



**University of Charleston:
Student Handbook 2023-24**

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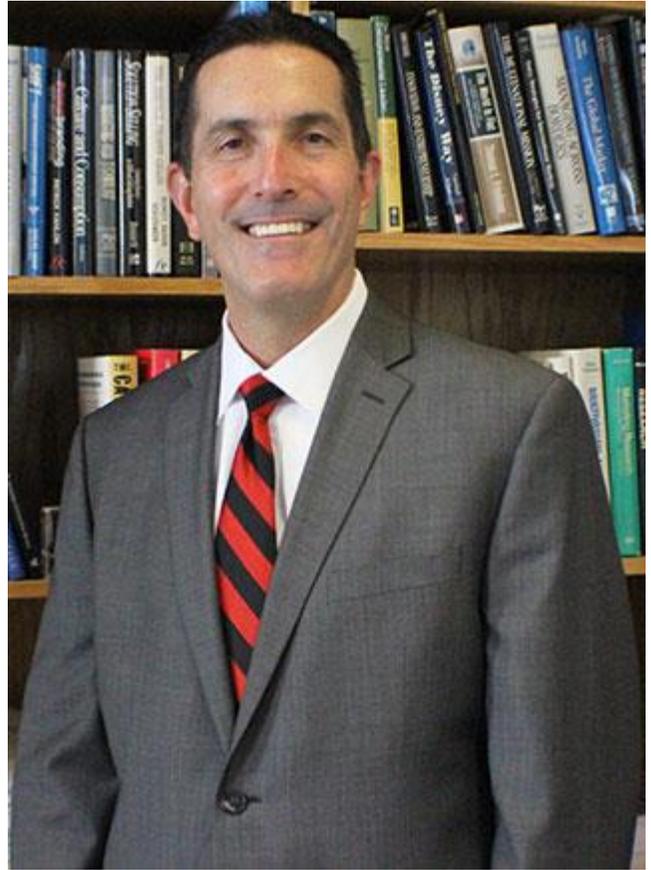
PRESIDENT'S WELCOME

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!



Dr. Martin Roth
President

UNIVERSITY MISSION

THE UC MISSION

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

Productive Work

The University prepares students to contribute to society. The work of our students varies tremendously, but we hope that each graduate will improve his or her world. “Productive” work isn't defined by only by acquisition of wealth, but also by the positive impact of the work on the graduate's community and world.

Enlightened Living

College graduates must possess a broad range of knowledge to thrive in modern society. Graduates should be scientifically, economically, politically, aesthetically, and culturally literate. They should have a sense of history and shared values, and a commitment to moral purpose and personal character.

Community Involvement

Finally, the University attempts to develop within every student a commitment to involvement in his or her community – at local, state, national and global levels. The foundation of our democratic society rests on community involvement, so we want graduates to take responsibility for leadership and initiative in shaping organizations, institutions, and communities.

The University's Core Values

- We are student focused – we create our students' success; we celebrate their accomplishments, champion and endorse diversity, and live our mission.
- We have integrity – we promote trust and transparency, respect and applaud the work of our colleagues, are responsible for our actions, encourage collaboration, and develop character.
- We provide quality – We are committed to quality service, strive for excellence in all we do, promote a culture that inspires innovation, and cultivate leaders.

HISTORY OF THE UNIVERSITY OF CHARLESTON

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.

INSTITUTIONAL ACCREDITATIONS

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/>

Information on accreditations and programs can be found in the [Academic Catalog](#)

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, for assistance in reaching a resolution.

If this informal process is unsuccessful, the student is encouraged to complete the UC Student Complaints Form. 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, and Vice President or Executive Vice President.

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 sexual discrimination, sexual harassment, or sexual assault or violence, contact the University's

Title IX coordinator:

Virginia Moore

Vice President & Dean of Students

Title IX Compliance Coordinator

Office Phone Number: 304-357-4987

titleix@ucwv.edu

If a student has exhausted the University's internal processes 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.

2023-2024 ACADEMIC CALENDAR

Fall 2023

| Fall | 15 Week Classes | 7 Week Classes |
|----------------------|--|--|
| Week 1 (Aug. 21) | 8/21 Classes Begin 8/25 Last Day for Returning Students to Add Classes | 8/21 A Term Classes Begin 8/23 Last Day for Returning Students to Add Classes |
| Week 2 (Aug. 28) | 8/30 Attendance Report Due 9/1 Last Day to Drop w/out "W" | 8/30 Attendance Report Due 9/1 Last Day to Drop w/out "W" |
| Week 3 (Sept. 4) | 9/4 Spring/ Summer Course Builds Due 9/4 No Classes – Labor of Love 9/4 Fall A Freeze | 9/4 Spring/Summer Course Builds Due 9/4 No Classes – Labor of Love 9/4 Fall A Freeze |
| Week 4 (Sept. 11) | 9/11 Spring/Summer Book Orders Due 9/14 Grade Report Due | 9/11 Spring/Summer Book Orders Due 9/14 Grade Report Due |
| Week 5 (Sept. 18) | | |
| Week 6 (Sept. 25) | 9/25 Spring/Summer Advising Starts 9/25 Begin Accepting Graduation Applications for May/August Conferrals 9/29 Graduation Applications Due for December Conferrals | 9/25 Spring/Summer Advising Starts 9/25 Begin Accepting Graduation Applications for May/August Conferrals 9/29 Graduation Applications Due for December Conferrals |
| Week 7 (Oct. 2) | 10/5 Grade Report Due 10/6 No Classes - Fall Break | 10/6 No Classes - Fall Break 10/8 A Term Classes End 10/8 Last day to drop w/ "W" |
| Week 8 (Oct. 9) | | 10/10 Final Grades Due 10/13 Last Day to Register for B Term |
| Week 9 (Oct. 16) | | 10/16 B Term Classes Begin 10/18 Last Day for Returning Students to Add Classes |
| Week 10 (Oct. 23) | 10/23 Spring/Summer Registration Starts | 10/23 Spring/Summer Registration Starts 10/25 Attendance Report Due 10/27 Last day to drop w/out "W" |
| Week 11 (Oct. 30) | 10/30 Fall B Freeze | 10/30 Fall B Freeze |
| Week 12 (Nov. 6) | 11/9 Grade Report Due | 11/9 Grade Report Due |
| Week 13 (Nov. 13) | | |
| Week 14 (Nov. 20) | 11/20-11/24 Thanksgiving Break | 11/20-11/24 Thanksgiving Break |
| Week 15 (Nov. 27) | | |
| Week 16 (Dec. 4) | 12/4 Semester classes end 12/4 Last day to drop w/ "W" 12/5-8 Final Exam Period 12/9 Graduation | 12/10 B Term Classes End 12/10 Last day to drop w/ "W" |
| Week 17 (Dec. 11) | 12/12 Final Grades Due | 12/12 Final Grades Due |

Spring 2024

| Spring | 15 Week Classes | 7 Week Classes |
|----------------------|---|---|
| Week 1 (Jan. 8) | 1/8 Classes Begin 1/12 Last Day for Returning Students to Add Classes | 1/8 A Term Classes Begin 1/10 Last Day for Returning Students to Add Classes |
| Week 2 (Jan. 15) | 1/15 No Classes – ELD 1/17 Attendance Report Due 1/19 Last Day to Drop w/out “W” | 1/15 No Classes – ELD 1/17 Attendance Report Due 1/19 Last Day to Drop w/out “W” |
| Week 3 (Jan. 22) | 1/22 Fall Course Build Due 1/22 Spring A Freeze | 1/22 Fall Course Build Due 1/22 Spring A Freeze |
| Week 4 (Jan. 29) | 1/29 Fall Book Orders Due 2/1 Grade Report Due | 1/29 Fall Book Orders Due 2/1 Grade Report Due |
| Week 5 (Feb. 5) | | |
| Week 6 (Feb. 12) | 2/12 Fall Advising Starts 2/12 Begin Accepting Graduation Applications for December Conferrals 2/16 Graduation Applications due for May/August Conferrals | 2/12 Fall Registration Starts 2/12 Begin Accepting Graduation Applications for December Conferrals 2/16 Graduation Applications due for May/August Conferrals |
| Week 7 (Feb. 19) | 2/22 Grade Report Due | 2/25 A Term Classes End 2/25 Last day to drop w/ “W” |
| Week 8 (Feb. 26) | 2/26-3/1 Spring Break | 2/26-3/1 Spring Break 2/27 Final Grades Due 3/1 Last Day to Register for B Term |
| Week 9 (Mar. 4) | | 3/4 B Term Classes Begin 3/6 Last Day for Returning Students to Add Classes |
| Week 10 (Mar. 11) | 3/11 Fall Registration Starts | 3/11 Fall Registration Starts 3/13 Attendance Report Due 3/15 Last Day to Drop w/out “W” |
| Week 11 (Mar. 18) | | 3/18 SPB Freeze |
| Week 12 (Mar. 25) | 3/28 Grade Report Due | 3/28 Grade Report Due |
| Week 13 (Apr. 1) | | |
| Week 14 (Apr. 8) | | |
| Week 15 (Apr. 5) | 4/19 Semester Classes end 4/19 Last Day to drop w/ “W” | 4/21 B Term Classes End 4/21 Last day to drop w/ “W” |
| Week 16 (Apr. 22) | 4/22-4/26 Final Exam Period 4/27 Graduation | |
| Week 17 (Apr. 29) | 4/30 Final Grades Due | 4/30 Final Grades Due |

Summer 2024

| Summer | 15 Week Classes | 7 Week Classes | 5 Week Classes |
|----------------------|--|--|---|
| Week 1 (May 6) | 5/6 Classes Begin 5/10 Last Day for Returning Students to Add Classes | 5/6 A Term Classes Begin 5/8 Last Day for Returning Students to Add Classes | |
| Week 2 (May 13) | 5/15 Attendance Report Due 5/17 Last Day to Drop w/out "W" | 5/15 Attendance Report Due 5/17 Last Day to Drop w/out "W" | |
| Week 3 (May 20) | 5/20 Summer A Freeze | 5/20 Summer A Freeze | 5/20 C Term Classes Begin 5/21 Last Day for Returning Students to Add Classes |
| Week 4 (May 27) | 5/27 No Classes – Memorial Day 5/30 Grade Report Due | 5/27 No Classes – Memorial Day 5/30 Grade Report Due | 5/27 No Classes – Memorial Day 5/28 Last Day to Drop w/out W |
| Week 5 (June 3) | | | |
| Week 6 (June 10) | 6/14 Graduation Applications Due for August Conferrals | 6/14 Graduation Applications Due for August Conferrals | |
| Week 7 (June 17) | 6/20 Grade Report Due | 6/23 A Term Classes End 6/23 Last day to drop w/ "W" | 6/23 C Term Classes end 6/23 Last day to drop w/ "W" |
| Week 8 (June 24) | | 6/25 Final Grades Due 6/28 Last Day to Register for B Term | 6/25 Final Grades Due |
| Week 9 (July 1) | 7/4-5 No Classes- July 4th | 7/1 B Term Classes Begin 7/3 Last Day for Returning Students to Add Classes 7/4-5 No Classes- July 4th | 7/3 Last Day to Register for D Term |
| Week 10 (July 8) | | 7/10 Attendance Report Due 7/12 Last Day to Drop w/o "W" | 7/8 D Term Classes Begin 7/9 Last Day for Returning Students to Add Classes 7/12 Last Day to Drop w/o "W" |
| Week 11 (July 15) | 7/15 Summer B Freeze | 7/15 Summer B Freeze | |
| Week 12 (July 22) | 7/25 Grade Report Due | 7/25 Grade Report Due | |
| Week 13 (July 29) | | | |
| Week 14 (Aug. 5) | | | 8/11 D Term Classes End 8/11 Last day to drop w/ "W" |
| Week 15 (Aug. 12) | 8/16 Semester Classes End 8/16 Last day to drop w/ "W" | 8/18 B Term Classes End 8/18 Last day to drop w/ "W" | 8/13 Final Grades Due |
| Week 16 (Aug. 19) | 8/20 Final Grades Due | 8/20 Final Grades Due | |

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

Nicole Rupe-Harold
University Registrar
Charleston and Beckley Campus Student Solutions Center
(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 shown.

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

Information on the Academic Integrity Policy can be found in the [Academic Catalog](#).

Student Policy on Grade Appeal

Information on grade appeals can be found in the [Academic Catalog](#):

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



UNIVERSITY OF
CHARLESTON

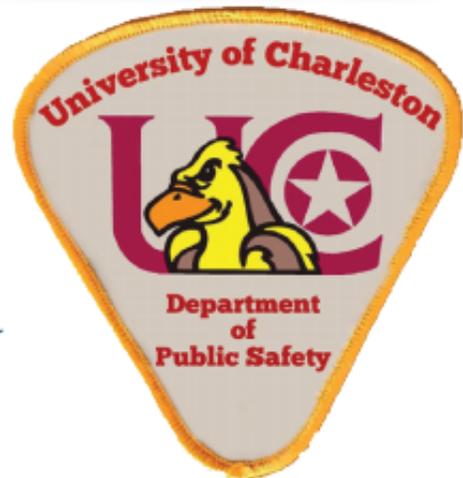
DEPARTMENT OF SAFETY & SECURITY

**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 student's 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>

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 +

Immobilize or Tow

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 Kelci 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.

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

Academic Success Center Mission Statement

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.

Academic Tutoring

Peer Tutoring

All UC students have access to our Peer Tutoring program. Distance learning and Beckley students have access to a peer tutor via virtual sessions, in addition to submitting writing assignments for review.

Discipline-Specific Tutoring: Peer tutoring is available in a variety of subjects including Math, Sciences, Business, English, Nursing, and Radiology using the [BrainFuse Tutor Match](#) link.

- **Writing Tutoring:** For students who need tutoring specifically in writing, peer tutors are available to help generate, organize, and develop ideas for papers. Peer Tutors can also explain punctuation and grammar and assist students with proofreading, document secondary sources, and address a host of other writing-related issues. Our goal is to provide quality assistance, tools, and resources to help students become confident, independent writers. Writing Peer Tutors can be scheduled using the [BrainFuse Tutor Match](#) link.
- Peer tutoring sessions must be scheduled 48 hours in advance. Students will receive a 24-hour confirmation for tutoring appointments. Subjects and scheduling for peer tutoring vary by time, according to student's needs and the availability of qualified tutors.

ONLINE TUTORING - LIVE, ON-DEMAND (BRAINFUSE)

- Students can submit a paragraph or essay for review/critique by a BrainFuse online tutor using access to the online tutoring portal (BrainFuse) via myUC under the Student Resources tab or in e-Learn.
- Distance learning and Beckley students can work one-on-one, in real-time with a tutor in any available discipline-specific subject via whiteboard and video technology. Sessions can be scheduled using the following scheduling link [BrainFuse Online Tutoring](#).

There is no fee for tutoring.

For questions or more information regarding tutoring, please contact Danielle Conyers (danielleconyers@ucwv.edu).

Standardized Testing Services

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

- CLEP* (computer-based exams that allow students to prove mastery of college-level material in introductory subjects and earn college credit)
 - CLEP exams can now be taken with remote proctoring with the same timing, content, format, and on-screen experience as the test you would take in the UC testing center.
 - Students can prepare for the CLEP by accessing the Modern States website: <https://modernstates.org/>. Modern States is partnering with edX, the leading online learning platform founded by Harvard and MIT. [Modern State] . . . courses are designed to prepare students for . . . “College Level Examination Program” (CLEP)* tests offered

by the College Board, including subjects such as History, Computer Science, Math, English and Economics”.

- “Modern States will pay for you to take the CLEP exam. After you complete the coursework and practice questions, [request a CLEP voucher](#) code from the Modern States website. There are no prerequisites for the 32 courses that are available, and all of them are self-paced. Some of the courses stem from a partnership between Modern States and edX, the online education platform created by Harvard and MIT”.
- DSST (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 for these exams <https://www.registerblast.com/ucwv-asc/Exam/List>

Scheduling for the CLEP and DSST can be done by accessing the following <https://www.registerblast.com/ucwv-asc/Exam/List>

Services for Students with Disabilities

The University of Charleston is committed to achieving equal opportunity for participation in all programs, services, and activities. The Disability Services Coordinator works in collaboration with a variety of University offices (Housing, Dining Services, and the Department of Information and Instructional Technology) 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.

Individuals requesting/requiring accommodations for documented disabilities are encouraged to contact the Academic Success Center:

The University of Charleston pledges to abide by the following policies mandating accessibility in physical and digital environments.

Americans with Disabilities Act (1990) and Americans with Disabilities Act Amendments Act (2008).

- Prohibits discrimination against individuals with a disability.
- Applies to everyone: faculty, staff, employees, student employees, students, and applicants.
- Requires reasonable accommodations be provided to ensure access to classes, events, and related curricular activities.

Section 508 - Technology Access

- All electronic and information technology must be accessible to people with disabilities.
- Students with disabilities must be able to access computer hardware and software, web pages, and the Internet, CD/DVDs, video/audio teleconferencing, etc.

Section 504 of the Rehabilitation Act

Civil rights legislation that is applicable to all universities that receive federal funding. It states: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

Accommodations for Individuals with Disabilities

The following information and a step-by-step procedure for students applying for accommodations can be found on the Academic Success Center website at Services for Students with Disabilities.

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 particular program or degree. Rather, they are mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability.
- In order 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 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 the 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
- Participate in the process to determine and implement reasonable accommodations
- Identify essential course components for accommodations to be determined
- Request assistance (From the disability coordinator) with accommodation, implementation, or consultation

Disability Coordinator Role

- 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
The University, recognizing that disclosure of a disability is a personal and private decision, relies on

individuals 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.

Service Animal Policy

The University of Charleston recognizes that service animals perform a necessary service in assisting and accompanying you. We understand that your service animal is a working animal and will make every effort to educate the university community about the animal's service to you and provide the accommodations afforded a service animal.

The University of Charleston expects the partner/handler to be responsible for ensuring the safety of his/her service animal. While legal access rights are afforded users of assistance animals, the partner/handler has the responsibility of ensuring that the animal always behaves and responds appropriately in public. The animal and the partner/handler, as a team, must adhere to the same socially accepted standards as any individual in the university community.

Definitions:

- ***Animal in training:*** an animal undergoing training to become a service animal. An animal in training has the same rights as a fully trained animal when accompanied by a trainer and identified as such.
- ***Partner/Handler:*** a person with a service or therapy animal. A person with a disability is called a partner; a person without a disability is called a handler.
- ***Service Animal:*** any animal individually trained to do work or perform tasks for the benefit of a person with a disability.
- ***Team:*** a person with a disability or a handler and his/her service animal. The two work together as a team in accomplishing the tasks of everyday living.
- ***Therapy Animal:*** an animal that does not assist an individual with a disability in the activities of daily living. These animals are not protected by the laws for service animals.

Types of Service Animals:

- ***Guide Animal:*** an animal carefully trained to serve as a travel tool by individuals who have severe visual impairments.
- ***Hearing Animal:*** an animal trained to alert a person with a significant hearing loss when a sound, e.g., knock on the door, occurs.
- ***Service Animal:*** an animal trained to assist a person who has a mobility or health impairment. The types of duties the animal may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service animals can sometimes be called assistance animals.
- ***SSIG (Sensory Signal) Animal:*** an animal trained to assist a person with autism. The animal alerts the partner to distracting, repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping). A person with autism may have problems with sensory input and need the same support services from an animal that an animal might give to a person with visual or hearing impairments.
- ***Seizure Disorder Animal:*** an animal trained to assist a person with a seizure disorder. The methods the animal uses to serve the person may vary, depending on the person's needs. The animal may stand guard over the person during a seizure, or the animal may go for help. A few animals have somehow learned to predict a seizure and warn the person in advance.
- An ***Emotional Support Animal*** is an animal prescribed for an individual with a significant diagnosed psychiatric disability. An ESA is not a pet, a Service Animal, or a therapy

animal.

A student seeking an accommodation must provide appropriate documentation of the disability for the Disability & Accessibility Services Coordinator to evaluate the student's request. The documentation must describe the disabling condition, which is defined by the presence of a substantial limitation in one or more major life activities. To be eligible for an ESA as an accommodation in Student Housing at the University of Charleston, a student must verify the following:

- a disabling psychiatric condition;
- animal is necessary to afford a student with this disability an equal opportunity to use and enjoy the dwelling (University of Charleston Student Housing); and
- an identifiable nexus between the disability and the assistance the animal provides.

Long-Term versus Short-Term Use

Students desiring to use a service animal on campus should first contact the Disability Coordinator to register as a student in need of an accommodation. The Disability Coordinator will evaluate the documentation of the student's condition, determine if a disability exists, and discuss with the individual any accommodations appropriate to the functional limitations of the disability.

Documentation and Requirements

Documentation: The handler/partner requesting accommodations for a service animal must provide documentation from an appropriate, licensed professional of his/her need for the service animal. The partner/handler of the service animal must provide proof, which will be kept on file in the Academic Success Center, that the animal has met the following requirements:

Documentation deadlines to request an assistance animal to reside in on campus housing:

For new students:

- Fall semester housing: August 1
- Spring semester housing: December 1

For returning students:

- Fall semester housing: March 1
- Spring semester housing: December 1

Training: The partner/handler must provide documentation that the service animal has undergone training to be a service animal.

Licensing: The animal must meet City of Charleston licensing requirements and wear the tags designated by the City of Charleston if the animal resides on the University of Charleston campus. If, however, the service animal accompanies a commuter student and resides in a different locale, the animal must meet the licensing requirements of the student's resident town and wear the tags designated by that community.

Health Records: The animal must have a health statement, including vaccinations against diseases common to that type of animal, from a licensed veterinarian dated within the past year. Annual updates must be provided. The animal must be well groomed, and measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

Control Requirements

The service animal must be on a leash or other restraining device at all times. Also, the service animal must wear a collar or harness identifying it as a service animal.

The partner/handler must be in full control of the service animal at all times. The care and supervision of the service animal is solely the responsibility of its partner/handler.

Service Animal Etiquette

The service animal must adhere to the following rules at all times:

- Not be allowed to sniff people, store shelves, eating tables, or personal belongings of others;
- Not initiate contact with someone without the direct permission of the partner/handler;
- Not display any behaviors or noises that are disruptive to others, such as barking, whining, growling, etc.
- Not block aisles or passageways; and
- Be trained to not be attracted to food in common areas.

Students/staff/faculty/administration must adhere to the following rules at all times:

- Not to pet a service animal that is working. Service animals are trained to be protective of partners/handlers, and petting the service animal distracts the animal from its responsibilities;
- Not feed a working service animal. The animal may have specific dietary requirements. Unusual food and/or an unexpected time may cause the animal to become ill;
- Not deliberately startle, tease, or taunt a service animal;
- Not separate or attempt to separate a service animal from its partner/handler;
- Not hesitate to ask a student if he/she would like assistance if the team seems confused about a direction, an entrance, location, etc.; and
- Not give a service animal alcoholic beverages or illegal narcotics on or off-campus. To do so will result in disciplinary action through the Office of Student Life.

Conflicting Disabilities

Some people may have a disability that is precipitated by an allergic reaction to animals. Persons with asthma/allergy/medical issues who object to the presence of the animal must register their objections with the Disability Coordinator. The person making the objection must provide verifiable medical documentation to support his/her claim(s). Action will be taken to consider the needs of both people to resolve the conflict as efficiently as possible.

Residence Halls

The guidelines for conflicting disabilities apply in the residence halls also. If there is an allergy/animal conflict within a residence hall that cannot be resolved agreeably, the Director of Residence Life, the Dean of Students, and the Disability Coordinator will collaborate on a solution.

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.Nuckles@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 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 or Dean of Students will meet with the student to discuss the complaint and will conduct any necessary investigation.

The Provost/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/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/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

Center for Career Development Mission Statement

The mission of the Center for Career Development is to prepare students for career attainment, career advancement, and community involvement while effectively meeting the challenges of today's workplace as enlightened citizens.

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 uses the eight essential career competencies established by the National Association of Colleges and Employers as guideposts when designing programs and resources.

NACE Career Competencies

- **Career and Self-Development**
- **Critical Thinking**
- **Equity and Inclusion**
- **Leadership**
- **Professionalism**
- **Teamwork**
- **Technology**

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.
- **What Can I Do With This Major?** – WCIDWTM? is an interactive database of 90 academic majors and the careers associated with each. You can learn more about WCIDWTM here: <https://drive.google.com/file/d/1FZ8EHo3216Ekjm0hDJfiz8Irl-3Ttc2Z/view>
- **CareerOneStop:** CareerOneStop is a free online resource from the US Department of Labor with self-assessments and career exploration tools. CareerOneStop can be accessed at careeronestop.org.
- **Resume Center** – The Resume Center houses guides and instructional videos on building resumes and cover letters. The Resume Center can be found on the Center for Career Development website.
- **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 ucwv.joinhandshake.com.
- **Quinnia** – Quinnia is an artificial intelligence (AI) software system that provides resume reviews and realistic mock interviews for students. It can be used as a self- service resource

- by students or a classroom resource by faculty. Quinnia allows students to receive immediate feedback on resumes and interview skills if they are unable to wait for an individual coaching appointment with CCD staff for any reason.
- **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 March, 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 1 credit hour per minimum of 40 hours worked. Individual academic programs may require students to work more than 40 hours to obtain one academic 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 Internship Learning Agreement on Handshake with the supervising faculty member, the CCD, and their employer. The Learning Agreement connects job duties to academic outcomes to validate academic credit. At the conclusion of the internship, the employer must complete the SkillSurvey evaluation, which will be sent by the CCD.

Study Abroad Programs

Students who wish to participate in study abroad programs must register with the CCD. The CCD can provide resources on destinations and programs through an approved list of third-party providers. Students should consult with their academic advisor and the financial aid office before making a final decision on which study abroad program to pursue. Scholarships and financial aid applied to UC classes may not be applicable to study abroad programs. The transfer of study abroad credit to UC must be approved by the academic advisor and University Registrar before the student departs for the program.

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, e-mail uc-counselor@ucwv.edu, or visit the following link for a referral form: <http://www.ucwv.edu/UC-Life/Student-Services/Wellness-Services/>. Please bring the form to the Counseling Center on the First Floor of the School of Pharmacy Building. Referral forms should be emailed to uc-counselor@ucwv.edu.

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:

| DAYS/HOURS | The Riverfront Dining Hall | The Golden Eagle Commons | The Coffee Tavern |
|------------------------|--|---|--------------------------|
| Monday – Friday | 7:00 a.m. – 7:30 p.m. serving breakfast, lunch, and dinner | 12:00 p.m. – 10:00 p.m. serving UC to Go orders | 7:00 a.m. – 3:00 p.m. |
| Saturday | 11:00 a.m. – 7:30 p.m. serving brunch and dinner | CLOSED | CLOSED |
| Sunday | 11:00 a.m. – 7:30 p.m. serving brunch and dinner | 4:00 p.m. – 10:00 p.m. serving UC to Go orders | CLOSED |

*Unless otherwise noted, Dining Services are not available when the University is closed

Financial Aid

Financial Aid Mission Statement

The mission of the Financial Aid Office is to serve with excellence, counsel with integrity, and empower students and families with knowledge of financial aid resources. The Financial Aid Office is committed to removing financial barriers for those who wish to pursue post-secondary education at the University of Charleston.

Financial Aid

The Financial Aid Office coordinates the awarding of federal, state, and institutional financial aid programs. This office also provides information regarding scholarships, loans, and grants from private sources (non-institutional, non-governmental aid).

Financial aid is awarded based on scholastic/athletic achievement, financial need, or a combination of both. Offers of assistance are designed to supplement the resources of the family and may vary per academic year. Financial assistance may be in the form of federal, state, institutional, or private aid. There are three types of aid: gift aid (grants and scholarships), loans (federal and private), and work study opportunities.

For federal, institutional, state, and most private aid, family resources are measured by the needs analysis formula of the Free Application for Federal Student Aid (FAFSA).

Every domestic student is encouraged to complete the FAFSA for determination of his or her eligibility for federal aid. The FAFSA is filed electronically at www.fafsa.gov an official

U.S. Department of Education website. You may submit your signatures via U.S. mail or electronically using your FSA ID.

A family's Expected Family Contribution (EFC) is based upon the information submitted on the FAFSA, which includes income, assets, number of people in the family, and other family factors. The difference between the Expected Family Contribution and the Cost of Education (COE) for an academic year represents a student's "financial need."

All financial aid is disbursed directly onto the students' account for charges related to tuition, fees, and room and board. Non-institutional financial aid exceeding student account charges may be issued as a refund to the student for other educational expenses (books, supplies, etc.).

How to Apply:

1. The student must be accepted for admission to the University in order to receive an official offer of financial aid. If applying after October 1 of the high school senior year, an applicant should apply for financial aid and for admission concurrently.
2. An applicant for aid must submit the Free Application for Federal Student Aid (FAFSA) and list the University of Charleston's Federal school code: 003818. Once the FAFSA has been filed and processed, the Department of Education (DOE) will send the student and the University an electronic student aid report (SAR) provided the student listed the correct Federal school code. The University of Charleston must have the student's correct Social Security Number on file in order to tie the SAR to the student's record. Corrections to the FAFSA can be made electronically through the FAFSA website and submitted to DOE for processing.
3. UC has contracted with KHEAA Verify to complete all verification services. All verification will be completed online, you will receive notice to create an account to submit the requested information required by the U.S. Department of Education. For details about KHEAA Verification please visit the University's website at <https://www.ucwv.edu/admissions/financial-aid/kheaa-verification>

Students must complete the FAFSA application every year to be considered for federal financial aid. March 1 is the priority deadline for the following academic year. Any applications received after the March 1 deadline will be given consideration as funds are available.

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

University of Charleston Scholarships

The University of Charleston offers several institutional scholarships to undergraduate students enrolled full-time in in-seat programs on the Charleston campus, and a few select face-to-face graduate programs. Scholarships do not apply to online degree programs, or programs on the Beckley campus that utilize a per-credit-hour tuition structure. For details about our scholarships please visit the University's website at <http://www.ucwv.edu/admissions/financial-aid/types-of-aid/scholarships/>.

Students in their final semester will have their institutional aid prorated, if enrolled below full-time status. A student must apply for graduation to receive the prorated institutional aid. If a student is enrolled below full-time and not in their final semester, they are not eligible to receive the institutional financial aid.

Combination of Scholarships and Residency Status

Scholarship award amounts and requirements are subject to change at the discretion of the University of Charleston.

The University retains the right to make final decisions about combinations of awards.

All athletic scholarships are subjected to NCAA regulations and are awarded on an annual basis.

Any student (graduate or undergraduate) who receives financial aid as an on-campus, residential student and who subsequently decides to move off campus will be subject to a reduction in their institutional aid. Athletes will forfeit the entirety of their athletic scholarship. Students who are planning to move off campus should contact the Office of Financial Aid to determine how their financial packages will be impacted.

Beckley Campus and Online Students

Student's that attend the Beckley campus or online pay a discounted per credit hour rate and are not eligible for institutional scholarships.

Beckley Area Foundation- The University of Charleston receives limited funds from the Beckley Area Foundation which are awarded to qualifying Beckley campus students. The amounts and criteria are determined on an annual basis.

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 Higher Education Grants

State need-based grant funds that are available to West Virginia residents. Grants are based on financial need and academic performance. 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. Students are required to file the FAFSA each year by April 15th for consideration. Awards are determined by the WV Higher Education Policy Commission and eligibility is reviewed by the Office of Financial Aid annually. For further information please visit www.cfwv.com.

Promise Scholarships

The PROMISE Scholarship is a merit-based scholarship administered by the CFWV.

The West Virginia PROMISE (Providing Real Opportunities for Maximizing In-State Student Excellence) is a merit-based financial aid program available to West Virginia students who meet certain academic standards. The PROMISE Scholarship program is based on the student's achievements and not on his or her parents' financial resources, the college's resources, or other factors. Awards are determined by the WV Higher Education Policy Commission and eligibility is reviewed by the Office of Financial Aid annually. For further information please visit www.cfwv.com.

Other WV Grants and Scholarships

Visit the College Foundation of West Virginia website <https://cfwv.com> for more information about other grants and scholarships available to WV residents.

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 Office of Financial Aid 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 full-time 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 Parent 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

VA Pending Payment Statement of Assurance

The University of Charleston certifies that the institution has no policy in writing or in practice that would lead to any punitive measures for any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The University of Charleston does not:

- Prevent their enrollment;
- Assess a late penalty fee;
- Require they secure alternative or additional funding; or
- Deny their access to any resources (e.g. classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

We may require such students to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify enrollment as described in other institutional policies (students are directed to the University's VA School Certifying Official for all requirements).

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 Yellow Jacket Battalion ROTC Detachment at West Virginia State University.

Satisfactory Academic Progress for Financial Aid

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. 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 maintain an overall 2.0 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”, and courses taken under the University’s repeat regulations are included in attempted credit hours but are not included in earned credit hours. Transfer credit hours are included in this quantitative measure.

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 ($120 \times 1.50 = 180$). 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](#).

Student Withdrawal 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 a 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.

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 Office of Financial Aid 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 Office of Financial Aid 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 or 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 Office of Financial Aid 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 Office of Financial Aid 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.

Rights and Responsibilities of Aid Recipients

As a consumer of a commodity (financial aid for a higher education), you have certain rights to which you are entitled, and certain obligations for which you are responsible.

You have the right to know:

- The names of accrediting or licensing organizations
- Information about its programs; its instructional, laboratory and other physical facilities and its faculty.
- Special facilities and services available to persons with disabilities.
- What financial assistance is available, including information on federal, state and institutional financial aid programs?
- The deadlines for submitting applications for the federal aid programs available.
- The cost of attending the University and its refund policy.
- The criteria used by the University to select financial aid recipients.
- How the University determines your financial need.

- What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need?
- How much of your financial need, as determined by the University, has been met?
- What portion of the financial aid you received is loan aid and what portion is grant aid? If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, and the length of time you have to repay the loan and when the repayment is to begin.
- How the University determines whether you are making satisfactory academic progress and what happens if you are not.

It is your responsibility to:

- Review and consider all information about the University before you enroll.
- Complete all application forms accurately and submit them on time to the right place.
- Pay special attention to and accurately complete your application for financial aid. Errors can result in long delays in receiving financial aid. International misreporting on application forms for federal financial aid is a violation of the law and is considered a criminal offense, subject to penalties under the U.S. Criminal Code.
- Submit all additional documentation, verification, corrections and/or new information requested by the Financial Aid Office.
- Read all forms that you are asked to sign and keep copies of them.
- Accept responsibility for all agreements that you sign.
- Notify the Financial Aid Office of changes in your name, address, housing or enrollment status. (This also applies to loan recipients after they leave the University.)
- Perform the work agreed upon in accepting a work study award.
- Know and comply with the University's deadlines for application or reapplication for aid.
- Know and comply with the University refund procedures.
- Notify the Financial Aid Office in advance when your course load at the University may be less than full-time. Failure to do so will cause delay in the receipt of your funds.
- Notify the Financial Aid Office of any changes in financial status. Failure to do so can result in termination of financial assistance.
- Maintain satisfactory academic progress. Withdrawal from the University or never attending classes will result in partial or full repayment of aid disbursed for the semester involved.

Library

Schoenbaum Library Mission Statement

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.

About the Schoenbaum Library

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-based society.

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

Student learning is supported by an array of books, journals, and databases. The library has a strong collection of print and electronic resources. The collections include approximately 80,000 books and over 300,000 e-books. Over 45,000 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, our Beckley campus, 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.

A skilled, professional reference staff is available to students during regular library hours in person, by chat, via the e-mail below, or by calling 304-357-4780. Students can also submit reference questions via e-mail to librarian@ucwv.edu at any time.

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 stretching, yoga, or other activities. The hours of operation are as follows:

During Fall/Spring Semesters:

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

During Winter Break/Summer Semester

| | |
|-----------------|------------------|
| Monday – Friday | 12 p.m. – 6 p.m. |
|-----------------|------------------|

*Unless otherwise noted, the Fitness Center is not available when the University is closed

Student Solutions

The Student Solutions Center is located in Rigglesman 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.

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. *Credit card processing fees may apply.

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

Technology Support Services Mission Statement

The mission of the Information Technology Department is to provide a secure and stable technology infrastructure to support teaching, service, and student life for the purpose of educating each student for a life of productive work, enlightened living and community involvement while providing technology support to all academic and administrative functions at the University of Charleston.

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 - location:
Clay Tower Building, 2nd Floor, Schoenbaum Library

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, 7:00 AM to 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.

Office of Advancement and Alumni Relations

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 invited to be part of the UC Alumni Association. It is an opportunity to network with other alumni, aid in planning alumni events, 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.

OFFICE OF RESIDENCE LIFE

Mission Statement

The mission of 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 Residence Life Coordinator (RLC) oversees the daily operations and well-being of each hall. RLCs and their staff of student Resident Assistants (RA) and Curricular Assistants (CAs) coordinate intentional programs and activities, serve as resource persons, and enforce Student Code of Conduct when necessary.

Residence Life Calendar

Fall 2023

| | |
|--------------|--------------------------------|
| August 18 | Residence Halls Open for Fall |
| August 18-20 | New student orientation |
| August 21 | First Day of Classes |
| November 1 | Thanksgiving Break Surveys Due |
| November 19 | Winter Break Surveys Due |
| December 9 | Residence Halls Close at 8 PM |

Spring 2024

| | |
|-----------|---|
| January 5 | Residence Halls Open for Spring |
| January 6 | New student orientation |
| January 8 | First Day of Classes |
| March 1 | All Housing Applications Open for Students registered for Fall 2023 |
| March 1 | Roommate Selection Starts for those who applied for housing |
| April 1 | Room Selection Open for those able to fill desired rooms |
| April 20 | Deadline to request to stay past spring closing |
| April 29 | Residence Halls Close at 8 PM |
| May 9 | East Apartments Leases End at Midnight |

Summer 2024

| | |
|---------|----------------------------------|
| March 1 | Summer Housing Applications Open |
| May 1 | Summer Housing Opens |
| July 22 | Summer Housing Closes |

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. Ratrie Hall is one of two residence halls in which residents are allowed to possess and consume alcohol, in accordance with UC's Alcohol Policy.

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. Middle Hall houses all age groups of students, ranging from first-year students to seniors. It is similar to Ratrie Hall architecturally. As in Ratrie Hall, two students share a furnished double room with a bath. Middle contains four (4) apartments and ten (10) suites (apartments without ovens). There are also five lounges, one on each floor.

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. East Apartments is one of two residence halls in which residents are allowed to possess and consume alcohol, in accordance with UC's Alcohol Policy.

HOUSING CONTRACT

University of Charleston Housing Policy

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: reslife@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 Contract 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 \$150 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.

Housing Consolidation

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. 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.

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.

CHARGE LIST

| Cleaning | |
|---|----------------------|
| <i>Item</i> | <i>Charge Amount</i> |
| Brotherton Hall, Middle Hall, Ratrie Hall - Double / Double, Single / Double, Single / Single - Rooms | \$100 |
| Brotherton Hall, Middle Hall, Ratrie Hall - Double / Double, Single / Double, Single / Single - Bathrooms | \$75 |
| Ratrie Hall & Middle Hall Apartment, Middle Hall Suite - Room | \$100 |
| Ratrie Hall & Middle Hall Apartment, Middle Hall Suite - Bathroom | \$75 |
| Ratrie Hall Apartment – Kitchen & Livingroom | \$125 |
| East Apartment – Bedroom, Livingroom | \$100 |
| East Apartment - Bathroom | \$75 |
| East Apartment - Kitchen | \$125 |
| Item Removal - Small | \$25 |
| Item Removal – Medium | \$50 |
| Item Removal - Large | \$125 |
| Kitchen Appliances | \$75 |

| Damages | |
|---|----------------------|
| <i>Item</i> | <i>Charge Amount</i> |
| Bathroom Stall Door Damage | \$50 - \$100 |
| Bathroom Vanity Door Damage | \$50 - \$100 |
| Bathroom Mirror Door Damage | \$50 - \$100 |
| Bed Frame Damage | \$75 - \$150 |
| Closet Door Damage | \$50 - \$100 |
| Cushion Damage (East Apartments – Couch or Chair) | \$150 - \$300 |
| Desk Chair Damage | \$50 - \$125 |
| Desk Damage | \$50 - \$150 |
| Dresser Damage | \$50 - \$200 |
| Holes greater than ¼ inch in the Wall | \$50 - \$200 |
| Kitchen Chair Damage | \$50 - \$125 |
| Kitchen Table Damage | \$150 - \$200 |
| Livingroom End Table (East Apartments) | \$75 - \$150 |
| Wardrobe | \$50 - \$200 |

| Fines | |
|---------------------------------------|----------------------|
| <i>Item</i> | <i>Charge Amount</i> |
| Common Space Item Removal | \$50 |
| Failure to Attend a Mandatory Meeting | \$10 |
| Failed Bathroom Inspection | \$25 - \$100 |
| Failed Room Inspection | \$50 - \$200 |
| Health & Safety Compliance | \$200 |
| Improper Change of Room | \$150 |
| Lock-Out | \$10 - \$50 |
| Improper Check-Out | \$100 |

| Lock & Keys | |
|------------------------|----------------------|
| <i>Item</i> | <i>Charge Amount</i> |
| Door Lock Damage | \$75 - \$150 |
| Mail Key | \$10 |
| Room Lock Change | \$150 / Door |
| Temporary Access Card | \$55 |

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 RLC. A temporary emergency key may be obtained; however, to replace the key a core change may be needed at a \$150 per door 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/CA, the RLC/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 \$10 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, Paraprofessional Staff will staff check-in stations located in the lobby of their 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/CA, the student will complete a Room Condition Report (RCR) form. Any damage 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/CA will provide room keys and the bathroom code (Brotherton Hall only).

Check-out

Residents must consult a RA/CA to check-out of their room at the end of each academic year, for winter graduation, room changes, and withdrawal. The only exception is the end of the academic year, when the Housing Contract automatically terminates. Before checking out of their room, a resident must visit their respective RLC to complete a "Housing Contract Cancellation Form." Once the "Housing Contract Cancellation Form" has been completed, a resident will need to contact a RA/CA in their building for assistance. The RA/CA will complete the "check-out condition" portion of the RCR and note all damages and/or missing furniture. The inventory completed by the RA/CA at check-in is used to determine damages. All expenses incurred as a result of damage are the responsibility of the resident. After, the RA/CA and resident sign the RCR form, the RA/CA 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 \$150 per door charge to change the lock and make new keys. Failure to turn in a mailbox key will result in a \$10 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 Assistant Dean of Students 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 cleaning fee proportionate to the state of the room.

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 Assistant Dean of Students. Room furniture which is removed without the permission of the Assistant Dean of Students 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 damage 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.

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/CA will attempt to mediate the conflict with the residents involved. The RA/CA 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 RLC. The RLC 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 (Geary Student Union) 309.

Room changes will not be granted if a room change request includes any discrimination or harassment based on a protected characteristics including race, color, religion, creed, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, marital status or any other status protected under applicable federal, state, or local law. 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/CA 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.

Entering a residence hall during winter and summer breaks, without expressed permission from the Office 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, 10:00 p.m. - 10:00 a.m.

Friday - Saturday, 1:00 a.m. – 10:00 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:

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

- Residential students may have guests 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 9:00 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 the Guest Check In process.
- The non-residential guest will receive a Visitation Badge and be required to always carry/display the badge while visiting the residence hall(s)
 - 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 must also check-in and complete the Guest Check In process and carry their visitation badge, given by a residence life staff member, at all times.**
- All guests must check-out with the Desk Assistant and collect their I.D. before 2:00 a.m.
 - **If a guest does not check-out and collect their I.D. by 2:00 a.m., the appropriate resident and guest(s) may be subject to judicial action and the appropriate guest (residential and/or non-residential) may lose their visitation privileges.**

Overnight 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 an overnight guest, at 9:00 p.m. the guest must also check-in with the Desk Assistant, who is stationed at the front desk.
- The guest will be required to possess their Visitation Badge at all times, and a staff member may ask the guest to display it.

- If a guest does not check-in accordingly, the appropriate resident and guest(s) may be subject to judicial action and the appropriate guest(s) may lose their visitation privileges.
- **If a resident chooses to have the same overnight guest for two nights, the guest must check in at 9:00 p.m. each night.**

Guest Behavior

- Guests, regardless of if residential or non-residential, 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 they create a disturbance or repeatedly violate University policy.**

Cohabitation

- Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they 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.
- **Cohabitation is a violation of the Student Code of Conduct, and all violations will be adjudicated.**

WINDOW DISPLAY

Students are not permitted to display any hanging posters, flags, or other obstructing 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 complete a Mail Forwarding Form before departure from the University to the Mailroom in Riggleman Hall. Residents who lose a mailbox key should go to their RLC. A resident who loses their Mail Key must pay \$5 to have the mailbox key replaced.

HEALTH AND SAFETY INSPECTION

At the University of Charleston, each resident will be held responsible for the cleanliness of their residence hall room, suite, or apartment. To ensure this is done, Residence Life conducts periodic Health and Safety Inspections to maintain the health and safety of rooms, residents, and our community. Inspections consist of a thorough checking of both the bathroom and room spaces to ensure they meet UC expectations, which are listed below. Residence Life staff also use this time to fire safety equipment to make it is working properly and has not been tampered with. The Residence Life Coordinator will post signs and/or provide digital notification (I.e., emails) at least 48 hours in advance on each floor to make residents aware of the date and time of their inspection.

Room Inspection

The Residence Life staff utilizes some of the following criteria to judge the condition of the room:

Pass:

- Furniture and counter tops have been dusted
- Floor(s) have been swept and mopped or vacuumed
- Stove has been cleaned
- Microwave has been cleaned
- Sink is clean and does not have dirty dishes in it
- Garbage has been removed from room

Passable:

- Furniture and counter tops do not have visible dust
- Floor(s) have been swept or vacuumed
- Stove does not have food or build up on it
- Microwave does not have food or build up inside it
- Sink is clean, but may have a few dishes in it
- Garbage can is not overflowing from top of trashcan

Fail:

- Furniture and counter tops have dust covering them
- Floor(s) are dirty and dusty
- Stove has food and build up on it
- Microwave has food and build up in it
- Sink is dirty and piled with dishes
- Garbage is overflowing from top of trashcan
- Room reeks of a strong odor

A room will pass inspection, if each area is a **Pass** or **Passable**. A room will fail inspection if at least one area is labeled as **Fail**.

If a student(s) fails a room inspection:

- They will be notified by their RA or Residence Life Coordinator for their first failure, asked to clean their room within a 48-hour time period before the Residence Life Coordinator or their designee returns for re-inspection.
 - **Residents are allowed only one (1) re-inspection per academic year**
- Any future failure, including failure of the re-inspection, will result in an incident report being written and judicial action according to UC's Student Code of Conduct.
 - Please refer to the Student Code of Conduct for fines and sanctions related to Health and Safety Inspections

The Department of Residence Life believes that this policy coincides with the departmental mission to promote community responsibility.

Bathroom Inspection

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. The following areas will be assessed each month: mirror, sink, shower walls, shower curtain, shower head, toilet, floor, and garbage. It is the responsibility of the resident to ensure that their 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 curtains must remain free from soap scum, mildew, and buildup.
- Toilet—including walls and floor—must remain clean.
- The general floor area must remain free from dirt, mildew, and buildup.
- Garbage must be disposed of properly.

It is the resident's responsibility to acquire the supplies for cleaning. However, residence halls will have minimal supplies available for residents to utilize to clean, while the supplies last. A monthly inspection of each bathroom will be conducted by Residence Life staff during the same time as rooms are inspected.

The following rubric will be used in the assessment of each of the areas:

Pass:

- Area is spotless
- Recently disinfected
- No trash was present in bathroom

Fail:

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

A bathroom will pass inspection, if each area is a **Pass**. A bathroom will fail inspection, if at least one area is a **Fail**.

If a student(s) fails a bathroom inspection:

- They will be notified by their RA or Residence Life Coordinator for their first failure, asked to clean their room within a 48-hour time period before the Residence Life Coordinator or their designee returns for re-inspection.
 - **Residents are allowed only one (1) re-inspection per academic year**
- Any future failure, including failure of the re-inspection, will result in an incident report being written and judicial action according to UC's Student Code of Conduct.
 - Please refer to the Student Code of Conduct for fines and sanctions related to Health and Safety Inspections
- It should be noted that, if a bathroom fails inspection, every resident responsible for cleaning the bathroom will be held responsible.

The Department of Residence Life believes that this policy coincides with the departmental mission to promote community responsibility.

The Prohibited Items List

Prohibited Fire Safety Items:

- Any candle or incense with burnt wicks, or other elements indicating usage in hall
- Appliances with open face heating coils or elements
 - This includes hot pots, electric grills, hot plates, toasters, toaster ovens, air fryers and gas or charcoal grills
 - East Apartments and other residence hall suite and apartment types are permitted to have toasters, toaster ovens, and air fryers
 - Items permitted in apartment and suite types must be used in kitchen areas only
- Convection Ovens
- Gasoline or any other flammable liquids
- Internal combustion engines (motorcycles, mopeds)
- Kerosene heaters, oil lamps, immersion coils and space heaters not provided by the University
- Pressure Cookers and Instapots
- The use of hookah pipes, vapes, e-cigarettes, cigarettes, etc.

Prohibited Electrical Safety Items

- Electric blankets
- Halogen, lava, and sun lamps
 - Non-UL approved power cord or extension cords
- Power suppliers must have surge protector and automatic shutoff
- LED adhesive strip lights
- Personal Microwaves over 1000 watts
- Major appliances such as chest freezers, refrigerators over 4.2 cubic feet, portable dishwashers, washers, or dryers
- Running wires beneath floor carpeting, duct-taping wire to the carpet or running wire above suspended ceilings

Prohibited Room Furnishings

- Air conditioners
- Fish tanks larger than ten (10) gallons
- Hanging beds, loft bed frames, and all other types of hanging furniture from ceiling
- Pool, ping pong, air hockey, or any other large game tables
- Removing and replacing showerheads
 - Students who remove or replace their showerheads will be responsible for resulting damage
- Signs, posters, banners, flags, or any other items that are hung on or over windows
- Interior stickers, tape, and other adhesives on room/apartment doors, walls, appliances, and surfaces
- Exterior stickers, tape, and other adhesives on doors or surrounding residence hall walls
 - Memo and whiteboards are permitted, but must be removed before the student checks out of their housing assignment
- Water-filled furniture including waterbeds, pools, toys, etc.

Additional Prohibited Items

- Any items listed under the Violation Classes under the most recent *Student Code of Conduct*, found in the Student Handbook
- Chlorinated, dyed, or other water treatment in toilet tanks
- Commercial drain cleaners
- Dead/rotting plants or trees
- Exterior antennas
- Metal tipped darts for dartboard sets
- Stolen property, street signs, traffic cones; students must provide a proof of purchase to Staff to keep the

- item
- Wireless or ethernet routers, extenders, and access-points
- Vehicle tires, oil, bumpers, seats, and any other parts belonging on or inside a vehicle

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, they should prepare the following information to convey to their RLC 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(s) 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 RLC 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 be 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 an RLC or UC Security immediately.**
 - The RLC or UC 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.
- ❖ Move to the nearest exit, but make sure you have an alternate exit planned.
 - If blocked by fire or smoke, use the alternate exit.
- ❖ Exit the building quickly and in an orderly fashion through designated fire exits, closing each room door.
- ❖ If it is not safe to leave the room:
 - Close room door.
 - Place blankets or sheets around the door to prevent smoke from entering.
 - Open windows to allow fresh air to enter the room.
 - Hang a bright object from the window to attract attention.
 - Await rescue.
- ❖ Once outside the building move to the front steps of GSU
- ❖ Do not go back inside to salvage belongings.
- ❖ Stay clear of the building until UC Security, Residence Life staff, and the Fire Department give authorization to return to the building.
- ❖ 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 damage to 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.
- For false fire alarms, if the individual responsible cannot be identified, expenses will be billed in the amount of \$500 to the members of the section where the alarm was activated.

OFFICE OF STUDENT LIFE

Mission Statement

The mission of the Office of Student Life is to support all students through co-curricular activities designed to promote individual and professional growth, social responsibility, and leadership development for a life of productive work, enlightened living, and community involvement.

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 Director 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 (excluding religious affiliated 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 Director 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 Director 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 Director 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 Director 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 Director of Student Involvement will then host a meeting to decide further action.

Managing Student Organization Funds

Each student organization will have an on campus account set up in the organization's name. The organizations Advisor and President will work with the Director of Student Involvement when the organization needs to deposit money into the account or needs to make a request to purchase items from their account.

Registration of Events

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 Director 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.

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 Director 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 Director of Student Involvement and the 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 Director of Student Involvement. The Director of Student Involvement may consult the 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 6ft. 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 Life Coordinator 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 Director 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 Director 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 Director 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 chaperone must make an appointment to meet with the Director 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 Director 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 8 ½” 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
 - 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 Residence Life Coordinator 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 lobby. 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 Director 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 Director 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:

- Providing a service for the church you attend
- Cleaning out the office you intern with, a family home, family friend home/business
- 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.
 - No SOFA forms will be signed unless the hours have been documented by the Director 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 Student Life & International Coordinator 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

SEXUAL AWARENESS AND VIOLENCE EDUCATION (SAVE)

The Sexual Awareness and Violence Education (SAVE) program was started in 2019 with funding from the Department of Justice and Office on Violence Against Women to reduce domestic violence, dating violence, sexual assault, and stalking on campus. SAVE is responsible for providing additional prevention and resources for students and employees, as well as additional training to Campus Security and Student Conduct staff on the dynamics of relationship violence, sexual assault, and stalking. Bystander training is provided to the UC community each year. Bringing in the Bystander is an evidence-based prevention workshop that explores concepts such as victim blaming, rape culture, and consent. Participants learn the importance of speaking out against social norms that support a culture of sexual violence and are able to identify potential risks in a variety of situations that could lead to sexual violence.

For more information or additional resources, contact:

SAVE Project Director
Erin Dunmore
erindunmore@ucwv.edu
304-357-4873

Scan the QR code below:



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 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 then expected to contact faculty via email or phone 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.

Non-Discrimination Policy (Title VI)

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: 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 Dean of Students who will work in conjunction with the Director of Human Resources.
- Complaints between faculty and/or staff will be 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
viriniamoore@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/their 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: 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

The University Deputy Title IX Compliance Coordinators

Name: Dr. Daniel Silber
Position: Provost
On Campus Address:
201 Riggelman Hall
2300 MacCorkle Ave. SE, Charleston, WV 25304
Email: danielsilber@ucwv.edu
Phone Number: 304 357-4711

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

Name: Nicole Rupe-Harold
Position: Registrar
On Campus Address:
Student Solutions Center Worley Building
167 Dye Drive, Beckley, WV 25801

Student Solutions Center Riggelman Hall
167 Dye Drive, Beckley, WV 25801
Email: nicolerupe@ucwv.edu
Phone Number: 304 357-4747

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](tel:3043885432)
 - [Women’s and Children’s Hospital](#)
800 Pennsylvania Ave N,
Charleston, WV 25302
[\(304\) 388-5432](tel:3043885432)
 - [General Hospital](#)
501 Morris St,
Charleston, WV 25301
[\(304\) 388-5432](tel:3043885432)

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; and
- 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 prejudice 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 to not 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 parties 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 does not 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)

Daniel Silber, 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)

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 impose a significant cost to infected individuals in terms of mortality and morbidity. They can also be costly to the University and students by disrupting university activities and preventing students from attending scheduled classes.

The university's goal 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) or MMRV (measles, mumps, rubella, and varicella). All in-seat students born after 1956 must provide documentation of immunization against measles, mumps, and rubella.
 - MMR and MMRV Centers for Disease Control Guidance are found here.

Additional 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 indicates that you continue 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
 - Documentation of a titer indicating immunity to Hepatitis B
 - HepB Centers for Disease Control Guidance found here.
- Meningococcal Meningitis ACWY (MCV4). All entering full-time students born must provide documentation of immunization against meningococcal meningitis ACWY.
 - Students must provide documentation of receipt of a dose of Meningococcal Vaccine for types ACWY, either Menveo or Menactra, not more than 5 years before enrollment in the institution.
 - The recommendation is that all individuals living in campus housing receive a booster every five (5) years.
 - MenACWY Centers for Disease Control Guidance found here.

Additional Immunizations and Tests Required for 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 the Centers for Disease Control have identified as having a low prevalence of tuberculosis.

Immunizations Recommended for All Students

- COVID-19. All in-seat students are strongly encouraged to receive the COVID-19 vaccine starting in Fall 2021.
- Human Papillomavirus (HPV-9). All 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.
- Hepatitis A. All entering full-time students are encouraged to have the hepatitis A Vaccination if they travel to countries or areas where cases of hepatitis A are moderately active.
- Influenza. All entering full-time students are encouraged to have an annual flu shot at the start of the influenza season.
- Meningococcal Meningitis B. All entering full-time students are encouraged to have immunization against meningococcal meningitis B through either a Bexsero or Trumenba vaccination.
 - MenB Centers for Disease Control Guidance found [here](#).
- Tetanus, Diphtheria, Pertussis (Tdap, Td). All students are strongly encouraged to receive a booster every 10 years after their last.
- Varicella (Chicken Pox). are strongly encouraged to receive immunization against Chicken Pox.

Students in a Health Science Program

Please consult your individual programs to see if they have specific additional immunization requirements that may differ from those of the University.

Request for Medical Exemption Waiver

A student may complete a Medical Immunization Exemption Certificate form for review for any required vaccination. The Medical Immunization Exemption Certificate form must be completed at least two weeks prior to the student arriving on campus for the student's first semester of attendance at the University. In the case of an outbreak of a vaccine-preventable 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.

[Download the Medical Immunization Exemption Certificate form here.](#)

Contact: Questions regarding a Medical Immunization Exemption Waiver should be directed to the Vice President & Dean of Students at virginiamoore@ucwv.edu or 304-357-4987.

MANDATORY MEDICAL LEAVE

Rationale

The University of Charleston strives to establish a community environment that is safe, orderly, and contributes toward the personal and intellectual growth of its students. Students enter the University with the understanding that they accept the University's basic principles and standards of conduct. Consequently, the University reserves the right to require a medical leave of absence of any student, if the Dean of Students or his/her designee concludes that the student possesses a physical or psychological condition that:

- poses a significant danger of causing imminent harm to him/herself or to others;
- substantially impedes the learning opportunities or lawful activity of other members of the campus community;
- reasonably indicates that he/she is unable to meet minimal standards of academic performance and/or social requirements of the University, or

University procedures regarding mandatory medical leave of absence are as follows:

1. The Dean of Students or his/her designee will, except in cases of emergencies, notify the student that he/she may be subject to a mandatory withdrawal from the University based upon his/her behavior.
2. The Dean of Students or his/her designee will determine the status of the student in relation to the University after meeting with all parties involved. In University reserves the right to notify the student's parent, guardian, or appropriate relative in the case of an act of self-destructive behavior or an apparent threat of serious harm. Such cases will be handled on an individual basis.
3. If a medical leave of absence is required, the Dean of Students or his/her designee shall inform the student, in writing, of the reason for the University's action, the terms and conditions of the medical leave of absence and the terms and conditions for readmission to the University.
4. If a medical leave of absence is required, the student will be given the opportunity to elect voluntary withdrawal.
5. In case of medical leave of absence, the student shall be eligible for a refund of tuition and room and board charges on a prorated basis as described by the University refund policy on student withdrawals as stated in the University's academic catalog.
6. A request for readmission following a medical withdrawal for psychological reasons, whether voluntary or required, will require the student to submit a report of a psychologist or psychiatrist indicating diagnosis, prognosis and recommendations. This report, submitted to the Dean of Students or his/her designee, must indicate completion of recommended treatment and reasonable expectation of ability to continue with the student's academic and social responsibilities at the University. The Dean of Students or his/her designee, in consultation with the counselor or physician, will decide upon the request for readmission.
7. A request for readmission following a medical withdrawal for physical reasons, whether voluntary or required, will require the student to submit a report of a physician indicating diagnosis, prognosis and recommendations. This report, submitted to the Dean of Students or his/her designee, must indicate reasonable expectation of ability to continue with the student's academic and social responsibilities at the University. The Dean of Students or his/her designee, in consultation with the physician, will decide upon the request for readmission. In some medical or psychological conditions it is in the best interest of the student and the institution to take emergency action without delay. In such a circumstance, the student will be taken to a nearby medical or psychiatric emergency facility.

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 & Judicial Affairs. 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.

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.

STUDENT CODE OF CONDUCT

The Code of Conduct provides all students with the best learning and living environments. The intent is to foster the growth and development of each individual and enhance and enrich the entire university community. The system's philosophy, principles, and procedures reflect this attitude and spirit through the expectations that each person involved with it in any way will reflect the same.

The conduct process educates students about their responsibilities as members of an academic community. The code recommends sanctions when student conduct jeopardizes community members, or the University has a clear and distinct interest in addressing 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 Student Code of Conduct's motto is, "Ignorance is No Excuse." As a Member of the University Community, the motto illustrates that each student is responsible for being familiar with the University of Charleston's policies, including the University Code of Conduct and 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 duplicate a court of law's criminal proceedings but to 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 address 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.

Authority

The University of Charleston's Board of Trustees grants authority to the Office of Student Life to establish and enforce these standards with university partners. The University of Charleston Student Code of Conduct supersedes all other codes of conduct for students, excluding academic integrity policies and behavior policies directly about professional standards required by specific fields of study.

The Student Code of Conduct is not a criminal law code; criminal law concepts, processes, and procedures do not apply. 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 university community's health, safety, and well-being.

Students and student organizations are subject to local, state, and federal law provisions and all legal and judicial authorities as part of their responsibilities to the larger society. Suppose a university student or organization's visitor or organization does not comply with University policies and/or with local, state, or federal law. In that case, the student or organization may be subject to the Student Code of Conduct sanctions and local, state, or federal law provisions. Those who believe a crime has occurred should inform the University's Department of Public Safety and/or a local law enforcement agency. Under the Student Code of Conduct, Proceedings may be carried out before, simultaneously with, or following civil or criminal proceedings off-campus.

Purpose

These standards govern and regulate student conduct at any building or property owned or used by the University in connection with educational and other programs. Also, covering student conduct that occurs off-campus that is disruptive or 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:

1. To prevent and reduce behavior that undermines student academic success and that negatively detracts from the educational mission of the University;
2. To promote and protect the health and safety of students and other University community members;
3. To provide timely intervention, support, and resources to those who may be struggling with substance abuse/addiction or other psychological issues;
4. And to address student conduct and activities that conflict with the University's interests and mission.

Jurisdiction

The Student Code of Conduct applies to all individual students' conduct, both undergraduate and graduate, while enrolled at the University of Charleston at any location in-seat and online and all University-affiliated student organizations. The Student Code of Conduct supersedes all program codes of conduct as it pertains to conduct outside of Academic Integrity Policies and Professional Standards codes required by specific areas of study.

- The Student Code of Conduct applies to behaviors that occur on any University of Charleston premises (as defined in this Student Code of Conduct), at University-sponsored events, and off the University premises when the Assistant Dean of Students 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 seriously 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; or
 - j. Involve an activity for which a police report is filed, a summons or charge is issued, or an arrest for a crime.
- The Student Code of Conduct applies to online behavior via email or 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. The Assistant Dean of Students will determine if a violation occurred and notify the students following the hearing process. 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 threat a reasonable person would interpret as a profound expression of intent to inflict bodily harm upon a specific individual;
 - Speech posted online about the University or its community members that cause a substantial adverse effect on a University living and/or learning environments;
 - Information indicating a crime has occurred.
- 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.
- Please refer to the Sexual Harassment and Grievance Procedures Policy for all Code of Conduct policy violations and hearing/appeal processes related to an offense that falls within Title IX as defined under this policy. All policy violations within Title IX are not subject to this Code of Conduct process and will be subject to the procedures 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, harms the university's reputation, and/or endangers any university community member.

The University may conduct an on-campus hearing independent of, and without waiting for, the result of any off-campus proceedings. In some cases, the university also may report, and in some cases, has the responsibility to report violations of criminal law to civil authorities.

Student Rights & Responsibilities

Accountability

A student is accountable to University jurisdiction as long as they are enrolled in the University regardless of location. Each student shall be given notice and knowledge of and shall be required to comply with the contents and provisions of the university's policies concerning the Student Code of Conduct.

Communication with University

University email is the University of Charleston's primary means of communication with students. Students are responsible for promptly receiving and reading all communication sent to their University email address. Communications regarding conduct issues will only be conducted with a student's UC email address. Failure to read an email will not stop a conduct case from progressing nor constitute a reason for an appeal.

Confidentiality

All members of the University community involved 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. However, if a student has been notified that an incident report has been submitted against them, an official Student Conduct Proceeding will be initiated, and confidentiality applies.

Equal Treatment

The University must apply all rules equally to all students. However, this does not mean that the University must refrain from engaging with students documented in the Student Conduct process because other students cannot be identified or 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 aspire to:

- Demonstrate courtesy, even when others do not;
- Behave responsibly, consistently 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

To promote community responsibility, students who are present may become subject to judiciary action while others compromise the university's behavioral standards and /or Local, State, or Federal Law(s). Therefore, students are encouraged to take ownership in perpetuating a healthy campus community by holding one another accountable.

Federal, State, and Local Laws

All students shall obey federal, state, and local laws, respect correctly constituted authority, and observe the appropriate conduct.

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 their guests' behavior, whether on University property or at University events off-campus. Therefore, they must do their best to ensure guests comply with the Student Code of Conduct and other University policies. Including, but 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. Suppose a guest(s) fails to adhere to University policies and procedures. In that case, this may lead to their removal from campus and/or the event, including, but not limited to, issuing a criminal trespass warning (CTW) for a designated period or predominately.

Student Leader Expectations

Student leadership is a privilege at the University, and student leaders are expected to always serve as an institution ambassadors. Therefore, failure to comply with the Student Code of Conduct 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 Code of Conduct 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 campus housing of all types with just cause, so long as the entry and search are not done arbitrarily and capriciously which unnecessarily deprives a student of fundamental constitutional protection. This policy intends to protect each University of Charleston resident's rights while simultaneously providing University officials the means to maintain and protect the educational environment necessary for the University to fulfill its mission.

Campus housing 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 Student Code of Conduct or civil law or;
- Emergencies.

In the event of suspected vandalism, arson, assault, or other violations of University policy that may have occurred in campus housing, 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 their room, any authorized campus Safety and Security Department member will complete an entry and search form. If they are present, a copy of the completed form will be emailed to the students on the form within 24 hours of the search.

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 that violate the student code of conduct at any time. Confiscated item(s) may be claimed at the discretion of the Chief of Safety and Security at the end of the academic year. In addition, items that pose a risk to the University's or the student's safety 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.

This policy only provides amnesty for violations of the Student Code of Conduct. It does not grant amnesty for criminal or civil consequences for federal, state, or local law violations.

Students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or drugs will not be charged with violations of the Student Code of Conduct 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. However, failure to complete this intervention/assessment may result in charges 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 is not intended to shield or protect those students who repeatedly violate the 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 how the incident was reported. Additionally, the University reserves the right to adjudicate any case where the violations are considered especially egregious.

Definitions

Administrative Hearing or Hearing

An Administrative Hearing or Hearing is a formal hearing conducted by the Assistant Dean of Students, a member of the Office of Residence Life, the Dean of Students, or their designee. An Administrative Hearing is typically conducted to adjudicate alleged violations that may engender sanctions, such as expulsion, suspension, eviction, social probation, residence hall probation, community service, restitution, a fine, the threat of eviction, a written warning, etc. The Administrative Hearing format 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 initiator's responsibility 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 is taken or sanction imposed by the University under the Student Code of Conduct.

Hearing Letter

A hearing letter is a written, electronic letter delivered to the Reported Student, Group, or Organization via their ucwv.edu email that notifies the student of any scheduled judicial hearing. In addition, this letter will include a link to book an appointment with a hearing officer and discuss the violations.

Hearing Officer

The Assistant Dean of Students or their designee who conducts an 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 an unreasonable risk of danger to themselves 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; or
- A University Affiliate or volunteer

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 the vehicle's driver or the student(s) registered to that vehicle.

Preponderance of the Evidence

The weight of the evidence makes it more likely that the violation of the Student Code of Conduct did (or did not) occur.

Protected Characteristics

“Protected Characteristics” means personal characteristics or factors that cannot be targeted for discrimination or harassment. For example, the following characteristics are considered protected by the Student Code of Conduct. Individuals cannot be discriminated against or harassed based on these characteristics: race, color, religion, creed, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, marital status 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 is alleged to have violated the Student Code of Conduct.

Reporter

Campus Security Authority, including University faculty, staff, and students, outside of the Hearing Officer, provide the original report of violations resulting in an Administrative Hearing

Reasonable Knowledge

To have knowledge of facts or activities, which have been gained through firsthand experiences, such as being present during a policy violation.

Sanction Letter

A notice is delivered electronically to the documented or reported student(s), group, or organization via their ucwv.edu email stating whether the student has been found violating the Student Code of Conduct. The letter will also detail the imposed sanctions if the student is found responsible.

Student Conduct Administrator

The term “Student Conduct Administrator” means the University official authorized and designated by the Dean of Students for the daily operation of the Student conduct process. This process includes but is not limited to:

- A. Providing students and staff information on the Student Conduct process and procedures;
- B. Serving as a hearing officer;
- C. Serving as the administrator of the Student Conduct process;
- D. Attending, assisting, and serving notifications of hearings and decisions of conduct bodies;
- E. Ensuring official student conduct records are maintained;
- F. Monitoring sanction(s) compliance; and
- G. Coordinating the training and development of student conduct bodies

Student Group

The term “Student Group” is defined as several individuals associated with the University and each other, including athletic teams, student clubs, and organizations registered with the University, including sororities and fraternities, and 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 they witnessed the alleged policy violation(s) in question.

University

The University of Charleston.

Violation

A violation of the guidelines contained in Student Code of Conduct

Conduct Process

- **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 in Guardian via the ucwv.edu website. University faculty, staff, and students shall submit an alleged violation(s) of the Student Code of Conduct committed by a student to the Assistant Dean of Students or designee within Twenty-Four (24) hours of the event 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. Allegations and reports received after twenty-four (24) hours will be evaluated and determined on how to progress on a case-by-case basis.

- **Additional Investigation**

The Assistant Dean of Students and/or designee shall investigate the matter with the involvement of the Office of Public Safety or other University officials as deemed necessary. If an allegation is deemed unfounded, the Assistant Dean of Students and/or designee shall dismiss the alleged violation. They 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.

- **Administrative Hearing Request**

Suppose the Assistant Dean of Students and/or designee determines that the allegation warrants further consideration. In that case, the Assistant Dean of Students and/or designee shall require the student or organization who is the subject of the allegation to attend a hearing to be held within a reasonable time frame, not to exceed seven (7) calendar business days, following the formal receipt of the completed investigation report.

- **Scheduling the Conduct Hearing**

All hearings are held via Zoom meetings with the same restrictions as in-person hearings. The Assistant Dean of Students and/or designee may request an in-person hearing if the situation is deemed necessary. Students will be sent a link to schedule a virtual hearing in their hearing letter. Students can provide a written request not to participate in the hearing process. Students who do not respond within two (2) business days will be considered to have missed their hearing. The Hearing Officer will try to schedule a hearing before progressing the case without the student's participation. Students may reschedule their hearing once after the initial scheduling, and then the hearing will be heard without their participation if failure to appear occurs. If a student does not respond to an initial hearing letter within seven (7) business days, the Hearing Officer will progress without their participation.

A conduct hearing will not be held if the violation and sanction call for a written warning. However, the student can appeal as if a hearing was held.

- **During the Conduct Hearing**

At the hearing, 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.

Non-university community members, parents, guardians, lawyers, and other advocates are prohibited at any Code of Conduct hearing.

- **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 hearings are conducted with all involved students.

After conferring with all involved parties, if the Assistant Dean of Students and/or designee determines that a student did not violate the Student Code of Conduct, the allegation(s) shall be dismissed as Not Responsible. The student shall be provided notice of the not responsible determination.

Example of outcome letter language:

- Failed to Attend Hearing: Not Responsible
- Hearing Outcome: Not Responsible

Suppose the Assistant Dean of Students and/or designee determines that the preponderance of the evidence warrants a sanction. In that case, the Assistant Dean of Students and/or designee shall inform the student in writing the determination and the student's right to appeal.

Example of outcome letter language:

- Failed to Attend Hearing: Responsible
- Hearing Outcome: Responsible

Special Circumstances

- a. 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 Universities case to the Vice President & Dean of Students and University President or their designees with an interim sanctioning recommendation.

- b. In cases where a student does not show up for a self-scheduled Hearing

If a student does not attend a scheduled hearing with the appointed Hearing Officer, the student will receive the additional sanction for D-2. Abuse of the Student Code of Conduct and one (1) point in addition to any violations they have been found responsible for. 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 amended sanction for D-2. Abuse of the Student Code of Conduct and two (2) points in addition to any violations they have been found responsible for.

- c. In cases that occur in the last ten (10) business days of a semester or over a University break period

In cases that occur in the last ten (10) business days of classes during a semester or over a break period, the Assistant Dean of Students has the option to hear the case as soon as possible not to surpass the tenth (10th) day of classes of the following the Fall, Spring, and Summer semesters.

- d. In cases where a student has requested to withdraw from the institution

A student facing disciplinary action or Incomplete Sanctions may request permission from the Vice President & Dean of Students 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 and the University President 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 is 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 review 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.

When the Interim Action(s) is assessed, the Assistant Dean of Students or designee will provide the student an official letter via email 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, the 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 you are not restricted from eating meals in the dining hall, attending class, or attending any other University of Charleston/program-specific events. No Contact Orders are not meant to impede the educational process; they are intended to protect students from being involved in any direct action that could be interpreted by another party as intimidating, harassing, bullying, etc.

Additional terms may be placed on No Contact Orders depending on the circumstances. This could include access restrictions to residence halls and specific athletic spaces.

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 Vice President & Dean of Student and the University President or designee.

A Temporary Suspension may be imposed only:

- To ensure the safety and well-being of members of the University community or the preservation of University property;
- 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 the University

A student may be denied access to all University Premises and all University programs and activities during a Temporary Suspension.

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 to restore the standards of the University Community, educate students about the severity of their actions, promote positive growth, and maintain the safety of the students involved and of the University Community. Failure to comply with sanctions imposed by a Hearing Officer's decision within the specified period(s) may result in further and immediate sanctions. More than one of the following sanctions may be imposed for violating the Student Code of Conduct.

Students and/or organizations that do not complete their assigned sanctions in the allotted time 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 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:

1. **Community Service Hours** - This sanction is designed to place responsibility on the student, group, or organization for causing damage, vandalism, or infractions that adversely affect 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.
2. **Counseling** - This sanction is designed to examine the student's behaviors 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 mandatory counseling sessions as scheduled will automatically face additional sanctions.
3. **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 that will be disclosed to the Student when the sanction is imposed.
4. **Fines** - Monetary penalty required to be paid by the Student, which is imposed due to a violation of the Student Code of Conduct.
5. **Hold on Student Record** - Action restricting the Student's admission and registration until the Student fulfills a Student Conduct sanction. In addition, a hold will restrict the University from releasing official academic transcripts and/or awarding a diploma until the Student fulfills the sanction.
6. **Parental Notification** - In situations involving alcohol or drug violations, the Hearing Officer may recommend contacting the student's parents or guardians as a concern for their health and well-being as a continued institution member.
7. **Reflection** – This writing assignment asks 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.
8. **Restitution** – Reimbursement for damage to or misappropriation of property. Reimbursement may include, but not limited to: repair costs, community service, or restitution fines
9. **Security Mentoring** - This sanction is designed to examine the student's behaviors 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.
10. **Student Life Mentoring** - This sanction is designed to examine the student's behaviors 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 another designated university community member.
11. **Verbal Warning** - An official warning delivered face-to-face.
12. **Written Warning** - Notifying the student, group, or organization of their violation by letter or email, warning that subsequent violations must not occur.

Tier 2 Sanctions

Tier 2 Sanctions are educational and allow a student and/or organization to continue at the institution with restrictions for a defined period or permanent restrictions. 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 for a specified period with the understanding that any additional violation of the Student Code of Conduct within the probation period will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion.
- **No Contact Order** - No Contact Orders prohibit various 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 to 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 placed on participation probation is barred from participating in athletic team events for a specified time. This includes but is not limited to participating as an active team member, attending practice, attending meetings, or participating 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 with the understanding that any additional violation of the Student Code of Conduct within the probation period will result in eviction.
- **Residence Hall Eviction** – Permanent Loss of privilege to live in the residence halls. 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 Restriction** - A student, group, or organization on residence hall restriction is restricted from accessing or being in certain residence halls. In addition, residence hall visitation is suspended for a specified period with the understanding that any additional violation of the Student Code of Conduct within the probation period will result in eviction.
- **Social Probation** - A student 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 official, 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. 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 attending the university's functions. Furthermore, the student's permanent record will reflect accordingly. Any student expelled under the Student Code of Conduct will receive a "W" in the courses they were enrolled in if they cannot complete the semester because of the sanction.
- **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, 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, organization, and appropriate University offices. Any student suspended under the Student Code of Conduct will receive a "W" in the courses they were enrolled in if they cannot complete the semester because of the sanction.

Judicial Point System

University students who are found violating the Student Code of Conduct will be assessed judicial points along with a potential sanction as outlined in the Student Code of Conduct. 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 intended to reflect 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 accumulating over time the student is at the institution.

Point Forgiveness – Individual Students

Point forgiveness is available through pre-approved community service based on the terms of this section. Point forgiveness will be applied to students in the following ways for individual students:

| Points Forgiven | Semester of Earning Points | The Semester Following the Earned Points |
|-----------------|--|--|
| 1 Point | | 10 Hours of cumulative community service |
| 2 Points | 25 Hours of cumulative community service | 25 Hours of cumulative community service |
| 3 Points | | 40 Hours of cumulative community service |
| 4 Points | | 60 Hours of cumulative community service |

- Students are eligible for Community Service point forgiveness starting the semester in which they first incur points as part of a sanction.
- Based on the chart above, students who are actively registered in the term (Fall, Spring, or Summer semester) they are applying for forgiveness have the option for conduct point reduction. All submitted pre-approved hours in a term will be counted as cumulative hours for the final point forgiveness of a term.
 - 10 – 24 Cumulative Pre-approved Submitted Hours: 1 Point
 - 25 – 39 Cumulative Pre-approved Submitted Hours: 2 Points (Only option available the same term as sanction)
 - 40 – 59 Cumulative Pre-approved Submitted Hours: 3 Points
 - 60 Cumulative Pre-approved Submitted Hours: 4 Points
- Forgiveness is based on the cumulative approved hours and cannot be stacked and are capped at:
 - 25 hours in the semester in the semester of your sanction.
 - 60 hours if you are in the semester following your sanction.
- All Community Service must:
 - Not stacking with a class, team, or long-term project;
 - Not be associated with a former employer or work-study placement;
 - Be pre-approved by the Assistant Dean of Students or their designee;
 - Be submitted on a signed Judicial Affairs Community Service Log from each pre-approved site.
- Point Forgiveness will allow a maximum of ten (10) points to be removed in the calendar year as long as submitted on the appropriate form to a Judicial Affairs Officer.

Point forgiveness will not remove the violation from the student's record.

Point Forgiveness – Organizations

Point forgiveness will be applied to organizations in the following ways:

- Actively registered organizations will receive a one (1) point reduction for each semester with no policy violation.

| Points Forgiven | Semester of Earning Points | Following Semesters |
|-----------------|--|--|
| 1 Point | | 20 Hours of cumulative community service |
| 2 Points | 50 Hours of cumulative community service | 50 Hours of cumulative community service |
| 3 Points | | 80 Hours of cumulative community service |

- Based on the chart above, organizations who are actively registered in the term (Fall, Spring, or Summer semester) they are applying for forgiveness have the option for conduct point reduction. All submitted pre-approved hours in a term will be counted as cumulative hours for the final point forgiveness of a term..
 - 20 – 49 Cumulative Submitted Hours: 1 Point
 - 50 – 79 Cumulative Submitted Hours: 2 Points (Only option available the same term as sanction)
 - 80 Cumulative Submitted Hours: 3 Points
- Forgiveness is based on the cumulative approved hours and cannot be stacked and are capped at:
 - 50 hours in the semester in the semester of your sanction.
 - 80 hours if you are in the semester following your sanction.
- All Community Service must:
 - Not stacking with a class, team, or long-term organization project;
 - Not be associated with former philanthropy;
 - Be pre-approved by the Assistant Dean of Students or their designee;
 - Be submitted on a signed Judicial Affairs Community Service Log from each site.
- Point Forgiveness will allow for a max of nine (9) points to be removed in the year as long as submitted on the appropriate form to a Judicial Affairs Officer.

Point forgiveness will not remove the violation from the organization's record.

Individual Consequences for Cumulative Point Totals

Here are specific cumulative point totals that will result in specific sanctions and their violation sanctions.

| Point Total | Sanction | Description |
|-------------|-------------------------|--|
| 6 | Disciplinary Probation | A student, group, or organization on Disciplinary Probation is in jeopardy of eviction from the residence hall. During residence hall probation, residence hall visitation is suspended for a specified period with the understanding that any additional violation of the Student Code of Conduct within the probation period may result in eviction, suspension, or eviction. |
| 10 | Residence Hall Eviction | This is the permanent loss of privilege to live in the residence halls. 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. |
| 15 | 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, 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 they were enrolled in if they cannot complete the semester because of the sanction. |
| 20 | Expulsion | Permanent withdrawal from the University, and/or permanent ban from University property, and/or attendance at University sanctioned events. Permanently prohibits the student, group, or organization from attendance at functions at the University. Furthermore, the student's permanent record will reflect accordingly. |

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 violating the Student Code of Conduct, the student organization and its members may be subjected to judicial action not limited to but including organizational suspension.

Here are specific point totals that will result in specific sanctions in addition to their violation sanctions.

| Point Total | Sanction | Description |
|-------------|-------------|---|
| 5 | Probation | A student, group, or organization on disciplinary probation is in jeopardy of suspension from the University. Suspension stayed for a specified period with the understanding that any additional violation of the Student Code of Conduct within the probation period will result in suspension. Failure to fulfill specified terms may lead to suspension or expulsion. |
| 10 | Suspension | Prohibits the organization from participating in any University 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. |
| 15 | Termination | Permanently prohibits the organization from participating with the University Community and terminates all university ties. |

Members and officers of organizations may face sanctions separate from those of their organization for their actions. Officers are responsible for their members' behaviors and the organization's actions. 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 guidelines are intended to help all parties involved in the Student Code of Conduct maintain consistency in rule enforcement and understand specific University standards regarding 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 the attitude of the student, group, or organization during the Hearing process, the student's 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 the 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, and 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:

| <i>Violation</i> | <i>Policy</i> | <i>Sanction</i> | <i>Points Possible</i> |
|--|---|--|------------------------|
| A-1. Weapons. | <p>Possession or use of a dangerous weapon or any object used for personal combat or similar items is prohibited on campus.</p> <p>Weapons include, but are not limited to, for health and safety reasons:</p> <ul style="list-style-type: none"> • Air-pellet guns; • Ammunition; • Any homemade device to launch an object; • Batons, Clubs, or nightsticks; • BB and similar type guns; • Bow and arrows; • Catapults; • Firearms; • Fireworks; • Paintball guns; • Propelling devices such as rockets; • Knives excluding kitchen knives in an apartment kitchen utilized for their specific purpose or pocketknives under three inches in length and do not have a serrated edge; • Realistic facsimiles of weapons; • Slingshots; • Stun guns or Tasers; • Water balloons launchers. <p>Weapons found by staff will be confiscated and/or turned over to Public Safety.</p> | Sanction Dependent on Points | 8 - 20 |
| A-2. Combustible or Dangerous Materials. | Unauthorized possession or use of flammable, explosive, or hazardous substances is prohibited | Sanction Dependent on Points | 10 - 20 |
| A-3. Disruption. | <p>Substantially and materially disrupting the University's normal operations, or inciting others to do so, is prohibited. Students shall not intentionally cause a substantial and material disruption to any of the following activities.</p> <ul style="list-style-type: none"> • Teaching or research; • Administrative functions; • Disciplinary proceedings; • Other College-sponsored activities, on or off Campus; • Other authorized or permissible activities that take place on campus | Sanction Dependent on Points | 5 - 15 |
| A-4. False Reporting. | Deliberately and maliciously deceiving any University Official, faculty member, or administrative officer by knowingly providing false information concerning the discharge of the Official's duties is prohibited. | Reflection Paper: Topic – False Reporting Issues | 5 - 20 |

| | | | |
|--|---|---|---------|
| A-5. Intentionally Causing an Evacuation. | Falsely reporting a bomb, fire, or any other emergency by activating a fire alarm or any other means resulting in an evacuation of a University building or campus area is prohibited. | Sanction Dependent on Points and/or Fines up to \$1,000 | 10 - 20 |
| A-6. Fire Safety Equipment. | 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. | \$500.00 Fine and Sanction Dependent on Points | 5 - 10 |
| A-7. Reckless Endangerment. | <p>Taking any action that creates a substantial risk where bodily harm could result to oneself, another person, or an animal.</p> <p>Reckless endangerment includes but is not limited to:</p> <ul style="list-style-type: none"> • Failure to exercise reasonable care of oneself, another person, or an animal; • Operating a motor vehicle while under the influence; • Jeopardizing the physical or emotional safety of oneself, another person, or an animal; • Throwing objects; • Use of fireworks. | Sanction Dependent on Points | 5 - 20 |
| A-9. Smoking. | <p>The University is a smoke-free institution. The use of the following items is prohibited in all property owned by the University, including vehicles, campus grounds, parking lots, and garages, except in locations designated for smoking and related devices.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Cigarettes; • E-cigarettes; • Pipes; • Tobacco; • Vape pens; • Vaporizers. | 5 Hours of Community Service | 1 - 3 |
| A-10. Complicity, Aiding, and/or Abetting. | Having reasonable knowledge of a policy violation or helping or procuring another person to violate a University policy is prohibited. Including incidents where students help other students hide or evade University Staff while conducting duties related to their positions. | Written Warning or Sanction Dependent on Points | 2 - 5 |
| A-11. Threatening Communication. | <p>Verbal, written, or nonverbal communication that can be reasonably perceived as threatening or carries the threat of unwanted physical contact and/or bodily harm is prohibited.</p> <p>Directing verbal abuse at another person because the individual carries out duties and responsibilities associated with their role as faculty, staff, or student at the University.</p> | Reflection: Topic – Effective Communication Methods | 3 - 8 |
| A-13. Arson and/or Fire Hazard. | Committing arson or creating a fire hazard is prohibited and may result in criminal prosecution and/or action from the institution. | Sanction Dependent on Points | 5 - 20 |
| A-14. Pets. | <p>Students may not bring any pet(s) unless approved by the ADA Coordinator into any University-owned or operated building. Additionally, students may not chain a pet outside any University building where it may disrupt classroom activities or resident students.</p> <p>The only exception is that Residential students may have fish in an aquarium of 10 gallons or less in their residence hall rooms. Pet owners must always keep dogs on a leash. All actions and damages an animal commits will be the owner's responsibility.</p> | <p>Pet Removed and</p> <p>First Offense: \$50 Fine</p> <p>Second Offense: \$75 Fine</p> <p>Third Offense: \$150 Fine</p> | 3 - 4 |

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| <p>A-15. Hoverboard Policy.</p> | <p>Due to safety concerns associated with hoverboards raised by the Consumer Product Safety Commission (CPSC) and the potential impact on the safety of our community, the University of Charleston will prohibit self-balancing scooters, more popularly known as hoverboards.</p> <p>Also known as self-balancing scooters and hands-free Segways, hoverboards are prohibited on campus or in any University of Charleston-owned building.</p> | <p>Student Life Mentoring</p> | <p>2</p> |
| <p>A-16. Health and Safety Policies.</p> | <p>Failure to adhere to University Health & Safety Policies and protocols, including but not limited to:</p> <ul style="list-style-type: none"> • Mask Mandates • Quarantine Requirements • Vaccination Requirements • Social Distancing Policies • And/or other activities that impair public health related to any outbreak | <p>Sanction Dependent on Points</p> | <p>1 - 20</p> |
| <p>A-17. ADA Animals.</p> | <p>Behaviors by the designated Student including but not limited to:</p> <ul style="list-style-type: none"> • Approved animal in an unauthorized area (ie. Classrooms, dining facilities, athletic facilities, etc.); • Animal neglected; • Animals disturbing the community; • Failure to dispose of animal waste properly; • Animal Damaging University Property | <p>Sanction dependent on severity: Written Warning, 10 Hours of Community Service, Removal of animal</p> | <p>0 - 4</p> |

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 orderly, peaceful environment free of disturbances that impede an individual's growth and development.

The University strives to create an atmosphere supporting its curricular and co-curricular mission. Respect for and honoring the rights of others and 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:

| <i>Violation</i> | <i>Policy</i> | <i>Sanction</i> | <i>Points Possible</i> |
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| B-1. Sexual Misconduct. | <p>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.</p> <p>Alleged violations of this policy do not need to meet the severe, pervasive, and objectively offensive threshold defined under Title IX.</p> | Sanction Dependent on Points | 15 - 20 |
| B-2. Physical Assault. | <p>Physical assault is prohibited and includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inflicting bodily harm upon any person; • Shoving, slapping, kicking, or subjecting another person to abusive and unwanted physical contact; • Taking any action to inflict harm upon any person | Sanction Dependent on Points | 10 - 20 |
| B-3. Intimidation. | <p>Intimidation is prohibited. Intimidation is physical conduct threatening specific individual(s) with the intent to place those individuals in fear of bodily harm. Intimidation includes, but is not limited to:</p> <ul style="list-style-type: none"> • Attempting to initiate unwanted physical and/or abusive contact; • Attempting to initiate or attempting to provoke a physical altercation or fight; • Threats of physical assault • The threatened use of force upon any person; | Sanction Dependent on Points | 8 - 20 |
| B-4. Bullying. | <p>Any intentional gesture or any intentional written, verbal, or physical act or threat that:</p> <ul style="list-style-type: none"> • a reasonable person under the circumstances should know will have the effect of harming a student; • damaging a student's property; • placing a student in reasonable fear of harm to his or her person; or • placing a student in reasonable fear of damage to his or her property <p>and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.</p> <p>Single acts do not meet the criteria of this policy.</p> | Sanction Dependent on Points | 10 - 15 |

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| B-5. Cyber Bullying. | <p>Any repetitive and severe action/language that objectively interferes with another student's educational activity generated from the internet, interactive and digital technology, mobile phones, or personal electronic devices regardless of origin network.</p> <p>Single acts do not meet the criteria of this policy.</p> | Sanction Dependent on Points | 5 - 15 |
| B-6. Discrimination. | <p>Includes any discrimination or harassment based on protected characteristics, including race, color, religion, creed, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, marital status or any other status protected under applicable federal, state, or local law</p> <p>Bias-related or historically symbolic behaviors or displays of symbols or language outside of an educational setting that target or result in harassment of any campus community member or group. This includes historically offensive symbols or language reasonably known to have such effects that an individual or group would reasonably fear the threat of violence.</p> | Counseling, 50 Hours of Community Service | 5 - 10 |
| B-7. Aggravated Discrimination. | <p>The commitment of any other violation in this code in addition to any other violation to harass and/or discriminate based on race, color, religion, creed, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, gender identity, gender expression, marital status or any other status protected under applicable federal, state, or local law</p> <p>Bias-related or historically symbolic behaviors or displays of symbols or language outside of an educational setting that target or result in harassment of any campus community member or group. This includes historically offensive symbols or language reasonably known to have such effects that an individual or group would reasonably fear the threat of violence.</p> | Sanction Dependent on Points | 10 - 20 |
| B-8. Harassment. | <p>Verbal, written, or nonverbal communication that is so severe, pervasive, and objectively offensive undermines and detracts from a student(s) educational experience that the student(s) are effectively denied equal access to the institutions' resources and opportunities.</p> <p>Such communication may include the following examples when they are part of a pattern of conduct meeting the standard for harassment set forth above:</p> <ul style="list-style-type: none"> • 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 <p>Single acts may not meet the criteria of this policy.</p> | 25 Hours of Community Service, Counseling | 4 - 15 |
| B-9. Stalking. | <p>Stalking is prohibited. Stalking is a course of conduct committed with the intent to kill, injure, harass, or intimidate another person that places that person in reasonable fear of the death of, or serious bodily injury to that person, an immediate family member, a spouse, or an intimate partner of that person: or causes, attempts to cause, or would be reasonably expected to cause substantial emotional distress to an individual.</p> | Sanction Dependent on Points | 8 - 20 |
| B-10. Failure to Comply with University Officials. | <p>Failure to comply with reasonable and lawful requests, university policies, or directives of University or civil officials acting in performing their duties and/or interference with faculty, staff, or civil officials in performing their official duties is prohibited.</p> | Security Mentoring | 2 - 6 |

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| B-11. Incivility. | <p>All students enrolled in the University are encouraged 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.).</p> <p>Student civility is defined as a student's demonstrated ability to obey all University and classroom rules and respect the rights and privileges of all students, faculty, staff, and designees.</p> <p>Student incivility is disruptive conduct that substantially inhibits the proper functioning of the educational process. Furthermore, incivility is detrimental to the University's learning experience.</p> | Removal from Class or other Sanction Dependent on Points | 2 - 20 |
| B-12. Hazing. | <p>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 participate in the activity.</p> <p>Hazing also includes removing public or private property for initiation, admission into, affiliation with, or as a condition for continued membership in an organization, group, or team whose members are or include students. In addition, university students who voluntarily condone hazing and those who inflict it are subject to disciplinary action.</p> | 100 Hours of Community Service and Sanction Dependent on Points | 8 - 20 |
| B-13. Breach of No Contact Order. | Failure to abide by the terms of a No Contact Order. Including failure to report breaches of a No Contact Order. | Sanction Dependent on Points | 8 - 20 |
| B-14. Retaliation. | <p>It is a violation to retaliate against any person making a complaint or report any alleged violations against any person participating in the investigation of (including testifying as a witness) any such allegation. Individuals engaging in retaliation are subject to discipline per the Student Code of Conduct.</p> <p>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.</p> | Sanction Dependent on Points | 15 - 20 |
| B-15. Theft: Major. | <p>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 unauthorized possession of University property or another person's property is prohibited.</p> <p>Theft: Major also includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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; • Theft of goods greater than \$150; • Any amount of currency | Sanction Dependent on Points | 10 - 20 |
| B-16. Theft: Minor. | <p>Theft: Minor, attempted theft, wrongful utilization of goods, services, or the unauthorized possession of University property or the property of another person is prohibited.</p> <ul style="list-style-type: none"> • To meet this classification, the value of the theft must be less than \$150 and may not include the following: • University Purchased Equipment • Keys or other ways of accessing parts of the University covered | Security Counseling and Sanction Dependent on Points | 5 - 15 |

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| | <ul style="list-style-type: none"> under D-12. Trespassing and/or D-10. Forced Entry Any amount of currency | | |
| 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. | Security Counseling and Sanction Dependent on Points | 5 - 20 |

Class C Violations: Conduct that Relates to Alcohol, Illegal, and Other Controlled Substances

University of Charleston students and student groups deserve an environment free from Alcohol, Drugs, and controlled substances under the Drug-Free Schools Act. The following community standards of conduct are necessary for fostering a positive campus atmosphere.

Violations of this standard include but are not limited to:

| <i>Violation</i> | <i>Policy</i> | <i>Sanction</i> | <i>Points Possible</i> |
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| C-1. Alcohol: Brotherton & Middle Hall. | <p>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 violates this policy.</p> <p>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. It includes but not limited to cases, kegs, party balls, bottles (decorative or otherwise), beer caps, boxes, flasks, bong, beer sticks, funnels, or beer pong tables.</p> | <p>First Offense: Alcohol EDU Sanctions Course, \$50.00 Fine</p> <p>Second Offense: \$100 Fine and/or Parental Notification for underage students</p> <p>Third Offense: \$150 Fine and/or Parental Notification for underage students</p> <p>Fourth Offense: Residence Hall Eviction</p> | 3 - 4 |
| C-2. Alcohol: Ratrie Hall and East Apartments. | <p>Alcohol is permitted in the residence hall rooms and apartments of Ratrie Hall and East Apartments, where all assigned residents are 21 years of age and all guests present are 21 or older.</p> <p>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. Anyone in a residence hall room where alcohol is prohibited, and alcohol is located violates this policy.</p> <p>Alcohol may be transported in Ratrie Hall/East Apartments through hallways and via elevators and stairwells in closed containers but may not be consumed in these places;</p> <p>Alcohol is not permitted in Ratrie and East Apartments during the Summer semester, winter breaks, and during the first two (2) weeks and last two (2) weeks of classes during the Fall and Spring Semesters.</p> <p>Additionally, the following restrictions apply:</p> <ul style="list-style-type: none"> • A student who is 21 years of age transports alcoholic beverages in Ratrie Hall and East Apartments for his or her own personal use • The use or possession of alcohol above 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 beverages 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. | <p>First Offense: Alcohol EDU Sanctions Course, \$50.00 Fine</p> <p>Second Offense: \$100 Fine and/or Parental Notification for underage students</p> <p>Third Offense: \$150 Fine and/or Parental Notification for underage students</p> <p>Fourth Offense: Residence Hall Eviction</p> | 3 - 4 |

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| <p>C-3. Alcohol: Other University Property.</p> | <p>Open alcoholic beverages may not be carried or consumed in any open area, including, but not limited to, athletic facilities, automobiles, any University buildings, or outdoors on University property;</p> <p>Alcoholic beverages are not permitted on campus property in the possession of any person under the age of 21. This includes being in their car, carried by, or transported in a group of students under the age of 21.</p> <p>Any student in the general area of an open container may be held responsible for violating this policy.</p> | <p>First Offense: Alcohol EDU Sanctions Course, \$50.00 Fine</p> <p>Second Offense: \$100 Fine and/or Parental Notification for underage students</p> <p>Third Offense: \$150 Fine and/or Parental Notification for underage students</p> <p>Fourth Offense: Residence Hall Eviction</p> | <p>3 - 4</p> |
| <p>C-5. Drugs: Marijuana Smell and/or Marijuana Paraphernalia.</p> | <p>The University may sanction students 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.</p> <p>The University does not allow any form of drug paraphernalia on campus property. Any student possessing drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) violates the drug policy.</p> <p>Medical Marijuana is banned on campuses per the Drug-Free Schools Act.</p> <p>A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found.</p> | <p>First Offense: Reflection, \$25.00 Fine</p> <p>Second Offense: \$50 Fine and/or Parental Notification for underage students</p> <p>Third Offense: \$75 Fine and/or Parental Notification for underage students</p> <p>Fourth Offense: Residence Hall Eviction</p> | <p>2 - 3</p> |
| <p>C-6. Drugs: Marijuana Personal Possession.</p> | <p>Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.</p> <p>The amount of marijuana must be less than 4 grams.</p> <p>Medical Marijuana is banned on campuses per the Drug-Free Schools Act.</p> <p>A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found.</p> | <p>First Offense: Drug Course, \$50.00 Fine</p> <p>Second Offense: \$100 Fine and/or Parental Notification for underage students</p> <p>Third Offense: Residence Hall Eviction</p> | <p>5 - 7</p> |
| <p>C-7. Drugs: Marijuana Aggravated Possession.</p> | <p>Use, possession, or distribution of narcotics, illegal drugs or controlled substances, except as expressly permitted by law, is prohibited.</p> <p>The amount of marijuana must be between 4 grams - 8 grams.</p> <p>Medical Marijuana is banned on campuses per the Drug-Free Schools Act.</p> <p>A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found.</p> | <p>First Offense: Drug Course, \$100.00 Fine</p> <p>Second Offense: Residence Hall Eviction</p> | <p>7 - 10</p> |
| <p>C-8. Drugs: Distribution.</p> | <p>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.</p> <p>Any amount of marijuana above 8 grams and/or any amount of marijuana above 2 grams with the presence of a scale and/or packaging materials.</p> <p>A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found.</p> | <p>Sanction Dependent on Points</p> | <p>15 - 20</p> |

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| C-9. Drugs: Prescription Possession. | The use of prescription medications without a valid prescription is prohibited. | Drug Class and Reflection | 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. A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found. | Drug Class and Sanction Dependent on Points | 10 - 20 |
| C- 11. Drugs: Non-Marijuana Paraphernalia. | The University does not allow any form of drug paraphernalia on campus property. Any student in possession of drug paraphernalia (bongs, pipes, rolling paper, hookahs, etc.) violates the drug policy. A student can only be documented for one of the Drug Violations unless Marijuana and another drug are found. | Drug Class and Reflection | 6 - 8 |
| C-12. Cultivation | Growing, producing, or procuring items to grow plants related to banned substances is prohibited. Students are responsible for the plants they grow regardless of knowing what it is before the plant has matured. | Sanction Dependent on Points | 15 - 20 |

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 University's policies, procedures, and programs and obey all Federal, State, and local laws. The University strongly promotes a personal values system that focuses on each person taking responsibility for their own actions and 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:

| <i>Violation</i> | <i>Policy</i> | <i>Sanction</i> | <i>Points Possible</i> |
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| D-1. Federal, State, and Local Laws. | Failure to abide by Federal, State, and/or local laws is prohibited. | Sanction Dependent on Points | 5 - 20 |
| D-2. Abuse of the Student Code of Conduct Procedures. | <p>Abuse of the Student Code of Conduct includes, but is not limited to:</p> <ul style="list-style-type: none"> • 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 filing 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 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. | Written Warning, Student Life Mentoring, or Sanction Dependent on Points | 1 - 20 |
| D-3. Indecent Behavior | <p>Severe, pervasive, and objectively offensive behaviors are considered indecent is prohibited. The following actions may constitute Indecent Behavior:</p> <ul style="list-style-type: none"> • Directing obscene language or gestures at another person or group of people • Intentionally exposing or touching intimate parts of the body in a public place or on private premises when a student may be readily observed • Lewd or indecent behavior, acts, or exposure • Making or displaying objectively offensive actions • Using obscene and/or excessive profane language or gestures or speaking in a way inconsistent with the University Code of Conduct | Sanction Dependent on Points | 10-20 |
| D-4. Failure to Respond to University Officials. | Failure to meet with or respond to a University official after receiving a reasonable summons without obtaining an approved excuse is prohibited. | Reflection | 2 - 4 |

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| D-5. Identification. | Refusing to identify oneself or show University identification to any official or member of University staff who has adequately identified themselves and stated the reason for the request is prohibited. | Security Mentoring | 1 - 2 |
| D-6. Unauthorized use of University Property or Documents. | 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. | Reflection | 2 - 4 |
| D-7. Forgery / Falsification. | 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. | Reflection or Sanction Dependent on Points | 5 - 15 |
| D-8. Infringement of the Rights of Others. | Violating or disregarding the rights of another member or guest of the University community. Examples of infringement of rights may include freedom of movement, freedom of speech, the right to personal privacy, or the ability to otherwise function within the University community. | Reflection or Sanction Dependent on Points | 5 - 10 |
| D-9. Duplication and Possession of Keys. | 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. | \$50.00 Fine and Student Life Mentoring | 3 - 5 |
| D-10. Forced Entry. | Forced entry into a building/room through a window or locked door by using unnecessary force to access a vehicle, room, or other space on University property. | Restitution, Security Mentoring, and Sanction Dependent on Points | 8 - 15 |
| D-11. Misuse of Computer Resources. | Any violation of the University Computer Use and Internet Policy found in the Student Handbook. | Suspension of Computer Access or Sanction Dependent on Points | 3 - 20 |
| D-12. Trespassing and/or Unauthorized Entry. | The trespassing or unauthorized entry into any University property or into a specific area, room, or closet to which access is not explicitly available to students (such as a student room or storage closet) or 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. | Security Mentoring or Sanction Dependent on Points | 3 - 15 |
| D-13. Camping. | Camping, shelter construction, or sleeping outside on University-owned or operated properties are prohibited unless specifically authorized by the Office of Student Life | Student Life Mentoring | 1 - 2 |
| D-14. Property Damage: Major. | Damage to or inappropriate use of property, destruction, misuse, or defacement by acts committed deliberately or in reckless disregard of possible harm to property is prohibited. It will be subject to fine or dismissal from the institution. The value of damage or vandalism must be more than \$500. | Restitution and Sanction Dependent on Points | 5 - 20 |
| D-15. Property Damage: Minor. | Damage to or inappropriate use of property, destruction, misuse, or defacement by acts committed deliberately or in reckless disregard of possible harm to property is prohibited and will be subject to a fine. The value of damage or vandalism must be less than \$500. | Restitution, Student Life Mentoring | 2 - 8 |

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| D-16. Outdoor Rec Usage. | <p>Violations of the Outdoor Rec Center Usage policies include but are not limited to:</p> <ul style="list-style-type: none"> • Exceeding the distance on the river • Not following safety protocols • Not returning equipment • Damaging equipment • Unauthorized use of facilities <p>This policy applies to but is not limited to the following locations used in conjunction with the Boat House.</p> <ul style="list-style-type: none"> • The Boat House • Outdoor Rec Courts by Middle Hall • The UC Dock • The Fire Pit | Written Warning or Loss of Privileges | 0 - 8 |
| D-17. Immunizations | It is against University Policy to attend in-seat classes without providing the required documentation per University Immunization Policy. | Removal from Class until documentation is provided | 5 |

Class R: Conduct Associated with Living in the Residence Halls

It is necessary to establish rules designed explicitly for the unique atmosphere of campus living in order to create an environment where learning and daily life can proceed without disruption. The following accountability parameters have been developed to promote individual and community responsibility on campus. Their violation will result in the imposition of sanctions.

| <i>Violation</i> | <i>Policy</i> | <i>Sanction</i> | <i>Points Possible</i> |
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| R-1. Noise | <p>Excessive sound is not permitted, including but not limited to:</p> <ul style="list-style-type: none"> • Causing unreasonable noise that disturbs or interferes with another community member (s) • Excessive noise in a common area (e.g., hallways, bathrooms, lounges, etc.) • Noise that can be clearly heard outside of the immediate residence hall room (e.g., playing loud music) • Noise that infringes on the rights of others to reasonable peace at any time (e.g., violation of residence hall quiet hours). • The use of mechanical or amplifying equipment | Written Warning or Student Life Mentoring | 0 - 3 |
| R-2. Open Flames. | 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. | <p>First Offense: Written Warning and Confiscation</p> <p>Second Offense: Student Life Mentoring</p> | 0 - 3 |
| R-3. Lockouts | Any incident where a resident requires a member of the Residence Life Staff and/or Security to access their room or residence hall. | <p>First Offense: Verbal Warning</p> <p>Second & Third Offense: \$10 Fine</p> <p>Fourth Offense: \$50 Fine and the total cost of the lock change</p> | 0 - 2 |
| R-4. Room Capacity | <p>Due to safety and ease of access, each residence hall room is restricted to the maximum number of occupants at any time.</p> <ul style="list-style-type: none"> • Single: 4 • East Apartment One - Bedroom: 6 • Double: 6 • East Apartments Two Bedroom: 8 • Ratrie Hall & Middle Hall Apartment: 10 • Middle Hall Suite: 10 • East Apartment Four-Bedroom: 12 | Suspension of Guest Privileges and/or Visitation | 1 - 3 |
| R-5. Guests and Visitation. | <p>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. All guests in Residence Halls must be registered at the front desk of the Residence Hall after 9:00 PM each day. Both guests and the resident are responsible for ensuring the guest is registered.</p> <p>Visitation is not allowed during Winter break and Summer Semester.</p> | Suspension of Guest Privileges and/or Sanction Dependent on Points | 1 - 20 |
| R-6. Propped Doors. | Propping open a door or tampering with what is intended to remain closed and/or locked is prohibited. | \$50 Fine and Security Mentoring | 3 - 10 |

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| R-7. Windows. | <p>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 following are not allowed:</p> <ul style="list-style-type: none"> • Sitting or climbing on window ledges; • Removing screens from windows; • Yelling or directing music out of windows; • Throwing, tossing, or dropping items out of windows; • Placing objects outside windows. | Student Life Mentoring | 2 - 4 |
| R-8. Room Inspection | <p>Residential Rooms are inspected for cleanliness and damage monthly by a professional Residence Life Staff Member and a Student Staff Member. If the room is not in the condition it was at move-in, it is deemed to have failed.</p> <p>Students will be allowed one re-inspection per academic year before being documented.</p> | <p>First: \$50 Fine Second: \$100 Fine Third: \$200 Fine Four: Automatic R-16 Violation</p> | 0 - 3 |
| R-9. Bathroom Inspection | <p>Bathrooms are inspected for cleanliness and damage monthly by a Professional Residence Life Staff Member and a Student Staff Member. If the bathroom is not in the condition it was at move-in, it is deemed to have failed.</p> <p>Students will be allowed one re-inspection per academic year before being documented.</p> | <p>First: \$25 Fine Second: \$50 Fine Third: \$100 Fine Four: Automatic R-16 Violation</p> | 0 - 3 |
| R-10. Improper Change of Room | <p>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.</p> | \$150 Fine and Move Back to the Assigned Space | 2 - 3 |
| R-11. Common areas. | <p>Students are expected to keep hallways, bathrooms, lounges, classrooms, and other common areas free of personal belongings, trash, and furniture.</p> | \$50 Fine and Residence Life Mentoring | 2 - 4 |
| R-12. Solicitation and Posting | <p>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. The Residence Life Coordinator must approve any distribution or posting in the residence halls of that building.</p> <p>Postings that include, but are not limited to, offensive language, threat of violence, or advertisements of alcohol will be removed</p> | Student Life Mentoring | 1 - 2 |
| R-13. Mandatory Residence Life Meeting | <p>Failure to attend a mandatory wing, floor, hall, or all-hall meeting at the request of Residence Life Staff</p> | \$10 Fine | 0 |
| R-14. Evacuation. | <p>Failure to evacuate a building or other structure during an emergency, severe or hazardous condition, during emergency drills, or at the reasonable request of a University official is prohibited and finable up to \$500.</p> | Reflection: Topic – College Fire Safety Issues or up to \$500 Fine | 2 - 5 |
| R-15. Room Modification. | <p>Any modification of a residence hall room, suite, or apartment from its original condition, including installing poles, paint, furniture removal, shelves, and/or self-built loft kits.</p> | Restitution | 3 - 10 |
| R-16. Health and Safety Compliance within a Residence Hall. | <p>Students must comply with Health and Safety Standards outlined by the Student Handbook and Residence Life. Blatant disregard for these standards or intentionally creating an environment that could be considered a health concern is not allowed.</p> | \$200 and Sanction Dependent on Points | 8 - 15 |

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| <p>R-17. Cohabitation.</p> | <p>Cohabitation is defined as a person using a residence hall room/apartment as if that person were living in the room/apartment but not being assigned as a resident of that room/apartment. Cohabitation is not allowed in any Housing facility. Examples of this may include, but are not limited to;</p> <ul style="list-style-type: none"> • Keeping clothing and other personal belongings in the room/apartment and sleeping overnight in the room/apartment regularly, and using the bathroom and shower facilities as if they lived in that room/apartment; • Violating a roommate's right to enter their room/apartment or hindering a roommate's ability to study and/or sleep within their room/apartment because of a guest's continual presence is considered a violation of this rule. | <p><u>First:</u> Written Warning <u>Second:</u> Suspension of Guest Privileges <u>Third:</u> Removal from assignment</p> | <p>2 - 10</p> |
| <p>R-18. Housing Exemption</p> | <p>All Undergraduate Charleston Students must apply for housing or complete a Housing Exemption form.</p> <p>Failing to complete a Housing Exemption form by August 1 for the Fall Semester or December 1 for the Spring Semester is a violation. Students admitted after the deadline must complete an exemption or application within five (5) business days of their class registration or are in violation of this policy.</p> <p>It is also a violation to live off campus while not having an approved Housing Exemption on file.</p> | <p>The semester cost of a Middle Hall Double and the cost of Meal Plan 1</p> | <p>5</p> |

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 eligibility review within two (2) business 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. Suppose the Vice President & Dean of Students has been previously involved in any aspect of the Student Conduct Proceeding. In that case, the President of the University will direct the appeal to their designee.

The Vice President & Dean of Students can invalidate a decision or sanction if the evidence is brought forward that University procedures were not followed by staff involved in documenting the alleged policy violation(s).

Student Organizations/Clubs/Groups are limited to only one appeal unless the sanction appealed from is either Suspension or Termination.

Eligibility for an Appeal

Students have the right to appeal an initial sanction if the student's 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 receiving the Sanction Letter. The appeal request should include:

1. Name and student I.D. number
2. Date of Administrative Sanction
3. Circumstances in 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 whether to hear the appeal. If the appeal is 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 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 expulsion, the student can appeal the Committee's decision to the University President or designee, and the President or designee will decide on a concluding administrative action. 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
- The student requesting 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 the hearing and shall advise the student of the following rights:

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 the University possesses 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. The committee may proceed with the appeal without the student present to assess sanctions.

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 student's consent regarding his or her support person who is a university community member.

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:

- The chairperson shall read the alleged Student Code of Conduct violation.
- The chairperson shall inform the student of his or her rights.
- The Assistant Dean of Students or designee shall present the University's case.
- The student shall present the student's response.
- The chairperson shall open the floor for Committee members to inquire about information from either the student, the Assistant Dean of Students, or the designee who originated the administrative disposition.
- After inquiry, the student shall summarize their case.
- 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.
- 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 when a majority vote cannot be achieved due to a voting tie).
- 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 decisions 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 decide 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 only consider a student's grades and disciplinary record in determining an appropriate sanction after finding the student in violation.

Record

The hearing record shall include the following:

1. A copy of the notice of appeal hearing.
2. All documentation and other evidence offered or admitted at the hearing.
3. The Committee's decision(s).

Judicial Sanctions

Students found violating 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 the Committee has imposed a sanction, 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 for suspension has ended, and the student has complied with the reinstatement conditions and completed the 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 suspension conditions.

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 the following steps;
- Extend the suspension because the conditions for reinstatement have not been met;
- Return the student to Good Standing concerning 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.

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 from the student's academic record and treated as confidential. Its contents shall not be revealed except per FERPA policies and procedures or 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 generally 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 extended periods 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 infrequent circumstances with unusual and compelling justification.

Students may inspect their Conduct Records per the Family Educational Rights and Privacy Act (FERPA). Conduct Records may be shared with an academic program, Faculty, or Staff with a legitimate educational interest in the records.

Student Code of Conduct Updates & Changes

During the Academic Year, 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 and a new copy of the handbook.

The most up-to-date Code of Conduct will always be found online.