduct Body’s decision within the specified time period(s) may result in further and immediate sanctions. More than one of the following sanctions listed may be imposed for any single violation of the Student Code of Conduct.

Students and / or organizations that do not complete their assigned sanctions will face additional policy violations and sanctions including but not limited to D-2 Abuse of Student Code of Conduct and / or Student Account Holds.

Tier 1 Sanctions

Tier 1 Sanctions are educational in nature and allow a student and / or organization to continue without restrictions while enrolled at the University of Charleston. Tier 1 Sanctions include but are not limited to:

- **Community Service Hours** - This sanction is designed to place responsibility on the student, group, or organization for causing damage, vandalism, or infractions that have adversely affected the University. This sanction can range from two (2) to one thousand five-hundred (1500) compulsory service hours. Community service must be pre-approved and cannot be part of a class, team, or organizational project. Students, groups, or organizations that do not serve their compulsory service hours as scheduled will automatically face additional sanctions.

- **Counseling** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to ten (10) compulsory sessions. Anything discussed during sessions is not disclosed to the Conduct Officer. Students, groups, or organizations that do not serve their compulsory counseling sessions as scheduled will automatically face additional sanctions.

- **Educational Sanctions** - This sanction includes reflection papers, educational modules and/or projects designed to assist the Student in reflecting on their decision making. Some educational sanctions will incur a user fee which will be disclosed to the Student at the time the sanction is imposed.

- **Fines** - Monetary penalty required to be paid by Student which is imposed due to a violation of the Student Code of Conduct.

- **Hold on Student Record** - Action restricting the Student’s admission and registration until a Student Conduct sanction is fulfilled by the Student. A hold will restrict the University from releasing official academic transcripts and/or awarding a diploma until the sanction is fulfilled by the Student.

- **Parental Notification** - In situations involving alcohol or drug violations, the Hearing Officer may make the recommendation to contact the students’ parents or guardian as concern for their health and well-being as a continued member of the institution.

- **Reflection** – This is a writing assignment that asks for the student to reflect on their behavior(s) and / or community service experience and how they plan to be a more engaged member of the community moving forward.

- **Restitution** – Reimbursement for damage to or misappropriation of property. Reimbursement may include, but not limited to: repair costs, community service, or restitution fines

- **Security Mentoring** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to five (5) compulsory sessions with a member of the University Public Safety or other designated member of the University Community.

- **Student Life Mentoring** - This sanction is designed to examine the behaviors of the student and help develop strategies to prevent recidivism. This sanction can range from three (3) to five (5) compulsory sessions with a member of Student Life or other designated member of the University Community.

- **Verbal Warning** - An official warning delivered face-to-face.

- **Written Warning** - Notifying the student, group, or organization of his/her/its violation by letter or email, warning that subsequent violations must not occur.
Tier 2 Sanctions

Tier 2 Sanctions are educational in nature and allow a student and / or organization to continue at the institution with restrictions for a defined period of time. Tier 2 Sanctions include but are not limited to:

- **Disciplinary Probation** – A student, group, or organization on disciplinary probation is in jeopardy of suspension from the University. Suspension is stayed for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion.

- **No Contact Order** - No Contact Orders prohibit a variety of behaviors, including, but not limited to, the following: verbal communication, written communication, electronic communication, communication through a third party, or any physical contact.

- **Suspension of Computer Access** – A student, group, or organization that has lost their Computer access privileges is not allowed access the University Network for the duration of the privilege restriction. Failure to fulfill specified terms may lead to residence hall eviction, suspension, or expulsion.

- **Suspension of Guest Privileges** – A student, group, or organization that has lost their guest privileges is not allowed to have guests in the residence halls for the duration of the privilege restriction. Failure to fulfill specified terms may lead to residence hall eviction, suspension, or expulsion.

- **Suspension of Participation Privileges** - A student who has been placed on participation probation is barred from participating in athletic team events for a specified amount of time. This includes but is not limited to: participating as an active member of a team, attending practice, attending meetings, or participation in games. A student and/or organization found in violation of this probation will be subject to the imposition of further sanctions.

- **Recruitment Probation / Restriction** - An organization on recruitment probation is in jeopardy of suspension or termination. During recruitment probation, recruitment may be restricted or forbidden for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in eviction.

- **Residence Hall Eviction** - Loss of privilege to live in the residence halls, either permanently or for a specified period of time. Eviction may either be immediate or deferred until a specified date. The University does not grant housing refunds for students evicted for disciplinary reasons. Meal plans will be prorated.

- **Residence Hall Probation / Restriction** - A student, group, or organization on residence hall probation is in jeopardy of eviction from the residence hall. During residence hall probation, residence hall visitation is suspended for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in eviction.

- **Social Probation** - A student who has been placed on social probation is barred from participating in social activities on campus for a specified amount of time. This includes but is not limited to: participating as an active member of an organization, attending formal functions, attending meetings, serving as an elected officer, or running for an elected position. A student and/or organization found in violation of this probation will be subject to the imposition of further sanctions.
Tier 3 Sanctions

Tier 3 Sanctions do not allow a student and / or organization to continue at the institution. Tier 3 Sanctions include but are not limited to:

- **Expulsion** – Permanent withdrawal from the University, and/or permanent ban from University property, and/or attendance at University sanctioned events. Expulsion permanently prohibits the student, group, or organization from attendance at functions at the University. Furthermore, the student’s permanent record will reflect accordingly.

- **Suspension** – Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a “W” in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction.
Judicial Point System:

Students of the University, who are found within violation of the Student Code of Conduct, as outlined in the Student Code of Conduct, will be assessed judicial points along with a potential sanction. These points are listed in the policy section of this document with appropriate ranges and sanctions.

Range

Most violations come with a range of points. This is intended to measure the severity of a violation and/or used in instances where a student has violated a policy repeatedly.

Cumulative Points Total

Most violations of University policy will result in some assessment of points. If a student is found responsible for a violation after a previous violation, the point totals assessed in the second violation may be added to the first point total. Points will continue to accumulate over the time the student is at the institution.

Point Forgiveness

Point forgiveness will be awarded to students in the following ways for individual students:

- Actively registered students will receive a two (2) point reduction for each semester with no policy violation.
- Students are eligible for Community Service point forgiveness on their point total in the term following the violation. Ten (10) hours of service OUTSIDE the University community and not stacking with a class assignment or long term project, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per semester and must be preapproved by the Assistant Dean of Students.
- Point Forgiveness will allow for a max of nine (9) points per calendar year to be removed. Three (3) points total for the Fall, Spring, and Summer semesters.

Point forgiveness will be awarded to students in the following ways for organizations:

- Actively registered organizations will receive a two (2) point reduction for each semester with no policy violation.
- Organizations are eligible for Community Service point forgiveness on their point total in the term following the violation. Twenty (20) hours of service OUTSIDE the University community (completed by one or more members for a total of 20) and not stacking with a class assignment or long-term project, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per semester and must be preapproved by the Assistant Dean of Students.
- Point Forgiveness will allow for a max of nine (9) points per calendar year to be removed. Three (3) points total for the Fall, Spring, and Summer semesters.

Point forgiveness will not remove the violation from the student’s or organizations record.

Individual Consequences for Cumulative Point Totals
Here are specific cumulative point totals that will result in specific sanctions, in addition to their violation sanctions.

<table>
<thead>
<tr>
<th>Point Total</th>
<th>Sanction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Residence Hall Eviction</td>
<td>Loss of privilege to live in the residence halls, either permanently or for a specified period of time. Eviction may either be immediate or deferred until a specified date. The University does not grant housing refunds for students evicted for disciplinary reasons. Meal plans will be prorated. Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a “W” in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction. Permanent withdrawal from the University, and/or permanent ban from University property, and/or attendance at University sanctioned events.</td>
</tr>
<tr>
<td>15</td>
<td>Suspension</td>
<td>Permanently prohibits the student, group, or organization from attendance at functions at the University. Furthermore, the student’s permanent record will reflect accordingly.</td>
</tr>
<tr>
<td>20</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>
Student Organizations / Clubs / Groups Consequences for Cumulative Point Totals

Student organizations are subject to the same rules of accountability as individual students. A student organization is responsible for the conduct of its members and will be held accountable if the misconduct of its members is related, in any way, to the organization. If found in violation of the University’s Student Expectations & Accountability Standards, the student organization and its members may be subjected to judiciary action not limited to, but to include organization suspension.

Here are specific point totals that will result in specific sanctions in addition to their violation sanctions.

<table>
<thead>
<tr>
<th>Point Total</th>
<th>Sanction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Probation</td>
<td>A student, group, or organization on disciplinary probation is in jeopardy of suspension from the University. Suspension is stayed for a specified period of time with the understanding that any additional violation of the Student Code of Conduct within the period of probation will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion. Prohibits the student, group, or organization from attending the University, residing in the residence halls, or participating in any University activities or athletics for a set period of time, typically to include at least the remainder of the semester in which the violation occurred and may last for at least one (1) academic year or more based on the type of violation that has occurred. Suspension may either be immediate or deferred until a specified date. Notification of suspensions will be sent to the student, group, or organization and to appropriate University offices. Any student suspended or expelled under the Student Code of Conduct will receive a “W” in the courses in which he/she was enrolled if he/she is unable to complete the semester because of the sanction.</td>
</tr>
<tr>
<td>8</td>
<td>Suspension</td>
<td>Permanently prohibits the student, group, or organization from attendance at functions at the University.</td>
</tr>
<tr>
<td>10</td>
<td>Termination</td>
<td></td>
</tr>
</tbody>
</table>

Members and officers of organizations may face sanctions separate from those of their organization for their actions. Officers are responsible for the behaviors of their members and the actions of the organization. Officers are expected to hold members of the organization to the standards of the Code of Conduct and report violations to the Coordinator of Student Involvement or the Assistant Dean of Students.
Violations, Policies, Sanctions, and Points

The following is a set of guidelines intended to help all parties involved in the Student Code of Conduct maintain a degree of consistency in rule enforcement and to understand certain University standards with regard to sanctions. It is not intended to be an exhaustive or binding list of all possible violations and their sanctions. In all cases, mitigating or aggravating circumstances may affect sanction recommendations.

In using the following guidelines, the Hearing Officer should give primary consideration to the number and seriousness of the offense(s) and the prior disciplinary record of the student, group, or organization. Other considerations may include: attitude of the student, group or organization during the Hearing process, the student’s personal situation, the student’s current judicial situation at the University, cooperation or lack of cooperation during and after the incident being reviewed, and any other mitigating or aggravating circumstances.

The University will consider as an aggravating factor in determining sanctions any violation of law or of this Student Code of Conduct where the Student intentionally selected the person and/or target of the violation based on actual or perceived age, race, color, religion, disability, gender, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, or veteran status.
Class A Violations: Conduct that impacts the safety of the University Community

University of Charleston students and student groups respect and promote the health safety, welfare of all persons, including themselves. Students are expected to exhibit responsible behavior regardless of time or place. University of Charleston students and student groups respect and honor the human rights and dignity of other persons, groups, and organizations. The following parameters of conduct are necessary to foster a safe community. Infringement on the rights of others will result in the imposition of sanctions.

Violations of these standards include but are not limited to:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Policy</th>
<th>Sanction</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1. Weapons.</td>
<td>Possession or use of a dangerous weapon or any object used for personal combat is prohibited. Weapons include, but are not limited to:</td>
<td>Residence Hall Eviction or Suspension or Expulsion</td>
<td>10 - 20</td>
</tr>
<tr>
<td></td>
<td>Firearms; Explosives; Air-pellet guns; BB and similar type guns; Paintball guns; Knives excluding kitchen knives in an apartment kitchen utilized for their specific purpose or pocket knives under three inches in length and does not have a serrated edge; Clubs; Stun guns or Tasers.</td>
<td></td>
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<td>Realistic facsimiles of weapons are also prohibited.</td>
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<tr>
<td>A-2. Combustible or Dangerous Materials.</td>
<td>Unauthorized possession or use of flammable materials or hazardous substances is prohibited</td>
<td>Residence Hall Eviction or Suspension or Expulsion</td>
<td>10 - 20</td>
</tr>
<tr>
<td>A-3. Disruption</td>
<td>Actions of individuals, groups, or organizations that disrupt any phase of University operations or involve a substantial disorder or invasion of the rights of others are prohibited. This includes, but is not limited to: Demonstrations; Disruption or obstruction of teaching, research, and/or administration; Disruption of other University activities, including its public-service functions, on- or off-campus, or other authorized non-University activities when the act occurs on University property; Leading or inciting others to disrupt activities of, or associated with the operations of the University; Obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.</td>
<td>Residence Hall Probation, Disciplinary Probation, Residence Hall Eviction or Suspension</td>
<td>5 - 15</td>
</tr>
<tr>
<td>A-4. False Reporting.</td>
<td>Knowingly Provide false information to a University Official resulting in an investigation, conduct proceeding, or interim actions are against University Policy.</td>
<td>25 Hours Community Service, Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion</td>
<td>5 - 20</td>
</tr>
<tr>
<td>A-5. Intentionally Causing an Evacuation.</td>
<td>Falsely reporting a bomb, fire, or any other emergency by activating a fire alarm or by any other means is prohibited.</td>
<td>Suspension or Expulsion and / or Fine up to $1,000</td>
<td>10 - 20</td>
</tr>
<tr>
<td>A-6. Fire Safety Equipment.</td>
<td>Tampering with fire safety equipment or unauthorized removal or possession of such equipment is prohibited and may result in a fine of up to $500.</td>
<td>$500.00 Fine and Disciplinary Probation</td>
<td>5 - 8</td>
</tr>
<tr>
<td>A-7. Reckless Endangerment.</td>
<td>Taking any action that creates a substantial risk to any person that bodily harm could result. Reckless endangerment includes, but is not limited to: Objects or people on window ledges; Use of weapons of any kind for any purpose; Throwing objects; Use of fireworks; Failure to exercise reasonable care; Operating a motor vehicle while under the influence of alcohol or another illegal substance. Jeopardizing the physical or emotional safety of oneself or another.</td>
<td>Residence Hall Eviction or Suspension or Expulsion</td>
<td>10 - 20</td>
</tr>
<tr>
<td>A-8. Interference.</td>
<td>Failure to obey the directives or interference with the response of</td>
<td>25 Hours Community Service</td>
<td>3 - 5</td>
</tr>
<tr>
<td>Article</td>
<td>Description</td>
<td>Possible Actions</td>
<td></td>
</tr>
<tr>
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<tr>
<td>A-9. Smoking</td>
<td>This policy establishes the University as a smoke free institution and includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, vape pens, pipes, and vaporizers. The use of these items is prohibited in all property owned by the University including vehicles, campus grounds, parking lots, and garages, except in locations that have been designated for smoking and related devices.</td>
<td>5 Hours Community Service</td>
<td></td>
</tr>
<tr>
<td>A-10. Complicity, Aiding, and / or Abetting</td>
<td>Having reasonable knowledge of policy violation taking place or helping or procuring another person to violate a University policy is prohibited. This includes incidents where students help other students hide or evade University Staff while conducting duties related to their positions.</td>
<td>Disciplinary Probation</td>
<td></td>
</tr>
<tr>
<td>A-11. Threatening Communication.</td>
<td>Verbal, written, or nonverbal communication that can be reasonably perceived as threatening or carries with it the threat of unwanted physical contact and/or bodily and/or harm is prohibited. Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff, or student at the University.</td>
<td>Disciplinary Probation and Counseling</td>
<td></td>
</tr>
<tr>
<td>A-12. Indecent Behavior</td>
<td>Lewd or indecent behavior is prohibited. Intentionally exposing intimate parts of the body in a public place, or in private premises under circumstances in which the student may readily be observed. This includes, but is not limited to, urinating or defecating in places other than appropriately designated areas.</td>
<td>Residence Hall Eviction and/or Disciplinary Probation</td>
<td></td>
</tr>
<tr>
<td>A-13. Arson and/or Fire.</td>
<td>Committing acts of arson or creating a fire hazard is prohibited and may result in criminal prosecution and/or expulsion from the institution.</td>
<td>Suspension or Expulsion</td>
<td></td>
</tr>
<tr>
<td>A-14. Pets</td>
<td>Students may not bring any pet(s) unless approved by the ADA Coordinator, into any University-owned or operated building. Students may not chain a pet outside any University building where it may disrupt classroom activities or resident students. The only exception is that residents may have fish in an aquarium of 10 gallons or less in their residence hall rooms. Pet owners must keep dogs on a leash at all times. All actions of a pet will be the responsibility of the owner.</td>
<td>Disciplinary Probation, Pet Removed, and 10 Hours of Community Service</td>
<td></td>
</tr>
<tr>
<td>A-15. Hoverboard Policy.</td>
<td>Due to safety concerns associated with hoverboards that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our community, the University of Charleston will prohibit self-balancing scooters, more popularly known as hoverboards. Also known as self-balancing scooters and hands-free Segway, hoverboards will not be permitted on campus or in any University of Charleston owned building. If you own one, please make sure that the device is not brought to campus for the safety of our campus community.</td>
<td>Student Life Mentoring</td>
<td></td>
</tr>
</tbody>
</table>
Class B Violations: Conduct that Violates the Dignity and/or Safety of an Individual

University of Charleston students and student groups uphold the mission of the University by protecting and preserving a campus environment consistent with the University’s educational and academic goals. All students have the right to live and learn in an environment that is orderly, peaceful, and free of disturbances that impede an individual’s growth and development.

The University strives to create an atmosphere supportive of its curricular and co-curricular mission. Respect for and honoring of the rights of others and for the University and its property are essential expectations for every student. The following community standards of conduct are necessary for fostering a positive campus atmosphere.

Violations of this standard include but are not limited to:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Policy</th>
<th>Sanction</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1. Sexual Misconduct.</td>
<td>The University of Charleston prohibits any form of sexual misconduct, including but not limited to acts of sexual harassment, non-consensual sexual contact or intercourse, domestic violence, dating violence, stalking, and sexual exploitation that falls outside the scope of the University’s Title IX Sexual Harassment policy. Alleged violations of this policy do not need to meet the threshold of being severe, pervasive, and objectively offensive as defined under Title IX.</td>
<td>Suspension or Expulsion</td>
<td>15 - 20</td>
</tr>
<tr>
<td>B-2. Physical Assault.</td>
<td>Physical assault is prohibited and includes, but is not limited to: Inflicting bodily harm upon any person; Taking any action for the purpose of inflicting harm upon any person; Shoving, slapping, kicking or subjecting another person to abusive and unwanted physical contact; Attempting to initiate or attempting to provoke a physical altercation or fight.</td>
<td>Disciplinary Probation, Residence Hall Eviction and/or Suspension or Expulsion</td>
<td>10 - 20</td>
</tr>
<tr>
<td>B-3. Threat of Physical Assault.</td>
<td>Threats of physical assault are prohibited and include, but are not limited to: Threatened use of force upon any person; Attempting to initiate unwanted physical and/or abusive contact. Attempting to initiate or attempting to provoke a physical altercation or fight.</td>
<td>Disciplinary Probation, Residence Hall Eviction and/or Suspension</td>
<td>8 - 15</td>
</tr>
<tr>
<td>B-4. Bullying.</td>
<td>Any action or behavior directed towards another person, including but not limited to, physical force or conduct, intimidation, stalking, hazing, or degradation that results in the intent or actuality to physically or mentally harm another person, which threatens or violates an individual's personal safety and/or wellbeing. According to W.Va. Code §18-2C-2, &quot;harassment, intimidation or bullying&quot; means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of: (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.</td>
<td>Disciplinary Probation, Residence Hall Eviction or Suspension</td>
<td>10 - 15</td>
</tr>
<tr>
<td>B-5. Cyber Bullying.</td>
<td>Includes any language that can serve as a hindrance, interfere with another students educational activity or potentially result in another student feeling tormented, threatened, harassed, humiliated, embarrassed; that is generated from the internet, interactive and digital technology, mobile phones or personal electronic devices regardless of origin network.</td>
<td>Disciplinary Probation, Residence Hall Eviction or Suspension</td>
<td>10 - 15</td>
</tr>
<tr>
<td>B-6. Discrimination</td>
<td>Discrimination on the basis of race, sex, gender, color, national origin, religion, political affiliation, disability, age, or sexual orientation.</td>
<td>Counseling, 50 Hours of Community Service and/or Residence Hall Eviction</td>
<td>5 - 10</td>
</tr>
<tr>
<td>B-7. Aggravated Discrimination</td>
<td>Commitment of any other violation in this code in addition to any other violation for the purposes of harassing and/or discriminating on the basis</td>
<td>Disciplinary Probation, Residence Hall Eviction or Suspension</td>
<td>10 - 20</td>
</tr>
</tbody>
</table>
| B-8. Harassment | Verbal, written, or nonverbal communication beyond a reasonable expression of opinion, which may cause another person alarm, humiliation, or stress, is prohibited.  
Such communication includes, but is not limited to:  
Following another person in or about a public place or places;  
Initiating or attempting contact by any means with no purpose of legitimate conversation;  
Directing obscene language or gestures at another person or group of people;  
According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intenotional gesture, any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of: (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student. |
<table>
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<tbody>
<tr>
<td>B-10. Failure to Comply with University Officials.</td>
<td>Failure to comply with reasonable and lawful requests, university policies, or directives of University or civil officials acting in performance of their duties and/or interference with faculty, staff, or civil officials in the performance of their official duties is prohibited.</td>
</tr>
<tr>
<td>B-11. Incivility.</td>
<td>All students enrolled in the University are expected to showcase civility in all University learning environments (i.e. in-class instruction, online instruction, clinicals, field trips, community service events, all University sanctioned events, etc.). Student civility is defined as a student’s ability to obey all University and classroom rules, in addition to respecting the rights and privileges of all students, faculty, staff, and designees. Student incivility is any kind of disruptive conduct or display of behavior that shows disrespect or disregard for the instructor, fellow-students, the University, and its designees. Furthermore, incivility is detrimental to the University learning experience. Student failure to showcase civility may result in judicial consequence, as outlined in Incivility and Judicial Sanctions not limited to, but to include removal from class, suspension or expulsion.</td>
</tr>
</tbody>
</table>
| B-12. Hazing. | Hazing is strictly prohibited. Hazing is defined as any action taken, or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, whether or not the person(s) involved has consented to participation in the activity.  
Hazing also includes the removal of public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization, group or teams whose members are or include students. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to disciplinary action. |
| B-13. Intimidation. | Intimidation: committing, conspiring to commit, or causing to be committed any act which would compel or deter another's actions through the threatened or actual use of force, coercion, or blackmail or engaging in an intentional course of behavior directed at a specific person, which frightens, or harasses.  
According to W.Va. Code §18-2C-2, "harassment, intimidation or bullying" means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know will have the effect of: (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his or her person; or (4) placing a student in reasonable fear of damage to his or her property; or (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student. |
| B-14. Retaliation | It is a violation of this policy to retaliate against any person making a complaint or report of any alleged violations, against any person participating in the investigation of (including testifying as a witness to) any such allegation. Individuals engaging in retaliation are subject to discipline in accordance of the policy in the Student Code of Conduct or Suspension or Expulsion |
| | Suspension or Expulsion | Suspension or Expulsion | Disciplinary Probation, 25 Hours of Community Service, Counseling and/or Residence Hall Eviction, or Suspension. | 4 - 15 |
| | Disciplinary Probation and/or Security Mentoring | Disciplinary Probation and/or Security Mentoring | Removal from Class and Residence Hall Eviction or Suspension or Expulsion | 2 - 6 |
| | Disciplinary Probation, 40 Hours Community Service and/or Residence Hall Eviction, Suspension, or Expulsion | Disciplinary Probation, 40 Hours Community Service and/or Residence Hall Eviction, Suspension, or Expulsion | Disciplinary Probation, 40 Hours Community Service and/or Residence Hall Eviction, Suspension, or Expulsion | 10 - 20 |
| | Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion | Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion | Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion | 10 - 20 |
| | Suspension or Expulsion | Suspension or Expulsion | Disciplinary Probation, Residence Hall Eviction or Suspension or Expulsion | 15 - 20 |
the Employee Handbook. Retaliation includes direct or indirect intimidation, threats, coercion, harassment or other forms of discrimination against any individual who has brought forward a concern or participated in the University’s conduct process.

| B-15. Theft: Major | Theft, attempted theft, wrongful utilization of goods, services, or information, unauthorized removal of goods, services, or information from a designated area of University property, or the unauthorized possession of University property or the property of another person is prohibited. Theft: Major also includes, but is not limited to: Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data; Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: Unauthorized charging of another person for service; Unauthorized use of University long-distance codes; Utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents. | Suspension or Expulsion | 10 - 20 |
| B-16. Theft: Minor | Theft: Minor, attempted theft, wrongful utilization of goods, services, or the unauthorized possession of University property or the property of another person is prohibited. To meet this classification, the value of the theft must be less than $150 and may not include: University Purchased Equipment Keys or other ways of accessing parts of the University covered under D-12. Trespassing and / or D-10. Forced Entry Any amount of currency | Disciplinary Probation, Security Counseling, and Residence Hall Eviction or Suspension | 5 - 15 |
| B-17. Burglary | Any student who enters another student’s residence hall room that is locked bedroom without permission and commits a larceny or a felony is guilty of burglary. | Disciplinary Probation, Security Counseling, and Residence Hall Eviction, Suspension or Expulsion | 5 - 20 |
Class C Violations: Conduct that Relates to Alcohol, Illegal, and Other Controlled Substances

University of Charleston students and student groups respect and honor the human rights, and dignity of other persons, groups, and organizations.

The University strives to create an atmosphere supportive of its curricular and co-curricular mission. Respect for and honoring of the rights of others and for the University and its property are essential expectations for every student. The following community standards of conduct are necessary for fostering a positive campus atmosphere.

Violations of this standard include but are not limited to:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-1. Alcohol: Brotherton &amp; Middle Hall.</td>
<td>Use, possession, or distribution of alcoholic beverages is prohibited in Brotherton and Middle Halls. No resident or guest is permitted to possess, consume, distribute, or transport any alcoholic beverage or alcohol paraphernalia in these residence halls. Anyone in a residence hall room where alcohol is located, is in violation of this policy. The University does not allow the following forms of alcohol paraphernalia in rooms. Alcohol Paraphernalia is defined as anything that originally contained or can be used to contain alcohol. This includes, but is not limited to: cases, kegs, party balls, bottles (decorative or otherwise), beer caps, boxes, flasks, bongs, beer sticks, funnels, or beer pong table.</td>
</tr>
<tr>
<td>C-2. Alcohol: Ratrie Hall and East Apartments.</td>
<td>Alcohol is permitted in the residence hall rooms and apartments of Ratrie Hall as well as the apartments of East Apartments, where all assigned residents are 21 years of age and all guests present are 21 years of age. Alcohol is not permitted in the residence hall rooms and apartments of Ratrie Hall or the apartments of East Apartments, where one (1) or more assigned residents are under 21 years of age and / or guests present are not 21 years of age. Anyone in a residence hall room where alcohol not permitted, and alcohol is located is in violation of this policy. Alcohol is not permitted in Ratrie and East Apartments during Summer and Winter Breaks as well as during the first and last week of classes during the Fall and Spring Semesters. Additionally, the following restrictions apply: A student who is 21 years of age transport alcoholic beverages in Ratrie Hall and East Apartments for his or her own personal use. The use or possession of alcohol in excess of 100 proof is prohibited on campus and in all residence halls; Drinking that negatively affects property or others is not permitted; Excessive drinking that is harmful to oneself is not permitted; Kegs and other large containers of alcoholic beverage designed for consumption by a group of people are not permitted on campus property; Possession of any implement which can be used to irresponsibly ingest alcoholic beverages (e.g., funnels, etc.) is not permitted.</td>
</tr>
<tr>
<td>C-3. Alcohol: Open Container.</td>
<td>Open alcoholic beverages may not be carried in any open area, including, but not limited to, residence hall hallways and lounges, athletic facilities, automobiles or outdoors; Alcohol may be transported in Ratrie Hall/East Apartments through hallways and via elevators and stairwells in closed containers but may not</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sanction</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense: Alcohol Edu Sanctions Course, $50.00 Fine</td>
<td>3 - 4</td>
</tr>
<tr>
<td>Second Offense: $100 Fine and / or Parental Notification for students who are under age</td>
<td></td>
</tr>
<tr>
<td>Third Offense: Disciplinary Probation for one year, 25 hours of Community Service, Counseling</td>
<td></td>
</tr>
<tr>
<td>Fourth Offense: Residence Hall Eviction, 50 hours of community service, Disciplinary Probation for one year</td>
<td></td>
</tr>
<tr>
<td>First Offense: Alcohol Edu Sanctions Course, $50.00 Fine</td>
<td></td>
</tr>
<tr>
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<tr>
<td>Fourth Offense: Residence Hall Eviction, 50 hours of community service, Disciplinary Probation for one year</td>
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<td></td>
</tr>
<tr>
<td>Second Offense: $100 Fine and / or Parental Notification for students who are under age</td>
<td></td>
</tr>
</tbody>
</table>
be consumed in these places; Alcoholic beverages are not permitted on campus property in an automobile registered to any person under the age of 21.

Any student in the general area of the open container may be held responsible for a violation of this policy.

| C-4. Alcohol: Paraphernalia. | The University does not allow the following forms of alcohol paraphernalia in rooms. Alcohol paraphernalia is defined as anything that originally contained or can be used to contain alcohol. This includes, but is not limited to: cases, kegs, party balls, bottles (decorative or otherwise), beer caps, boxes, flasks, bongs, beer sticks, funnels, or beer pong table. | 5 Hours of Community Service | 1 - 3 |
| C-5. Drugs: Marijuana Smell and/or Marijuana Paraphernalia. | The University may sanction students in cases where indications of use are present, but where no marijuana or K2 (synthetic marijuana/incense) or its derivatives is recovered. The indications may include, but are not limited to: the odor, the presence of drug paraphernalia, or attempts to mask odors upon confrontation.

The University does not allow any form of drug paraphernalia on campus property. Any student found in possession of drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) is in violation of the drug policy. | Disciplinary Probation and 3 Counseling Sessions | 2 - 3 |
| C-6. Drugs: Marijuana Personal Possession. | Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.

The amount of marijuana must be less than 4 grams. | Disciplinary Probation, Residence Hall Probation and 3 Counseling Sessions | 5 - 7 |
| C-7. Drugs: Marijuana Aggravated Possession. | Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.

The amount of marijuana must be between 4 grams - 8 grams. | Disciplinary Probation, Residence Hall Eviction and/or 5 Counseling Sessions | 7 - 10 |
| C-8. Drugs: Distribution. | The sale, production, use, and/or distribution of, as well as any attempt or conspiracy to sell, produce, and/or distribute marijuana, cocaine or its derivatives, amphetamines, barbiturates, hallucinogens, other addictive or illegal substances, prescription medications or K2 (synthetic marijuana/incense) or its derivatives on University property or at a University sponsored event is prohibited.

Any amount of marijuana in excess of 8 grams and/or any amount of marijuana in excess of 2 grams with the presence of a scale and/or packaging materials. | Suspension or Expulsion | 15 - 20 |
| C-9. Drugs: Prescription Possession. | Use of prescription medications without a valid prescription is prohibited. | 3 - 5 Counseling Sessions, and/or Residence Hall Eviction | 4 - 10 |
| C-10. Drugs: Other Possession. | Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited. | 3 - 5 Counseling Sessions, and/or Residence Hall Eviction or Suspension or Expulsion | 10 - 20 |
| C-11. Drugs: Non-Marijuana Paraphernalia. | The University does not allow any form of drug paraphernalia on campus property. Any student found in possession of drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) is in violation of the drug policy. | 5 Counseling Sessions | 6 - 8 |
Class D: Conduct Associated with Personal Responsibility and Integrity

University of Charleston students and student groups uphold the mission of the University by being responsible citizens. University of Charleston students and student groups comply with the policies, procedures, and programs of the University, and obey all Federal, State, and local laws. The University strongly promotes a personal values system that focuses on each person taking responsibility for her/his own actions, and on maintaining dignity and truth. University of Charleston students and student groups respect the property of others, and the property, facilities, and resources of the University.

Violations of this standard include, but are not limited to:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Policy</th>
<th>Sanction</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-1. Federal, State, and Local Laws.</td>
<td>Failure to abide by Federal, State, and/or local laws is prohibited.</td>
<td>Residence Hall Eviction and/or Disciplinary Probation, Suspension, or Expulsion</td>
<td>5 - 20</td>
</tr>
<tr>
<td>D-2. Abuse of the Student Code of Conduct</td>
<td>Abuse of the Student Code of Conduct includes, but is not limited to: Failure to comply with the decisions of a Hearing Officer; Failure to obey the summons of a Hearing Officer or University official; Falsification, distortion, or misrepresentation of information provided to a Reporter, Hearing Officer, or University Official; Disruption or interference with the orderly conduct of a hearing; Institution of a hearing knowingly without cause, by filling a false report or statement; Recording a Hearing without the consent of the Hearing Officer, Case Worker or Appeals Board; Attempting to discourage an individual’s proper participation in, or use of, the Student Code of Conduct through intimidation or any other means; Attempting to influence the impartiality of a Reporter or Hearing Officer prior to, and/or during the course of, the hearing; Harassment (verbal or physical) and/or intimidation of a Reporter or Hearing Officer prior to, during, and/or after a hearing; Failure to comply with the sanction(s) imposed under the Student Code of Conduct; Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.</td>
<td>Disciplinary Probation, Student Life Mentoring or Residence Hall Eviction and/or Suspension or Expulsion</td>
<td>3 - 20</td>
</tr>
<tr>
<td>D-4. Failure to Respond to University Officials.</td>
<td>Failure to meet with or respond to a University official after receiving a reasonable summons, without first obtaining an approved excuse, is prohibited.</td>
<td>Self-Code of Conduct</td>
<td>2 - 4</td>
</tr>
<tr>
<td>D-5. Identification</td>
<td>Refusing to identify oneself or show proper University identification to any official or member of University staff who has properly identified himself or herself and stated the reason for the request is prohibited.</td>
<td>Security Mentoring</td>
<td>1 - 2</td>
</tr>
<tr>
<td>D-6. Unauthorized use of University Property or Documents</td>
<td>No student shall use, loan, possess, or sell any parking decal, I.D. card, event tickets, or official documents issued by the University to another individual.</td>
<td>Student Life/Security Mentoring</td>
<td>2 - 4</td>
</tr>
<tr>
<td>D-7. Forgery / Falsification</td>
<td>Providing any false or misleading information with the intent to defraud, deceive or injure another or to circumvent University procedures/policies and/or the University conduct process. Altering or destroying accurate information on any University record or any record submitted to the University.</td>
<td>Student Life Mentoring, Disciplinary Probation and/or Suspension</td>
<td>5 - 15</td>
</tr>
<tr>
<td>D-8. Infringement of Rights of Others</td>
<td>Violating or disregarding the rights of another member or guest of the University community. Examples of infringement of rights include, but are not limited to: With the freedom of movement, freedom of speech, the right to personal privacy or the ability to otherwise function within the University community; or Causing unreasonable noise that disturbs or interferes with other community member(s) or violates the noise policy; or Using obscene and/or profane language or gestures or speaking in a way that is inconsistent with University Standards.</td>
<td>Self-code of conduct, Student Life Mentoring, and/or Residence Life Eviction</td>
<td>5 - 10</td>
</tr>
<tr>
<td>D-9. Duplication and Possession of Keys</td>
<td>The unauthorized duplication, attempted duplication, use, loan, or possession of any key or University of Charleston ID Card to any building, room, property, or facility owned or controlled by the University is prohibited.</td>
<td>$50.00 Fine and / or Disciplinary Probation and Student Life Mentoring</td>
<td>3 - 5</td>
</tr>
<tr>
<td>D-10. Forced Entry</td>
<td>Forced entry into building / room through window or locked door. Using unnecessary force to gain access to a vehicle, room, or other space on University property.</td>
<td>Restitution and Security Mentoring, Residence Hall Eviction, Disciplinary Probation or Suspension</td>
<td>8 - 15</td>
</tr>
<tr>
<td>D-11. Misuse of Computer Resources</td>
<td>Any violation of the University Computer Use and Internet Policy found in the Student Handbook.</td>
<td>Suspension of Computer Access and / or Suspension or Expulsion</td>
<td>3 - 20</td>
</tr>
<tr>
<td>D-12. Trespassing and/or Unauthorized Entry</td>
<td>The trespassing or unauthorized entry into any University property or into a specific area to which access is not available to students in general (such as a student room) or to certain students (such as unauthorized use of bathrooms, showers, etc.) is prohibited. Non-residents may not enter a residence hall unless accompanied by a resident. Failure of a non-resident to leave a residence hall upon request may result in criminal trespassing charges.</td>
<td>Security Mentoring, and / or Residence Hall Eviction</td>
<td>3 - 10</td>
</tr>
<tr>
<td>D-13. Camping</td>
<td>Camping, shelter construction, or sleeping outside on University owned or operated properties are prohibited unless specifically authorized by the Office of Student Life.</td>
<td>Student Life Mentoring</td>
<td>1 - 2</td>
</tr>
<tr>
<td>D-14. Property Damage: Major</td>
<td>Damage to or inappropriate use of property, destruction, misuse, defacement of property by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to fine or dismissal from the institution. Value of damage or vandalism must be more than $500.</td>
<td>Disciplinary Probation, Restitution, and/or Residence Hall Eviction or Suspension or Expulsion</td>
<td>5 - 20</td>
</tr>
<tr>
<td>D-15. Property Damage: Minor</td>
<td>Damage to or inappropriate use of property, destruction, misuse, defacement of property by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to fine. Value of damage or vandalism must be less than $500.</td>
<td>Disciplinary Probation, Restitution, Student Life Mentoring, and/or Residence Hall Probation</td>
<td>4 - 6</td>
</tr>
</tbody>
</table>
Class R: Conduct Associated with life in the Residence Halls

In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish rules specifically designed for the unique atmosphere of campus living. The following parameters of accountability have been developed to promote both individual and community responsibility on campus. Their violation will result in the imposition of sanctions.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Policy</th>
<th>Sanction</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1. Noise</td>
<td>Excessive sound is not permitted, including but not limited to:</td>
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<td>- Noise which can be clearly heard outside of the immediate residence hall room (e.g., playing loud music)</td>
<td>Student Life Mentoring and / or Disciplinary Probation</td>
<td>1 - 3</td>
</tr>
<tr>
<td></td>
<td>- Excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.)</td>
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<tr>
<td></td>
<td>- Noise that infringes on the rights of others to reasonable peace and quiet at any time (e.g., violation of residence hall quiet hours). The use of mechanical or amplifying equipment;</td>
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</tr>
<tr>
<td>R-2. Open Flames.</td>
<td>Open flames are not permitted in campus buildings, including, but not limited to candles and incense. Any violation of these guidelines will result in the imposition of sanctions.</td>
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<tr>
<td>R-3. Lockouts</td>
<td>Any incident where a resident requires a member of the Residence Life Staff and / or Security to access their room or residence hall.</td>
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<tr>
<td>R-4. Unregistered Guest</td>
<td>Failure to register a guest of a resident at the front desk of the Residence Hall after 9 PM.</td>
<td>Suspension of Guest Privileges and / or Student Life Mentoring</td>
<td>1 - 3</td>
</tr>
<tr>
<td>R-5. Guests and Visitation.</td>
<td>All students must comply with the University’s Visitation Policy and are responsible for the behavior of their guests while on campus or in the residence halls. Visitation of non UC community members is not allowed during Winter and Summer breaks. Due to safety and ease of access, each residence hall room is restricted to the following maximum number of occupants at any given time.</td>
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<tr>
<td></td>
<td>- Single: 4 East Apartment One - Bedroom: 6 East Apartments Two Bedroom: 8 Triple: 6 Ratrie Hall &amp; Middle Hall Apartment: 10 Middle Hall Suite: 10 East Apartment Four-Bedroom: 12 Due to COVID-19 residents are only allowed one (1) guest per room who is assigned to the students same building.</td>
<td>Suspension of Guest Privileges and Disciplinary Probation or Residence Hall Eviction</td>
<td>2 - 10</td>
</tr>
<tr>
<td>R-6. Propped Doors.</td>
<td>Propping open a door or tampering with what is intended to remain closed and/or locked is prohibited.</td>
<td>$50 Fine and Security Mentoring or Residence Hall Eviction</td>
<td>3 - 10</td>
</tr>
<tr>
<td>R-7. Windows.</td>
<td>In order to protect the safety and right to reasonable quiet of students within the residence halls and to protect the safety of those people who pass by the residence halls, the University has created guidelines for students regarding windows.</td>
<td>Student Life Mentoring</td>
<td>2 - 4</td>
</tr>
<tr>
<td>Rule</td>
<td>Description</td>
<td>Sanction</td>
<td>Duration</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>R-8. Room Inspection</td>
<td>Residential Rooms are inspected for cleanliness and damage once a month by a professional Residence Life Staff Member and a Student Staff Member. At this time if the room is not in the condition it was at move in, the room is deemed to have failed.</td>
<td>$50 Fine and / or Residence Hall Probation</td>
<td>0 - 3</td>
</tr>
<tr>
<td>R-9. Bathroom Inspection</td>
<td>Bathrooms are inspected for cleanliness and damage once a month by a Professional Residence Life Staff Member and a Student Staff Member. At this time if the bathroom is not in the condition it was at move in, the bathroom is deemed to have failed.</td>
<td>$20 Fine and / or Residence Hall Probation</td>
<td>0 - 3</td>
</tr>
<tr>
<td>R-10. Improper Change of Room</td>
<td>If a resident moves into a different room, without the written consent of the Assistant Dean of Students or designee, the resident has committed an improper change of rooms.</td>
<td>$100 Fine</td>
<td>2 - 3</td>
</tr>
<tr>
<td>R-11. Common areas.</td>
<td>Students are expected to keep hallways, bathrooms, lounges, classrooms, and other common areas free of personal belongings, trash, and furniture.</td>
<td>$50 Fine and Residence Life Mentoring</td>
<td>2 - 4</td>
</tr>
<tr>
<td>R-12. Solicitation and Posting</td>
<td>The sale and solicitation of merchandise and advertising is prohibited unless authorized by the Office of Student Life. Unauthorized soliciting door-to-door in the residence halls is prohibited. Any distribution or posting in the residence halls must be approved by the Resident Director of that building.</td>
<td>Student Life Mentoring</td>
<td>1 - 2</td>
</tr>
<tr>
<td>R-13. Mandatory Residence Life Meeting</td>
<td>Failure to attend a mandatory wing, floor, hall, or all-hall meeting at the request of Residence Life Staff.</td>
<td>$25 Fine</td>
<td>1 - 3</td>
</tr>
<tr>
<td>R-14. Evacuation.</td>
<td>Failure to evacuate a building or other structure during an emergency, hazardous or serious condition, during emergency drills, or at the reasonable request of a University official is prohibited and finable up to $500.</td>
<td>Student Life Mentoring or up to $500 Fine and Disciplinary Probation</td>
<td>2 - 5</td>
</tr>
<tr>
<td>R-15. Room Modification.</td>
<td>Any modification of a residence hall room, suite, or apartment from its original condition including the instillation of poles, paint, removal of furniture, shelves, and / or self-built loft kits.</td>
<td>Restitution, Disciplinary Probation Residence Hall Probation and / or Residence Hall Eviction</td>
<td>3 - 10</td>
</tr>
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Appeal Process:

Purpose of an Appeal

An appeal is not a new Hearing. Only a Student or a Student Organization/Club/Group found to have violated the code of conduct may file an appeal. All appeals must be made in writing to the Vice President & Dean of Students for initial review of eligibility within two (2) days of the sanction letter. The Vice President & Dean of Students will refer the appeal to the Disciplinary Appeals Committee if eligibility has been determined. An appeal is a review of a decision by a Disciplinary Appeals Committee to determine whether sufficient cause exists to invalidate or replace the decision and/or sanction. If the Vice President & Dean of Students has been previously involved in any aspect of the Student Conduct Proceeding, the President of the University will direct the appeal to his/her designee.

The Vice President & Dean of Students can invalidate or re-evaluate a decision or sanction if evidence is brought forward that University procedures were not followed during the documentation of the alleged policy violation(s).

Student Organizations/Clubs/Groups are limited to only one appeal unless the sanction appealed from is either Registration Suspension or Registration Revocation.

Eligibility for an Appeal

Students have the right to appeal an initial administrative sanction, if the students appeal can demonstrate that:

- A material and prejudicial deviation from the procedures and policies adopted by the Student Code of Conduct has happened;
- Sanctions that are disproportionately severe or inappropriate based on the sanctioning guidelines in the Student Code of Conduct;
- Or new evidence is present that could change the outcome or sanction that was not available at the time of the initial hearing.

Appeal Deadline

The request for an appeal must be filed in writing, to the Dean of Students within two (2) business days of the receipt of the Administrative Sanction Letter. The appeal request should include:

- Name and student I.D. number
- Date of Administrative Sanction
- Circumstances which the student feels the decision should be reviewed per the eligibility to appeal guidelines above

Review of Appeal

The Vice President & Dean of Students shall review the request and notify the student of the decision to hear or not hear the appeal. If the appeal will be heard, the Vice President & Dean of Students will notify the student and the Committee of the appeal date, time, and location to review the administrative disposition in question if one or more of the conditions have been met. The appeal shall take place within a reasonable time period, not to exceed ten (10) business days after the date of the student’s request for appeal.

Following the appeal process, the Vice President & Dean of Students will notify the student of the Committee’s decision, and this decision will serve as the concluding administrative action regarding the violation, except when expulsion or suspension is warranted.
In the case of suspension or expulsion, the Committee will make a recommendation to the University President or designee, and a concluding administrative action will be decided by the President or designee. As a result, all penalties except interim suspension or expulsion shall be held in abeyance until the student accepts the penalty given or the appeals process has ended.

Judicial Appeals Committee Composition

The Judicial Appeals Committee shall consist of the following five (5) members appointed by the University President or designee:

Non-Voting Members

- Chairperson – Vice President & Dean of Students or designee who leads all appeal hearings and serves as a non-voting committee member, unless in the case of a voting tie among the other committee members.

Voting Members

- Committee Member – three (3) appointed by the President of the University staff or faculty persons who serve as voting members.
- Student Committee Member – One (1) student committee member shall be reserved for the Student Government Association President, or designee.
- Alternate Committee Member – two (2) appointed university staff or faculty who will serve in appeals meetings if any of the Committee members cannot attend or recuse themselves from the proceedings.

Judicial Appeals Committee Composition

The following individuals will be present during a judicial appeals meeting:

- Chair Person of the Judicial Appeals Committee
- The three (3) Committee Members of the Judicial Appeals Committee
- The Student Committee Member or designee
- Student requesting of Judicial Appeal
- Assistant Dean of Students or designee and/or
- Chief of Public Safety or Designee

Student Rights During the Appeal

The chairperson of the disciplinary appeal committee shall notify the student of their appeal date, time, and location of hearing and shall advise the student of the following rights to:

1. Have an appeal hearing if conditions are met warranting an appeal.
2. Appear alone or with a university community member as a support person.
3. Require the production of documentation and other evidence possessed by the University regarding the alleged violation.
4. The disciplinary appeals committee may impose appropriate sanctions upon a student who without good cause fails to appear at his or her designated appeal hearing. For purposes of assessing sanctions, the committee may proceed with the appeal without the student present.

Appeal Hearing Procedure

The appeal hearing shall be informal and the chairperson shall provide reasonable opportunities for the student to
be heard. The appeal shall be closed due to the educational nature of the Student Code of Conduct, except that, with the consent of the student regarding his or her support person who is a member of the university community.

Non-university community members; parents, guardians, lawyers, and other advocates are not permitted at any code of conduct hearing.

The Committee shall proceed as follows during the hearing:

1. The chairperson shall read the alleged Student Code of Conduct violation.
2. The chairperson shall inform the student of his or her rights.
3. The Assistant Dean of Students or designee shall present the University’s case.
4. The student shall present the student’s response.
5. The chairperson shall open the floor for Committee members to inquire information from either the student or the Assistant Dean of Students or designee who originated the administrative disposition.
6. At the conclusion of inquiry, student shall summarize his or her case.
7. The Committee shall meet alone to deliberate the case. The Committee shall vote on the issue of whether or not the student violated the Student Code of Conduct.
8. Based on a majority vote, if the Committee finds the student in violation of Standards, the Committee will determine the appropriate sanction (the chairperson shall be a non-voting member of the Committee, except in the case where a majority vote cannot be achieved due to a voting tie).
9. The chairperson shall inform the student of the committee’s decision and sanction, if any, immediately following the appeal hearing.

Evidence

Legal rules of evidence shall not apply to any judicial hearing administered by the University. All decision by the Committee shall be based on the preponderance of the evidence. The Committee shall exclude irrelevant, immaterial, and unduly repetitive evidence. Committee members may freely question witnesses; however, Committee members are not subject to questioning. The Committee shall start with the presumption no violation has occurred and will make its decision based on the preponderance of the evidence presented. All evidence shall be offered to the Committee during the hearing and made part of the hearing record. The Committee may consider a student’s grades and disciplinary record only in determining an appropriate sanction after finding the student in violation.

Record

The hearing record shall include:

- A copy of the notice of appeal hearing.
- All documentation and other evidence offered or admitted at hearing.
- The Committee’s decision(s).

Judicial Sanctions

Students found within violation of the Student Code of Conduct will be subject to disciplinary action outlined in the Judicial Sanctions sections of this document. The Judicial Appeals Committee can modify listed sanctions in the sanction section to best fit the situation presented if new evidence is presented that was not available at the time of the initial hearing.
Conclusion

Once a sanction has been imposed by the Committee, the chairperson will notify the student of the Committee’s decision, and this decision will serve as the concluding administrative action regarding the violation. If a student is expelled from the University, he or she may appeal the decision of the Appeals Committee to the University President. Such appeal must be submitted in writing to the Office of the President on or before 5 p.m. on the second business day after the written decision on the original appeal is issued. The sanction decision given by the President is the final appeal.


Reinstatement From Suspension

When the minimum period of time for suspension has ended and the student has complied with the conditions of their reinstatement and completed sanctions accompanying the suspension (if any), the student must submit a letter to the Vice President & Dean of Students, requesting reinstatement. This letter must include details of how the student has used their time while suspended, reflect upon what they have learned and provide evidence that they have satisfied the conditions of suspension.

The Vice President & Dean of Students may take any of the following actions (without limitation) in their sole discretion:

- Determine whether any conditions imposed at the time of suspension have been met, and identify next steps;
- Extend the suspension because the conditions for reinstatement have not been met;
- Return the student to Good Standing with respect to the Office of Student Life and permit the student to enroll in classes, or
- Permit the student to enroll in classes, but place the student on Disciplinary Probation for a stated period of time.
**Student Conduct Files & Records:**

The University of Charleston shall maintain for every student a disciplinary record that provides details regarding Standards violations and assessed sanctions. This disciplinary record shall be kept separately for the student’s academic record and shall be treated as confidential. Its contents shall not be revealed except in accordance with FERPA policies and procedures, or in accordance with state laws.

The records relating to a Student Conduct Proceeding (Conduct Records), including transcripts from Hearings, in cases where a Student is found to have violated this Code will normally be retained as conduct records for ten (10) years from the date of the letter providing notice of final conduct action. Conduct Records may be retained for longer periods of time or permanently, as specified in the sanction. Conduct Records including the sanction of University Dismissal shall be retained permanently. Conduct Records designated as permanent shall not be destroyed except under very rare circumstances with unusual and compelling justification.

Students may inspect their Conduct Records in accordance with the Family Educational Rights and Privacy Act (FERPA).

**Student Code of Conduct Updates & Changes**

There are times during the course of the Academic Year when the University of Student Code of Conduct may require updates. When these updates or changes occur, an email will be sent to students with the changed sections along with a new copy of the handbook.

The most up-to-date code of conduct will always be found online.