

Potomac State College of West Virginia University

Student Handbook

(2011-2012)

Section 1: Introduction to Potomac State College of WVU

Section 2: Descriptions of Student Services

- 2.1 Academic Success Center
- 2.2 Bookstore
- 2.3 Check Cashing / ATM / Change Machines
- 2.4 Computer Access
- 2.5 Counseling and Psychological Services
- 2.6 University Police
- 2.7 Dining Services
- 2.8 Disability Services
- 2.9 Enrollment Services Office
- 2.10 Health and Property Insurance Coverage
- 2.11 Health and Wellness Services
- 2.12 Intercollegiate Athletics
- 2.13 Intramural Program
- 2.14 Lost and Found
- 2.15 Mail Service for Residence Hall Students
- 2.16 Use of Recreational/Athletic Facilities
- 2.17 Mountaineer Information Xpress (MIX)
- 2.18 Recycling Program
- 2.19 Student Activities/Recreation
- 2.20 Student Affairs Office
- 2.21 Student Catamount ID Cards
- 2.22 Student Union
- 2.23 Late Night Program
- 2.24 Upward Bound
- 2.25 Community Service Office
- 2.26 Catamount Debit Plan
- 2.27 Alcohol and Other Drug (AOD) Prevention Office
- 2.28 Media Center
- 2.29 Sexual Assault Prevention Office
- 2.30 Student Accounts Office
- 2.31 Student Conduct Services
- 2.32 Sex Offender Registry

Section 3: Student Organizations

- 3.1 Process for Becoming Official Organization
- 3.2 Student Organization Requirements
- 3.3 Student Clubs/Organizations
- 3.4 Honor Society
- 3.5 Performing Groups
- 3.6 Student Government Association
- 3.7 Student Newspaper
- 3.8 Posting Signs

Section 4: West Virginia University Student Conduct Code

- 4.1 Violation of Law and West Virginia University Discipline
- 4.2 Procedures for Administering the WVU Student Conduct Code
- 4.3 Interim Suspension Procedures

Section 5: Residence Hall Conduct Meetings

Section 6: Residence Life and Housing

- 6.1 Live-In Requirement
- 6.2 Academic and Behavior Requirements
- 6.3 Meal Plan Requirement and Options
- 6.4 Residence Hall Closure
- 6.5 Conduct in Residence Halls and Commons
- 6.6 Protection of Personal Property and Valuables
- 6.7 Residence Hall Handbook

Section 7: Selected Laws, Policies, College Regulations

- 7.1 Alcoholic Beverages
- 7.2 Good Samaritan Policy
- 7.3 Anti-Hazing Policy
- 7.4 Assembly Areas
- 7.5 Behavior at Athletic Events
- 7.6 Bomb Threats
- 7.7 Bulletin Board Postings
- 7.8 Computer Usage/OIT Policies
- 7.9 Concessions
- 7.10 Drugs (prescriptions, illegal, over-the-counter)
- 7.11 Fire Equipment and Fire Alarms
- 7.12 Gambling
- 7.13 Motor Vehicles/Parking Regulations
- 7.14 Pets/Animals on Campus
- 7.15 Solicitation
- 7.16 Telephone Use
- 7.17 Tobacco-Smokeless
- 7.18 Tobacco-Smoking (including electronic cigarettes)
- 7.19 Items Not Permitted on Campus or in Vehicles on Campus Property
- 7.20 Weapons
- 7.21 Overnight Camping
- 7.22 Camp Fires/Bon Fires/Open Fires
- 7.23 Immunizations Required for Enrollment
- 7.24 Warning about Computer Social Networks
- 7.25 Bicycling, Rollerblading, and Skateboarding Guidelines
- 7.26 Threats to Self or Others
- 7.27 Family Educational Rights and Privacy Act (FERPA)
- 7.28 Nondiscrimination Policy/Grievance Procedures
- 7.29 Policy and Procedure Regarding Sexual Harassment
- 7.30 Policy and Procedures on Sexual Assault
- 7.31 Drug-Free Workplace Policy and Procedures
- 7.32 General Requirements of the Drug-Free Schools and Communities Act: Amendments of 1989
- 7.33 Library Circulation and Fines Policy

Appendix 1 – West Virginia University, Board of Governors, Policy 31, University Student Conduct Code

Telephone Directory

Alma Mater

Catamount Fight Song

SECTION 1: INTRODUCTION

Potomac State College, a division of West Virginia University, first opened in the fall of 1902 as the Keyser Preparatory Branch of West Virginia University. Later the county high school system developed in the state and there was less need for preparatory schools. In 1921 the name was changed to Potomac State School and the institution became a junior college.

In 1935, Potomac State School was placed under the supervision of the Board of Governors of West Virginia University. The College has remained a part of the University since that time. In 1953 the state Legislature changed the name of the institution to Potomac State College of West Virginia University. In 1969, the governing body of the College became the Board of Regents. In 1989, the College came under the auspices of the University System of West Virginia Board of Trustees. In 2001, it fell under the West Virginia Board of Governors. Effective July 1, 2005, Potomac State became a fully integrated division of West Virginia University.

College Philosophy

We believe our most important concern is the total development of the individual student. Therefore, we commit to providing a comprehensive environment that invigorates the total individual: intellectually, creatively, culturally, physically, and socially. Potomac State College stimulates students to:

- Explore, discover, and develop their special aptitudes and interests and to reach beyond their own perceived limitations;
- Acquire the knowledge, critical thinking, problem solving, communication, teamwork, ethical, and social skills needed to support their immediate educational goals, as well as life-long learning in a world characterized by change;
- Experience leadership;
- Nurture social responsibility and receptive attitudes compatible with citizenship within a global society.

We support our faculty and staff in providing programs of study and instructional delivery that balance individual learning styles; didactic, cooperative and experiential learning environments; and outcome-based standards for academic success.

College Mission

Potomac State College, a division of West Virginia University, provides a high quality, comprehensive education for our students in a friendly, culturally diverse environment conducive to learning. Potomac State College of West Virginia University:

- Participates in the achievement of the University's mission;
- Has specific responsibility through its mission to serve the region and State of West Virginia;
- Provides associate, and bachelor degree programs;
- Offers transfer, technical, advanced degree, and life-long learning opportunities;
- Enriches the cultural and intellectual environment of the area.

(Approved by WVU Board of Governors, September 7, 2001)

College Vision

Potomac State College of West Virginia University will be:

- The student's top college choice due to the type and quality of academic programs, academic support, and student services offered to prepare them for a global society;
- The first choice for regional business and industries for expertise and dynamic career and technical programs;
- The cultural and intellectual center for the local community and region;
- The finest learning environment that provides state-of-the-art interactive instructional technologies, collaborative learning strategies, and competency-based outcomes.

(Approved by WVU Board of Governors, September 7, 2001)

Potomac State College does not discriminate on the grounds of age, sex, disability, race, religion, veteran status, political affiliation, or sexual orientation in the administration of any of its educational programs, activities, or with respect to admission and employment. Inquiries may be directed to the Director of Affirmative Action of West Virginia University 304-293-5496.

In accordance with the Americans with Disabilities Act, Potomac State College programs and courses will be accessible to persons with disabilities. If you are a student with disability and may require accommodations for a course or your academic program, please contact the Office of Disability Services at 304-788-6936 or 304-293-6700, TDD 304-293-7740.

SECTION 2: DESCRIPTIONS OF STUDENT SERVICES

2.1 Academic Success Center

The mission of the Academic Success Center (ASC) is to work with students to assist in achieving their academic goals.

The ASC staff provides peer and professional tutoring, skills workshops, and computer access.

Students interested in learning more about the Center can call the Center's Coordinator at 304-788-7405. The Center is located in Room 116 of Science Hall.

2.2 Bookstore

The Potomac State College Bookstore, a branch of the Barnes and Noble WVU Bookstore, is located in the Student Union. New and used course books, supplies, imprinted apparel, and other items are available for purchase. The Catamount Debit Plan, personal checks, VISA, MC, Discover, Barnes and Noble Gift Cards, and American Express cards are accepted with proper identification.

Select titles of textbooks may be rented for each semester. Rental prices help students save over 50% on the cost of books. Visit the website at wvupotomac.bncollege.com.

Students may sell their textbooks back to the bookstore at the end of the semester.

Course books are not taxed. Snacks, coffee, and soft drinks are available in the Bookstore for purchase. The Bookstore is open during the academic year Monday through Friday from 8 a.m. until 4 p.m.; summer hours may vary but are normally Monday through Friday from 8 a.m. until 3 p.m.

2.3 Check Cashing/ATM/Change Machines

There is no check cashing service available on campus however there is an ATM in the Student Union. The ATM is owned and operated by PNC Bank.

Students are encouraged to open a checking account with PNC Bank or with one of the local banks or to bring a money access card with them to campus. There are no change machines located on campus. All vending machines have changers in them. Students are encouraged to sign up for the Catamount Debit Plan to pay electronically for laundry machines in the residence halls. Laundry machines also take coins however there is no change machine on campus and offices do not distribute change.

2.4 Computer Access

Potomac State College of WVU provides open computer access with Internet access for the use of registered students. The computers are located in the Mary F. Shipper Library and the Academic Success Center in Science Hall. Hours of operation are posted in each area.

Students are reminded that academic use of computers takes precedence in the computer labs. Also, computer access is in public areas; the use of College computers for viewing materials that are obscene or disruptive to other persons will not be tolerated. See section 8.7 Computer Usage for more information.

Potomac State College of WVU also provides wireless internet access for use by registered students. While this network is not campus wide, it is available in the following areas: Academy Hall, the Mary F. Shipper Library, the Student Union, the Ag-Tech Building, and University Place. Please note that due to interference or signal degradation in the wireless network, some areas of the listed locations may not receive the wireless signal. Also, note that wireless connections are shared, thus we recommend that for both stability and speed use a wired connection when possible.

Instructions for connecting to the wireless network can be found at <http://oit.wvu.edu/wireless>. Questions regarding the setup of a wireless connection can also be addressed to the Office of Information Technology (OIT) Helpdesk at 1-877-327-9260. Students wishing to use either the computer labs or wireless network will need to have an active MasterID account. All students have a MasterID account created for them automatically; activating the account can be done from the web at <http://oit.wvu.edu/masterid>, or by calling the OIT Helpdesk. You will need to know your WVU ID number when you activate your account.

The computer labs and wireless network are part of the Potomac State College of WVU computer network and are subject to WVU's Office of Information Technology and Potomac State College's policies and guidelines. Please refer to section 8.7 Computer Usage for more information.

2.5 Counseling and Psychological Services

Personal and group counseling services are provided by a licensed psychologist, whose office is located on the lower level of the Health Center building. A wide range of direct and indirect services in the areas of counseling, assessment, training, consultation, and outreach are available.

On-campus counseling services in the Counseling Center are free except for certain fees for testing materials and scoring. All services are provided on a strictly confidential basis.

If long-term therapy is necessary, students will be referred to an off-campus mental health professional. Referral services are at the student's expense. Students are responsible for all costs incurred at off-campus facilities. Telephone 304-788-6976 for more information.

A mental health assessment guide and self-help materials are available at http://www.potomacstatecollege.edu/campus_life/student_life/psychcounseling.html.

2.6 University Police

University Police is responsible for all law enforcement, security, and public safety concerns at Potomac State College of WVU. It is responsible for enforcing West Virginia state law, as well as College rules and regulations, providing patrol of campus property, handling traffic related matters, answering complaints, conducting criminal investigations, and victim assistance stemming from complaints. University Police provides crime prevention functions as well as public safety information to students and staff.

University Police Officers are sworn law enforcement officers in the State of West Virginia and have full police authority and responsibilities on West Virginia Board of Governors properties and adjacent streets throughout the state. The most important concern and responsibility of the University Police is to provide the College community with professional service that responds to problems unique to a college campus.

When a violation of state law or college regulation governing students, faculty, or staff is committed, offenders will be prosecuted through the Mineral County West Virginia Court System and/or through appropriate action provided for in the *WVU Student Code of Conduct* through the Student Affairs Office. It is the goal of University Police to provide a safe, secure atmosphere for people and property at Potomac State College of WVU and to protect the campus community from criminal activity, as well as public safety hazards and concerns.

It must be understood that no organization or institution can guarantee the total safety of all its members. However, University Police has taken prudent steps to promote a safe and secure environment that is compatible with the College community's academic and co-curricular pursuits. University Police encourages students and the campus community to be responsible for their own security and the security of others with regard to their own personal safety and the security of their personal belongings. The College strongly encourages the reporting of all crimes and suspicious activities witnessed on or around campus. University Police will make every reasonable effort to resolve any problem reported in a prompt and professional manner.

The University Police Office is located at the corner of Arnold Street and A Street behind University Place with office hours from 8:00 AM to 3:00 PM, Monday-Friday and other times by appointment. University Police maintains law enforcement 24-hours a day, seven days a week and can be contacted by calling the office at (304) 788-6931 or University Police mobile communications (301) 707-0655. **FOR EMERGENCIES DIAL 911**

2.7 Dining Services

Potomac State College Dining Services operates two facilities on campus for students to choose between. Both are located on the first floor of University Place by the main entrance to the building. The Commons offers all-you-care-to-eat style dining with a wide variety of foods made fresh daily and served in clean, comfortable surroundings. Presentation of a valid PSC ID with an active meal plan allows students to enter the dining area once per meal period. Choose from any of our five meal stations for your first course. After eating, feel free to return to the serving area for more, but please eat what you take. Over-eating and wasting food is discouraged because it is unhealthy, drives up costs, and creates a burden on other students and the environment. The Rapids is an ala carte option that packages food to-go with extended hours of operations. Meal places can be exchanged for select combo meals or items can be purchased individually with cash, Bonus Bucks, or Catamount Debit Plan.

Potomac Commons Hours of Operation

Monday-Thursday

Breakfast	7:45 a.m. – 10:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Dinner	4:00 p.m. – 7:30 p.m.

Friday

Breakfast	7:45 a.m. – 10:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Dinner	4:00 p.m. – 6:30 p.m.

Saturday & Sunday

Brunch	10:30 a.m. – 2:00 p.m.
Dinner	4:00 p.m. – 6:30 p.m.

Potomac Rapids Hours of Operation

Monday & Tuesday	8:00 a.m. – 11:00 p.m.
Wednesday & Thursday	8:00 a.m. – 9:00 p.m. (Late Night 9:30 p.m. – 11:30 p.m.)
Friday	8:00 a.m. – 2:00 p.m.
Sunday	6:30 p.m. – 11:00 p.m.

***Hours of operation may change due to inclement weather and holidays**

All students who choose to live in residence halls are required to purchase a meal plan. There are three plans to choose from. The 19 meal plan allows access once to every meal period served and costs \$1715. This is the best value and averages \$5.48 per meal (if every meal is eaten.) The next plan is 15 meals per week and allows access once to every meal served Monday through Friday. This plan cost \$1615 and averages \$6.52 per meal. The least expensive plan is 10 meals per week and is designed for individuals who may choose to skip breakfast on a regular basis and who plan to be home on the weekends. This plan costs \$1400 or \$8.44 per meal. All plans include \$50 Bonus Bucks that can be used outside normal meal periods and on weekends at either dining location. Commuter students who choose to participate in our dining program have nine meal plans to choose from. These plans offer flexibility, value, and convenience to individuals who are on campus and need to get a bite to eat between classes. These plans are described below:

<u>Plan</u>	<u>Cost</u>	<u>Average Cost/Meal</u>
25 Block	\$215	\$8.60
50 Block	\$335	\$6.52
80 Block	\$460	\$5.75
25 Block with \$100 Bonus Bucks	\$305	
50 Block with \$100 Bonus Bucks	\$413	
80 Block with \$100 Bonus Bucks	\$525	
19 per week with \$50 Bonus Bucks	\$1715	\$5.48
15 per week with \$50 Bonus Bucks	\$1615	\$6.52
10 per week with \$50 Bonus Bucks	\$1400	\$8.44

Students must present a valid PSC ID to access their meal plan. If a card is lost or stolen, students must obtain a new card to be able to use their meal plan. IDs are not transferable and the attempted use of someone else's card is a violation of school policy that is subject to College disciplinary as well as state legal action. A replacement ID can be obtained in the Student Affairs office after paying a replacement fee of \$10 at the Cashier's Office. This fee is higher if the ID card is also a key card for room access. Only one ID card can be active at any given time.

Our dining areas are public spaces where all guests are encouraged and expected to exercise behaviors respectful of others in order to ensure a quality experience for all. Everyone is asked to be conscious of tone and level of their voices to not disturb other diners. Loitering and solicitation are not permitted. Proper clothing must be worn at all times, including clean shirts, shoes, no pajamas, and no skates or cleats on shoes. We believe public etiquette is an essential skill for a well rounded educational experience and offer opportunities for individuals to live and learn together.

2.8 Disability Services

The Office of Disability Services, located in G-5A at the Mary F. Shipper Library, is part of West Virginia University's President's Office for Social Justice, as a confidential resource, information, referral, and counseling service for students with disabilities. The Office of Disability Services is committed to helping all students achieve their academic potential, regardless of physical, learning, psychological, psychiatric, or other documented disabilities. Other individuals with temporary disabilities may utilize these services as well. Qualified students with documented disabilities are entitled to receive accommodations, based upon documented significant functional limitations. Accommodations are tailored to the individual rather than the disability, so students with the same disability may vary greatly in the kind of assistance required. A partial list of available services is given below. Possible accommodations include:

- In-class accommodations
- Other instructional accommodations as needed
- Materials in accessible formats
- Use of RFB&D and Kurzweil software available in the Mary F. Shipper Library
- Physical classroom accommodations
- Classroom relocation
- Verifying documentation for housing accommodations
- Sign language interpreters and/or auxiliary aids

- Referrals to the Academic Success Center, Division of Rehabilitation Services, sources of cognitive testing, Readings for the Blind and Dyslexia (RFB&D), etc.
- Priority pre-registration, as requested by the student

2.9 Office of Enrollment Services

The Office of Enrollment Services is located at 75 Arnold Street, Keyser, WV 26726 (at the entrance to the athletic fields between University Place and the Church-McKee Arts Center)

Financial Aid-Office of Enrollment Services

Contact Information

Telephone: 304-788-6820 E-mail: pscFinAid@mail.wvu.edu

Web: http://potomacstatecollege.edu/admissions/financing_your_education

Financial aid is assistance made available to students to help pay the cost of attending a college or university. Most programs are funded through federal and state sources. Students may also receive assistance through outside sources such as social clubs and civic organizations. The four basic types of financial aid are:

Grants-Money that does not need to be repaid.

Loans-Money that must be repaid, usually after graduation or leaving college.

Federal work study-Money earned by working a part-time job.

Scholarships-Money that is awarded based upon a special skill, talent, or academic merit.

Distribution of the first three forms of aid mentioned above is usually based on financial need, determined by a variety of criteria including student/parent income and assets, family size, and number of family members in college. The information used to determine need is submitted on the Free Application for Federal Student Aid (FAFSA), available online at <http://www.fafsa.gov> or by calling the Federal Information Center at 1-800-433-3243. The FAFSA must be submitted annually with a filing deadline of March 1 for on-time consideration at WVU.

Any approved financial aid (other than work study) processed by WVU will appear on your student bill. If your total financial aid is less than the amount of your tuition and on-campus housing charges, you are responsible for paying the difference to WVU. If your total financial aid is greater than your tuition and on-campus housing charges, excess funds will be released to you to assist with other educational expenses.

If you have been approved for a Direct Student Loan, you MUST complete both Entrance Counseling and a Master Promissory Note (MPN) in order for loan funds to be disbursed. The entrance counseling session explains your rights and responsibilities as a student borrower and the MPN is the legal document necessary when borrowing. Both can be done online at StudentLoans.gov.

Federal work study job assignments can be picked up during Student Service Days immediately before the start of the semester. After that time, assignments are made in the Office of Enrollment Services.

If you have not yet applied for financial aid but wish to do so, you can still complete the 2011-2012 Free Application for Federal Student Aid (FAFSA). You will be considered for Federal Pell Grants and Federal Direct Loans. Evaluation of the FAFSA by the federal processor may take several weeks and funds may not be available in time to help pay your tuition. If you pay your tuition with personal funds and are awarded financial aid at a later date, funds not needed to pay charges will be released to you.

If the family income changes due to unexpected circumstances, such as unemployment or divorce, please contact the Financial Aid Office to determine if financial aid eligibility can be re-evaluated.

To receive funds administered by the WVU Financial Aid Office, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress. The policy will be used to evaluate student progress at the conclusion of each fall and spring semester. See <http://www.finaid.wvu.edu> for the complete policy.

Records – Office of Enrollment Services

Contact Information

Telephone: 304-788-6820 E-mail: go2psc@mail.wvu.edu

The Office of Enrollment Services handles matters related to course registration and grading. The Office of Enrollment Services also provides official transcripts and enrollment verifications for students.

Withdrawal Procedures

Contact information

Telephone: 304-788-6820 E-mail: go2psc@mail.wvu.edu

There are two types of withdrawals: withdrawal from individual courses for which a student has registered, and a complete withdrawal from the College. Deadlines for withdrawals for each semester are available at <http://potomacstatecollege.edu/cal/>. If students follow all established College procedures and withdraw before the published deadline, they will receive a W on their transcript. The grade point average is not affected in any way by this mark. If formal withdrawal procedures are not executed by the student, a failing grade/s will be recorded. It is the student's responsibility to see that all forms are properly executed and delivered to the appropriate authorities for recording.

Withdrawal/Drop from Individual Classes

Students may drop individual classes within a term based on established deadlines. These deadlines are posted at www.potomacstatecollege.edu under the Academic Calendar.

Students, with the help of their academic advisors, are responsible for determining:

- If their course load would be reduced below the minimum hours required to qualify for athletic eligibility, financial aid, or international full-time student status;
- If the course to be dropped is a co-requisite for another course the student is taking or a prerequisite for a course required the following semester, the student may be required to drop the co-requisite course or asked to take a substitute course the following semester.

Withdrawal from All Classes for the Term

Deadlines

Students may withdraw from the College for the term in which they are enrolled at any time before the last day of classes of the term on which regular classes are scheduled to meet. Students will receive grades of W in all classes for that term.

Procedures

To withdraw from all classes through the last day to drop a class with a W, a student would log on to their MIX account and drop their classes through STAR.

To withdraw from the term after the last day to drop a class with a W, a student must complete a Withdrawal from College Form which is available in the Office of Enrollment Services or online at http://potomacstatecollege.edu/communities/current_students/.

Students who are unable to access the form may mail a request to the Office of Enrollment Services, Potomac State College of WVU, 75 Arnold Street, Keyser, WV 26726. Include: full name, WVU ID number, reason for withdrawal, address, telephone number, and signature.

Important Notice

Financial aid recipients who withdraw from all classes before 60 percent of the term is completed may be required to return a portion of any financial aid that was received for the term. Students who do not receive at least one passing grade for classes in a term must provide documentation which verifies continued participation in educational activities. If documentation cannot be provided, those students are considered to have informally withdrawn from the College prior to 60 percent of the term and may be required to return a portion of any financial aid which was received. This review and return of financial aid is done in accordance with federal regulations.

2.10 Health and Property Insurance Coverage

Health Insurance

Protection against medical expenses that may be incurred as a result of illness or accident while in college is your responsibility. Students are responsible for paying all medical costs incurred at off-campus medical facilities. *Students are encouraged to establish a health insurance carrier before arriving on campus.* WVU has contracted with AETNA for students to purchase health insurance at discounted rates; you can check the plan out online at <http://well.wvu.edu/medical/insurance>. Eligible dependents of those enrolled in the plan may participate in the plan also. Visit this website for information on dental and vision plans that are available for an additional cost. According to WVU policy, International Students are required to have health insurance prior to the first day of class.

Property Insurance

West Virginia provides no fire or theft insurance to protect personal property kept on Potomac State College property, including in residence hall rooms. *Residence hall students should make certain that you or your parents'/guardians' homeowner or apartment dweller insurance policies cover off-premises items that you want insured.* Talk to your insurance agent before you arrive on campus. The Residential Education Office has information on various insurance carriers at discounted rates for students and can be contacted at (304) 788-7407.

2.11 Health and Wellness Services

Staffing consists of one full-time registered nurse, a part-time nurse and a part-time nurse practitioner. The Health Center is available to students from August until May; it is closed during the summer. Office hours are Monday through Friday 8:30 a.m. to 5:00 p.m. (changes to these times will be posted on the external door of the office) during fall and spring semesters. Students seeking medical treatment when the Health Center is closed or when a medical treatment is not available should seek treatment from their family physician, the local hospital or call 911. Students are financially responsible for all medical costs incurred at other health facilities. The telephone number for the Health Center is 304-788-6913. **Students should call 911 for medical emergencies.** (Students are encouraged to discuss any absences from class with instructors; Health Center staff are not permitted to provide medical excuses for absences from class.)

2.12 Intercollegiate Athletics

Potomac State College of WVU is a member of the National Junior College Athletic Association (NJCAA) for all sports. A limited number of athletic scholarships are available for various sports. Inquiries pertaining to intercollegiate athletic participation should be directed to the Athletic Department by telephone at 304-788-6879. Information about Financial Aid can be obtained by calling the College's Enrollment Services Office at 304-788-6820. All coaches are committed to upholding the winning tradition of athletics at Potomac State College of WVU with emphasis on academic excellence. All students expecting to participate in intercollegiate sports must have completed an Intercollegiate Athletics Accident Insurance Protocol Form and a Medical Examination Form prior to their arrival at Potomac State College of WVU.

A note about medical insurance coverage: Student athletes are responsible for their own medical insurance coverage. The state's insurance policy is a secondary plan. Any remaining balances after the primary and secondary plans have been applied are the sole responsibility of the student athlete.

The College fields the following athletic teams:

- Women's Basketball
- Women's Soccer
- Women's Softball
- Women's Volleyball
- Men's Golf
- Men's Baseball
- Men's Basketball
- Men's Soccer

2.13 Intramural Program

The Intramural Program consists of both athletic and recreational activities and is open to all students and staff. The program is under the auspices of the Office of Student Affairs with activities supervised by Residential Education personnel.

A note about medical insurance coverage: Students who participate are responsible for their own medical insurance coverage.

2.14 Lost and Found

The Student Affairs office located in room 104 of the Administration Building serves as "lost and found" for the campus.

2.15 Mail Service for Residence Hall Students

All residence hall students are assigned an individual mailbox in the Student Union for the entire academic year and will receive their mailbox key when they move into their assigned residence hall room. Residence hall students are to return their mailbox key to the Housing Coordinator in the Residential Education office before moving out of the hall or they will be assessed a mailbox key replacement fee of \$25.

All mail addressed to residence hall students must be addressed to the following address to ensure proper delivery:

<FULL NAME OF STUDENT>

105 Fort Avenue
Keyser, WV 26726

Mail is delivered to the Student Union Mailroom, located in The Loft of the Student Union, Monday through Friday. There is no outgoing mail, nor is there new mail delivered on the weekends. Students may pick up their mail from their mailboxes in the Student Union anytime during normal Student Union hours of operation (roughly 8:00 a.m. - 12:00 a.m.).

Students may pick up their **Parcel Packages** in the Student Union Mailroom every night between the hours of **8:00 p.m. and 12:00 a.m.** You must bring your PSC Catamount ID or another form of Photo ID and sign the package log before receiving your package.

*Note: Parcel packages for residence hall students must be picked up and signed for by the student that the package is addressed to. No C.O.D. packages will be accepted. Check your mailbox for a Package Slip to find out if you have a package or not. Do not ask the mail attendant if you have a package. **If you do not have a package slip, you do not have a package.** You cannot pick up a package for your friend or roommate (even if they gave you permission), nor will we get you your package outside of our normal posted hours. No exceptions.*

If you lose your mailbox key, you must see the Housing Coordinator in the Residential Education office in order to receive a new key. New keys cost \$25, however if you find your old key within 7 days of it being reported lost, you will not be charged.

Note: The Mailroom Attendants are not allowed to open your mailbox for you under any circumstances.

PSC does not forward mail on to anyone as the Post Office, UPS, and FedEx have very specific rules about forwarding mail (must be within a week of the mail being delivered, no packages, etc.) so we are “Returning to Sender” each piece of first class mail and all packages.

2.16 Use of Recreational/ Athletic Facilities

When a recreational facility (other than the softball and baseball fields) is not being used for a regularly scheduled class, an official practice by an athletic team, an official intramural event, or any other official event, the facility is available for informal leisure-time use by all students, faculty, and staff of the College. If non-student guests wish to participate in these casual games or workouts, the host PSC student must accompany them at all times. Under no circumstances are athletic/recreational facilities open to the general public without written approval from the College’s Athletic Director. Baseball and softball fields are restricted areas and are not open to general student use.

The major facilities available are the gymnasium and Stayman Field. Contact the Athletic Office in Lough Gymnasium to schedule such usage. Table tennis, pool, and other indoor games are available in the Student Union. An exercise room is available in the University Place from 8 a.m. until 10 p.m.; students and staff can access the room with a valid Potomac State College I.D. Card.

Students are encouraged to join privately-owned health clubs in the community. The College is located within driving distance to several highly rated ski resorts, white-water rivers, lakes, and other outdoor recreational areas. It is often possible for students to get discount rates at these resorts and health clubs.

Students are discouraged from playing baseball, softball, or using toys that shoot any type of projectile on the quad because of the high probability that vehicles may be hit and damaged, windows broken or a bystander being accidentally hit and injured. *Students engaged in any type of activity on the quad or anywhere on campus that could jeopardize the health and safety of them or others or pose a potential threat to state or personal property will be directed to cease the activity or to find an alternate location.* The quad area may be closed during wet weather to prevent damage to the grass and sod, during inclement weather including lightening storms, while maintenance work is completed, and while other scheduled activities and events are occurring.

2.17 Mountaineer Information Xpress (MIX)

MIX is the WVU online portal for students. Through MIX, you can check your WVU E-mail account, find out what is happening on campus, get the latest PSC news and activities /events information, find out if there are WVU football or basketball tickets available, and access the STAR system where you can register for classes, check your course schedule and grades, check your financial aid and housing status, pay your bill, and much more. The best way to learn about MIX is to log in to MIX and explore it on your own. Students should check their MIX daily for official PSC E-mails and announcements. To learn more about MIX, go to <http://www.mix.wvu.edu>.

2.18 Recycling Program

PSC offers recycling of office paper, newspaper, magazines, catalogs, corrugated cardboard and aluminum. The central recycling center is located behind the Lough Gymnasium. All academic buildings have recycling centers on most floors for paper and aluminum cans. Ink cartridges can be dropped off at the Service office located on the first floor of the Administration Building.

Our recycling effort is operated by volunteers, additional assistance is provided by United Disposals and WVU’s “We Can” program. If you would like more information about the program or join the “Catamount Clean, Catamount Green” initiative, please contact Ms. Joan Vogtman at 304-788-7109.

2.19 Student Activities/Recreation

The Student Activities Office, located in The Loft of the Student Union, serves as the “hub” of campus activities for ALL students (both residence hall students and commuter students alike). The Student Activity Coordinator, the Intramural Coordinator, numerous Residential Education staff members, the Student Government Association, and various Student Organizations share in planning and organizing social and recreational activities designed to enhance student life and provide opportunities for fun and learning outside of the classroom.

Please note: the Student Activities office is closed from May 16-August 15.

Specifically, the Student Activities Office is responsible for weekly programs such as Game Night, Movie Nights, Late Nights, and Video Game Nights. In tandem with the Residential Education Office, the Connections Committee, and other departments across campus, the Student Activities Office also puts on Theme Weeks and other Special Events throughout the year. The Student Activities Coordinator oversees the daily operation of the Student Union, including all scheduling of building/equipment use, work studies, and the upkeep of all Student Union equipment and areas located in the Student Union. The Student Activities Coordinator also oversees the daily operation of the Student Union Mailroom and its personnel. All Intramural events/sports are organized out of the Student Activities Office by the Intramural Coordinator and his/her student staff members.

Student suggestions or ideas for campus programs or intramural activities are always welcome; please contact the Student Activities Coordinator or the Intramural Coordinator if you have any ideas or suggestions.

2.20 Student Affairs Office

Contact information

Telephone: 304-788-6842 E-mail pscstudentaffairs@mail.wvu.edu

Web: http://www.potomacstatecollege.edu/campus_life/student_life/

The Office of Student Affairs is responsible for coordinating functional units that provide student services including Health and Counseling Services, Catamount Debit Plan, Catamount ID Card Services, Residential Education, student organizations, Upward Bound, Intercollegiate Athletics, Community Service, Student Activities and Recreation, Dining Services, Student Conduct Services, and the Student Government Association. The Student Affairs office is located in room 104 of the Administration Building and is open Monday through Friday from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. until 4:30 p.m. In addition, Student Affairs maintains an official student activities calendar, houses the “lost and found” depository for the College, issues student Catamount ID cards, and sells commuter meal plans.

2.21 Student Catamount ID Cards

Students are issued a photo Catamount ID card at the time of course registration. The initial fee for the card is \$15. There is a \$10 replacement fee for lost/damaged Catamount ID cards (this fee is higher if the ID card is also a key card for room access). A replacement ID can be obtained in the Student Affairs office during regular business hours.

Students must carry their Catamount ID card with them at all times as evidence of their privilege to use college facilities. The card is also a means of identification to University Police, Night Monitors, and other College employees including Resident Assistants.

The Catamount ID is used for admittance to University Place. At University Place the card is used for admittance to the Commons, for access to elevators to student living areas, as a room key, and is accepted as ID to sign guests into the halls. The card can be used as a debit card (Catamount Debit Plan), at all laundry facilities on campus, the PSC Bookstore, the Commons, the Rapids, and various locations at WVU in Morgantown. Students will need this ID for admittance to “Late Night” activities, open gym, recreational/social activities, and to purchase tickets for WVU basketball and football games (when tickets are available to PSC students.) It contains your library bar code which is necessary for borrowing books and other resources from the library.

Misuse, such as lending a College ID card to another person or tampering with the appearance of the card is a serious offense that potentially carries a College disciplinary sanction.

2.22 Student Union

The Student Union serves as the “hub” of student life for both commuter and residence hall students. It houses the Student Activities office, the Student Government Association office, the Residence Hall Student Mailroom / Mailboxes, the College Bookstore, and the Student Conduct office. In addition, there are five walk-up computer stations available for use during Student Union normal hours of operation, numerous Ethernet jacks throughout the building for laptop computers, as well as wireless Internet access for all students with a WVU Master ID. The Student Union also houses a PNC Bank ATM kiosk, two large screen televisions / lounge areas, several vending machines, two pool tables, a foosball table, a ping-pong table, a “free-play” arcade game, a 10-person Game Table for cards and board games, and an air hockey table. Students and staff are welcome at all times during posted hours of operation. Requests to utilize or reserve the Student Union for campus events/activities should be directed to the Student Activities Coordinator at 304-790-1370 (cell), or 304-788-6837 (office).

Student Union Hours of Operation

The Loft of the Student Union:

Monday - Friday 8:00 a.m. - 12:00 a.m.

Saturday - Sunday 10:00 a.m. - 12:00 a.m.

The Underground of the Student Union:

Monday - Friday 8:00 a.m. - 2:00 a.m.

Saturday - Sunday 10:00 a.m. - 2:00 a.m.

(Not available from May 16-August 15)

Student Mail Pick-up Times

Mail is delivered to the Student Union Mailroom, located in The Loft of the Student Union, Monday through Friday. There is no outgoing mail, nor is there new mail delivered on the weekends. Students may pick up their mail from their mailboxes in the Student Union anytime during normal Student Union hours of operation (roughly 8:00 a.m. - 12:00 a.m.).

Students may pick up their *Parcel Packages* in the Student Union Mailroom every night between the hours of 8:00 p.m. and 12:00 a.m. You must bring your PSC Catamount ID or another form of Photo ID and sign the package log before receiving your package.

NOTE: Parcel packages for residence hall students must be picked up and signed for by the student that the package is addressed to. No C.O.D. packages will be accepted. Check your mailbox for a Package Slip to find out if you have a package or not. Do NOT ask the mail attendant if you have a package. If you do not have a package slip, you do not have a package. You cannot pick up a package for your friend or roommate (even if they gave you permission), nor will we get you your package outside of our normal posted hours. No exceptions.

2.23 Late Night Program

Inclusive in any one of the College's meal plans is the opportunity to participate in "Late Night" on selected Wednesday and Thursday nights between 9:30 p.m. and 11:30 p.m. "PSC Late Night" is a nationally recognized substance abuse alternative program giving students the opportunity to gather in the Commons, the Student Union, or the Davis Conference Center where they can eat a snack, socialize, and participate in a planned activity. The program encourages students to practice responsible behavior during times traditionally associated with negative influences.

2.24 Upward Bound

This federally funded TRIO program provides tutoring, counseling, academic advisement and instruction, cultural/educational programs, and other services and activities to local high school students in order to prepare them for college. Services are provided on Saturdays during the academic year and through a six-week residential program in the summer. The program also provides employment opportunities for Potomac State College students. Any high school student or Potomac State College student interested in learning more about the opportunities offered by Upward Bound should contact the project office at 304-788-6963/6928.

2.25 Community Service Office

The Community Service office coordinates service opportunities for the campus. The coordinators serve as liaisons to community organizations such as the Keyser Area Ministerial Association, Habitat for Humanity, and Faith in Action, with the goals of increasing awareness of local and global needs and providing avenues of service for students. The office is located in room 101 of Reynolds Hall. Students, faculty, and staff are welcome to contact the office to plan and implement community service projects. Please call 304-788-6868 to arrange appointments.

2.26 Catamount Debit Plan

Your Catamount ID Card not only serves as your photo identification, but also as a debit card for use in the Potomac Commons, in laundry machines in the College's residence, and in the PSC Bookstore. In addition, PSC students and staff can use the card to make purchases at WVU.

When the card is swiped through a reader like those used for credit cards, your account number is read, and the purchase amount is deducted from the balance in your prepaid account.

This service offers security for the cardholder, and it gives you the ability to add value to your card at any time. It also allows you to use your funds only for the purposes you choose. There are no setup or transaction fees, and no minimum balances are required. Balances are carried forward each semester.

Catamount Debit Plan locations at Potomac State College of WVU are the Commons, the Rapids, laundry facilities in the residence halls, and the PSC Bookstore.

If you are interested in using this service you should go to the Student Affairs office located in room 104 of the Administration Building or call 304-788-6842 to obtain a Deposit Form.

2.27 Alcohol and Other Drug (AOD) Prevention Office

The AOD Prevention office is located in the lower level of the Student Health Center. Hours of operation are posted on the office door. The office is closed from May 15 until August 16.

The AOD Prevention Specialist spearheads the development, administration, promotion, and evaluation of the College's substance abuse program. The Specialist coordinates AOD prevention efforts, educational programming, and community networking/referrals for the College.

In addition, the Prevention Specialist works with the Student Conduct Services staff to provide Brief Alcohol Screening and Intervention for College Students (BASICS) and other educational programs to students who violate the College's alcohol and drug policies.

Appointments to meet with the AOD Prevention Specialist can be made either in person or by telephone at 304-788-6910.

2.28 Media Center

The Media Center is housed on the lower floor of the Mary F. Shipper Library. Follow the Media Center signs and proceed down the steps to the back side of the building.

Services provided by the Media Center:

- Duplication of CDs – Music and other instructors have CDs to be used with their classes. Information on dinosaurs is also available for *GEOL 105-A Study of Dinosaurs*
- Lamination of print items – Prices vary according to size
- Reserves – Programs that faculty members place in the Media Center for students to watch as an outside assignment or for students that missed seeing a program in class
- Viewing area equipped with DVD players, VCRs, televisions, and CD players for both students and faculty use
- Potomac State College faculty members are allowed to checkout equipment and programs
- Students can check out equipment and programs required for class presentations. They can check them for the length of the presentation

The Distance Learning Center is located on the same floor as the Media Center. Please phone 304-788-6905 or stop by for scheduling.

2.29 Sexual Assault Prevention Office

The Sexual Assault Prevention office is located in the lower level of the Student Health Center. Hours of operation are posted on the office door. The office is closed from May 15 until August 16.

The Sexual Assault Prevention Specialist coordinates educational programming to the College community about sexual assault prevention and serves as a contact and resource for anyone who may have been sexually assaulted either on or off campus.

Appointments to meet with the Sexual Assault Prevention Specialist can be made either in person or by telephone at 304-788-6910.

2.30 Student Accounts Office

Contact Information

Telephone: 304-788-6830 E-mail: psc-osa@mail.wvu.edu

Web: <http://finance.wvu.edu/OSA>

The Office of Student Accounts is dedicated to serving WVU students and their parents. We strive to make payment of tuition and fees as convenient as possible. In recent years, we have implemented a year-round call center to better assist students and parents with questions about their accounts. For any questions regarding payment of tuition and fees, student refunds, or billing, check out our website, E-mail us, or telephone our call center at the number above.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects a student's educational records. Any student wishing to give others access to his/her student account records must complete a release form, which will need to be submitted by the student in-person to the Office of the University Registrar for WVU students or to the Office of Enrollment Services for PSC students. Photo ID must be presented for validation at the time of submission. Without this form, only directory information can be released to other parties. When calling in, authorized individuals will be asked to verify their name and the five-digit numeric PIN, which will be created by the student when first completing the release form. For more information regarding FERPA and to download an additional copy of the release form and instructions, if needed, please visit WVU's FERPA website at <http://ferpa.wvu.edu>.

Student Billing

WVU uses an electronic system for billing. Students preregistered for classes will be notified via MIX approximately 4-6 weeks prior to the first day of the term. The notification serves to alert the student of his/her balance and the due date for payment. A paper bill will only be issued upon request by the student through STAR, which needs to be done each new term. Please visit our website for more information about billing.

Payment of Tuition and Fees

The payment due date for tuition and fees, room and board, and other student account charges is always prior to the first day of the term. A Late Payment Fee of \$50 will be assessed to all students making their payments on the first day or after. All unpaid accounts will be charged an additional \$50 on a monthly basis until the account is paid in full. Thus, students are responsible for checking MIX for date-sensitive e-mails about student account deadlines.

How to Pay On Your Account

- Pay online by logging on to the STAR Information System at <http://www.mix.wvu.edu>, then by clicking the STAR tab. Pay by credit card (Visa, Master Card, Discover, American Express, or Diner's Club) or electronic check through this online system.
- Pay by mail. If receiving a paper bill, a return envelope is provided with the billing statement for the student's convenience. If paying by check, please make the check payable to West Virginia University and place the student's WVU ID number in the memo field of the check.
- Pay by phone. Students can use VISA, Master Card, or Discover to pay over the phone. American Express and Diner's Club payments can be made through STAR only.
- Pay in-person. Students can pay by Visa, Master Card, Discover, personal check, cashier's check, money order, or cash in-person by visiting any Cashier's office on campus. Our main office is located in B33 Stewart Hall and the Evansdale Cashier's office is located in the basement of Bennett Tower. PSC students can pay in person at the Cashier's office, room 107, Administration Building.

Payment Plans

- TuitionPay Plan—WVU and PSC offer a monthly payment plan through Sallie Mae called the TuitionPay Plan. By using TuitionPay, students and parents can budget what they owe for tuition and fees and/or room and board over the academic year by making affordable, monthly payments. To enroll in TuitionPay or for questions, please visit <https://www.tuitionpay.salliemae.com/wvu> or call 800-635-0120.
- 60/40 Installment Plan—Just pay 60 percent of your total charges (after financial aid and waivers have been applied) prior to the first day of the term. The remaining 40 percent is due a few weeks later. There are no interest or finance charges for using this plan. Please check our website for specific payment deadlines.

Student Refunds

Refund-eligible students will receive their money quickly and efficiently through the WVU eREFUND program. This program is made possible through PNC Bank and gives students four options to choose from on how they would like their refund delivered:

- A deposit into a Free PNC Checking Account that includes a Debit Card
- An ACH (direct deposit) to another Financial Institution
- A disposable PNC Prepaid Visa® Card
- A paper check (default payment method)

Students selecting a direct deposit option for their refund can receive their funds in as little as 24-72 hours from the date they receive their refund notification from PNC Bank.

Please visit the PNC/WVU website for more information or to enroll in a new account today: www.pnc.com/wvu.

Non-Sufficient Funds (NSF) Check Policy

Payments of tuition, fees, and other charges by check, draft, or order against a student's account are subject to WVU's Non-Sufficient Funds (NSF) Check Policy. A service charge of \$25 is collected on each check returned unpaid by the bank upon which it was drawn. The service charge on unpaid returned check(s) is subject to change in accordance with state law. A late payment fee of \$50 is also collected since WVU considers a returned item as nonpayment. A copy of the full policy is available in the Office of Student Accounts.

Late Fees and Financial Holds

Failure to make payment by payment deadlines will result in a late payment fee being assessed and a financial hold being placed on the student's records. Additional late fees may then be assessed monthly on unpaid balances. Please visit our website for further questions on our late fee policy.

2.31 Student Conduct Services

The Office of Student Conduct is located in room G6 in the lower level of the Student Union. A professional staff member is available to assist any student, parent, student organization, staff member, faculty member, or administrator in understanding and applying the *WVU Student Conduct Code* and PSC Residence Hall Rules. The telephone number for Student Conduct Services is 304-788-7248.

2.32 Sex Offender Registry

The State of West Virginia requires sex offenders to register with the State Police. The State makes this information available to law enforcement agencies. This information is available to the public on campus at the University Police Office lobby.

University Police maintains a Sex Offender Notebook and a Campus Crime Log at that location for public inspection. Sexual offender information is also available at <http://www.wvstatepolice.com/sexoff>.

SECTION 3: STUDENT ORGANIZATIONS

Potomac State College of WVU believes that student organizations are a vital ingredient of the total education experience. All students are encouraged to belong to and actively participate in one or more student organizations. Every student organization must be approved and recognized by the College in order to be permitted to use College property, to be awarded SGA Grants, and to use College equipment in support of its activities. Potomac State College of WVU's student organizations offer opportunities for students, faculty, and staff to form cohesive groups to effectively pursue their interests. Information concerning membership and participation in these various organizations is readily available in the Student Affairs office.

3.1 Process for Becoming Official Organization

Interested students should develop and present a constitution and set of by-laws stating the nature and purpose of the organization to the Dean of Student Affairs, who will forward the proposed constitution and by-laws to the Enrollment Management Council for approval. (Samples of constitutions and by-laws are available in the Student Affairs office for review.) Upon approval from the Enrollment Management Committee, the proposed constitution and by-laws will be submitted to the Campus Provost for review and approval. If the Campus Provost approves the constitution and supporting documents, the organization is duly established and can begin to function on campus.

3.2 Student Organization Requirements

Once established, a student organization will remain active so long as it maintains faculty/staff sponsorship, it attracts a sufficient number of students to survive, and it registers annually in the Student Affairs office.

Student organizations must operate within the following broad guidelines:

Potomac State College of WVU assumes no legal or financial responsibility for any student organization; each student organization must have a full-time faculty or staff member serve the group in an advisory capacity; student organizations are expected to meet their own expenses and are not permitted to use the College's Federal Tax ID number or the College's name to establish or maintain off-campus checking or savings accounts; organizations are expected to have one of its student members attend all Student Government Association meetings to provide organization updates. Failure of a student organization to comply with these and other College policies, procedures, and regulations may result in loss of recognition as a student organization and appropriate disciplinary action against those members responsible.

3.3 Student Clubs/Organizations

Agriculture and Forestry
Boxing
Campus and Community Ministry
Campus Crusade for Christ
Catamounts Against Cancer (Relay for Life)
Circle K
Collegiate 4-H
Common Ground Diversity
Computer
Creative Writing
Criminal Justice Interns
Culinary
Delta Epsilon Chi
Earth First
Engineering Club
Equestrian
Japanese
Life Science
PSC Serves You
Student Government Association

3.4 Honor Society

Sigma Phi Omega

Sigma Phi Omega is the ranking honor society of the College, having been founded in 1923. During the spring semester, the group sponsors Recognition Day, a program that honors the accomplishments of individuals and groups during the year. New members are inducted in April each year. A banquet for new members is held at the end of the school year.

Election to Sigma Phi Omega is the highest honor attainable at the College; recognition is given both to scholarship and to campus citizenship. Elections are held at least once a year and are conducted by the faculty, who are members by virtue of their position. The requirements are (1) To carry a schedule of not less than 12 hours of academic work; (2) To achieve a 3.0 cumulative or better average; (3) To pass every course taken during the grading period considered; (4) To satisfy an extracurricular activity required by being active in at least two campus activities; (5) To have so conducted oneself as to merit the recommendation of the faculty and fellow students. The faculty will consider such additional factors as it may deem advisable, at any election, and may, at its discretion, impose additional requirements.

3.5 Performing Groups

College/Community Band

The band is open to students with high school or prior band experience as well as members of the community. The band performs two concerts each year.

College/Community Jazz Band

The band is open to students with high school or prior band experience as well as members of the community. The band performs two concerts each year.

Theatrical Production

A major theatrical production is held in spring. College students may receive one hour credit for both Fall and Spring semesters.

3.6 Student Government Association

As the executive and legislative arm of the student body, the Student Government Association (SGA) works with the College administration, faculty and staff to advance the interests of students. SGA officers are elected annually by students and all students are encouraged to participate in meetings. SGA meetings are publically announced in advance and are held in the SGA office located in the Student Union. Meetings are open to all students.

SGA objectives are to promote school spirit and a better understanding between students, faculty, administrators and staff. SGA serves students and the College community by providing the funding for various social, cultural, and recreational activities and events. Students appointed to College Standing Committees and the Student Conduct Board are selected by the SGA. All students are encouraged to participate in SGA by serving on one of the numerous committees, as well as by attending regularly scheduled SGA meetings.

Student Government Association Elections

Candidates for an election must have at least a 2.0 grade point average the semester preceding nomination and election. Dates for elections shall be decided by majority vote of the Student Government Association. These dates appear in the *Pasquino*, if possible, and are announced to the College community by means of MIX account messages to all enrolled students and posted on campus bulletin boards.

No campaign material shall be used that will damage or permanently mark any property of the College or the community or slander/defame another person. No signs are to be hung on any building, door, or window. Bulletin boards have been placed in buildings throughout campus to post signage. All signs must be approved in advance by Student Affairs. All signs posted in residence hall must also be approved by Residential Education personnel in advance. Signs that are not approved or that are posted in doors or windows will be removed by College personnel. Every student engaged in campaigning of any kind shall see that posters, signs, etc., are removed by 9 a.m. the day following the election. Campaigning may begin three days preceding the election.

3.7 Student Newspaper

Pasquino

(Pronounced Pass-QUEEN-o) is published four times each semester by students interested in writing, computer graphics, photography, and advertising. The paper is created in the College Newsroom, Academy Hall, Room 308, on an iMac desktop publishing system. *Pasquino* is distributed free to the college community and is available at the college Web site. Contributing to the college newspaper is a rewarding experience and a great resume builder. For more information, please contact Professor Jacoby at fwjacoby@mail.wvu.edu.

Note: Students who major in journalism – news writing, broadcasting, advertising, and photography – automatically are staff members of the newspaper. Volunteers who are not journalism majors are welcome to write articles, take pictures, create artwork, or to help with the circulation, business management, and other support jobs of the paper.

3.8 Posting Signs

All signs posted on campus must be approved prior to posting by Student Affairs.

All signs posted in residence halls must be approved by Student Affairs and Residential Education in advance of posting. Signs that are not approved or that are posted on doors or windows will be removed by College personnel.

All signs should be posted on bulletin boards, not on walls, doors, etc. In addition, signs must be removed by posting organization once the event is over.

Under no circumstances are signs, promoting activities where alcohol will be served or available, allowed to be posted on campus or the streets adjacent to College property; violators may be prosecuted legally and may face College sanctions if the violator is a student.

SECTION 4: WVU STUDENT CONDUCT CODE

All students are encouraged to read the West Virginia University Boards of Governors, Policy 31, University Student Conduct Code for West Virginia University including Potomac State College, included in **Appendix 1** of this Handbook.

The *West Virginia University Student Conduct Code* shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct, while a student as defined in the Code, even if the student withdraws from school while a disciplinary matter is pending. The WVU Vice President of Student Affairs or his/her designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

Any student found to have committed or have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV of the WVU Board of Governors, Policy 31:

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

- a. Plagiarism: Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:
 - i. Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;
 - ii. Incorporating in one's submission, without appropriate acknowledgement and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.
- b. Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:
 - i. Obtaining help from another student during examinations;
 - ii. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own;
 - iii. The unauthorized use of notes, books, or other sources of information during examinations.
 - iv. Obtaining without authorization an examination or any part thereof.
- c. Forgery, misrepresentation, or fraud:
 - i. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record;
 - ii. Use of university documents or instruments of identification with intent to defraud;
 - iii. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the university or from a university course;
 - iv. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain;
 - v. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citations;
 - vi. Knowingly furnishing false statements in any university academic proceeding.

2. Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities when the act occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person. Engaging in harassment or repeated unwanted contact, rising to the level of illegal harassment, including, but not limited to, stalking.

4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.

5. Hazing, which means to recklessly or intentionally cause any action or situation which endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a team, a group or student organization. The express or implied consent of the victim will not be a defense. Knowingly witnessing or acquiescing in the presence of hazing are not neutral acts; they are violations of this rule.

6. Sexual offenses, including, but not limited to:

- a. Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent.
- b. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.

7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of any published University policies, rules or regulations in hard copy or available electronically on the University website.
10. Violation of any federal, state, or local law.
11. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
12. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Improper obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or a functions sponsored by, or participated in by, the University.
16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry to a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to improperly interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to improperly interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Computer Use Policy.
17. Abuse of the University Student Code of Conduct and hearing procedures, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or University official to appear for the meeting or hearing for violations of the University Code of Student Conduct.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the University Student Code of Conduct.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or after a judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the student code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Actions which cause or attempts to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or intentionally failing to evacuate university buildings during a fire alarm.

4.1 Violation of Law and West Virginia University Discipline

1. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for the individual because of his or her status as a student. Proceedings under the Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Affairs or his/her designee.
2. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by the criminal courts for the rehabilitation of student violators.
4. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Note: In certain circumstances, the Vice President of Student Affairs or his/her designee may impose a University or residence hall suspension prior to the hearing before a Student Conduct Board. An interim suspension may be imposed to ensure the safety and well-being of members of the University community or preservation of University property; to ensure the student's own physical or emotional safety and well-being; or, if the student poses a definite threat of disruption of or interference with the normal operations of the University. During the interim suspension, students shall be denied access to the residence halls and/or to campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs or his/her designee may determine to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

4.2 Procedures for Administering the WVU Student Conduct Code

These procedures should be read in conjunction with the WVU Board of Governors, Policy 31, University Student Conduct Code, contained in Appendix 1 of this Handbook.

Filing Charges

- A charge under the Code shall be filed in writing with the Student Code Administrator at the Office of Student Judicial Affairs located in 84 Boreman North (or the office of Student Conduct Services located in room G6 in the lower level of the Student Union at Potomac State College for all Potomac State College cases) within (90) days after the event takes place or the discovery of the same. Any University official or member of the University community may file charges against a student under the Code, as provided therein and herein.
- Upon such filing, the Student Code Administrator (Student Conduct Services Coordinator at Potomac State College) shall schedule a student conduct meeting with the complaining and accused parties to determine if:
 - a. The case may result in suspension or expulsion and should be referred to the Student Conduct Board;
 - b. The case may be resolved administratively by mutual consent. Any such resolution shall be final and there shall be no subsequent proceedings. The accused student will sign his or her outcome letter agreeing to the outcome, and to any sanctions and applicable timelines, set forth therein;
 - c. If the case cannot be resolved administratively by mutual consent, the case will be referred to the Student Conduct Board.

Judicial Authority

The Student Conduct Board shall be composed of thirty-five members:

- One faculty chairperson
- Seventeen additional faculty members (six of whom shall be from the Potomac State College campus)
- Seventeen students (six of whom shall be from the Potomac State College campus)

The eighteen faculty members shall be elected by the University Faculty Senate for a term of three years. The election will be held annually so that terms of six members will expire each year. The University Faculty Senate will designate a chairperson and chairperson nominee. Seventeen students (five of whom will be graduate or professional) will be nominated by the President of the Student Government Administration and approved by the Student Board of Governors in the spring of each year to serve a one-year term, from June 1 to May 31.

The Student Conduct Board shall be composed of three or five members (except in Potomac State College cases, which shall always consist of three members) from the University Committee on Student Rights and Responsibilities. Membership on the panel shall consist of a faculty majority and at least one student.

Prior to the hearing, the complaining and accused party will have an opportunity to review a list of the committee members for the applicable campus, and will each be given an opportunity to strike a maximum of two members there from. The strike list must be returned within 48 hours of receipt to the Office of Student Judicial Affairs located in 84 Boreman North (or the office of Student Conduct Services located in room G6 in the Student Union at Potomac State College for all Potomac State College cases).

Members of the University Committee on Student Rights and Responsibilities who are charged with violating the Student Conduct Code or municipal, state, or federal law may be suspended from their position by the Student Code Administrator (Student Conduct Services Coordinator at Potomac State College). If a committee member is found responsible for such an offense, they may be permanently removed from the Committee on Student Rights and Responsibilities.

Notice of Charge (s)

- Notice of charges and a notice of the time, date, and location of the student conduct meeting shall be E-mailed to the student MIX e-mail address or hand delivered or mailed via certified mail (return receipt requested) to the student at the residence used while in attendance at the University, or, if a local address is unavailable, to the student's permanent address of record found in the official University database. If applicable, the Student Code Administrator (Student Conduct Services Coordinator at Potomac State College) shall set a hearing not fewer than five nor more than fifteen calendar days after the student has been notified of the charges, except where adherence thereto would be impracticable, and shall give notice thereof to the parties.
- Notices shall not be defective if the student hides, does not check MIX E-mail account, does not accept delivery, or has failed to notify the University of his or her current permanent home address, and the meeting and/or hearing may proceed without hindrance or delay.

Pre-hearing Procedures

- The accused student and complaining party shall have the right to request in writing from the Student Code Administrator (Student Conduct Services Coordinator at Potomac State College) a copy of all available reports or information that will be used in the hearing if the documents are available prior to the hearing. (Students must make requests for Police Reports to Chief Downey in the PSC University Police office). Requests for such documents must be made within 2 school days of the hearing and will be at the expense of the requester. If documents are presented at the hearing, both parties shall have the opportunity to review them at that time. Access to such documents shall be provided only in compliance with the Family Educational Rights and Privacy Act, and any other applicable laws, regulations, and policies.

- Both parties will provide the Student Code Administrator (Student Conduct Coordinator at Potomac State College) with all documents and witnesses that he or she intends to introduce at the hearing no less than two school days prior to the hearing. Documents and witnesses presented after the 48 hour timeframe shall be admitted at the discretion of the chairperson.
- The complaint and the accused student shall each have the right to bring, at their own expense, an advisor to the hearing. Both parties will be required to provide notice to the Office of Judicial Affairs (or the office of Student Conduct located in room G6 in the lower level of the Student Union for all Potomac State College cases) of an advisor no later than two school days before the hearing.
- Except as provided below, an Advisor must be a member of the University community and will not be permitted to participate directly in the hearing unless given permission by the chairperson. In cases where expulsion is likely to be sought, the advisor may be an attorney who may directly participate in the hearing provided the Student Code Administrator (Student Conduct Coordinator at Potomac State College) is notified of such at least two school days in advance of the hearing. Any other person attending shall be permitted to participate directly in the hearing only at the discretion of the chairperson of the Student Conduct Board or Student Code Administrator (Student Conduct Coordinator at Potomac State College).
- A student should understand that the University will not grant his or her advisor access to any of his or her student records unless he or she has completed a Family Educational Rights to Privacy Act (FERPA) release which may be obtained in the Office of Student Judicial Affairs located in 84 Boreman North (or the office of Student Conduct located in room G6 in the lower level of the Student Union for all Potomac State College cases).

Hearing Procedures

- If the accused student does not attend the hearing, the hearing shall be held in the student's absence and evidence in support of the charges shall be presented and considered.
- If either party does not attend the student conduct meeting with the Student Code Administrator (Student Conduct Coordinator at Potomac State College), the case will automatically be referred to the Student Conduct Board (Committee on Student Rights and Responsibilities).
- There shall be a single record of the hearing, excluding deliberations, in the form of an audio recording or summary notes that shall be made available to the parties to the hearing, upon request and at their own expense, subject to FERPA and other applicable laws, regulations, and policies.
- The chair of the Student Conduct Board shall read a statement of impartiality to each Student Conduct Board member (including him or herself) for the record at the beginning of the hearing process. Any Student Conduct Board member unable to render an unbiased decision shall be recuse or removed from the hearing board.
- The chairperson of the Student Conduct Board shall read an opening statement of the charges for the record at the hearing.
- Questions from the Student Conduct Board may be asked at any time and the chairperson of the Student Conduct Board shall have the authority to determine questions of process, procedures, and evidence at a hearing not inconsistent with the Student Conduct Code or the procedures related thereto.
- Both parties shall have the opportunity to make opening statements at the hearing.
- Both parties shall have the opportunity to present evidence, facts, and information relevant to their case. The chairperson of the Student Conduct Board shall make decisions regarding the presentation of such information, in accordance with the Student Conduct Code and the procedures related thereto.
- Both parties shall have the opportunity to call witnesses. A party has the right to know the identity of the other party's witnesses and shall have the opportunity to question them after they have presented information, in accordance with the Student Conduct Board. The chairperson shall make decisions regarding the presentation of witnesses and their relevance to the case.
- Witnesses shall be asked to affirm that their testimony is truthful.
- The accused student shall have the right not to testify, or otherwise answer questions, at the hearing.
- Both parties shall have the opportunity to make a summary statement towards the end of the hearing.
- The chair of the Student Conduct Board has the authority to maintain order and control the conduct of persons in the hearing room. Any person may be removed from the hearing room for any behavior deemed disruptive to the hearing process at the discretion of the chairperson.

Decisions

After the hearing has concluded, the Student Conduct Board shall convene to render a decision of responsible or not responsible for each charge by majority vote.

- The standard of evidence applied shall be a preponderance of the evidence (more likely than not) in all cases with the exception of cases of expulsion. In cases where expulsion is likely to be sought, the standard of evidence applied shall be clear and convincing evidence. If a decision of responsible is rendered, the Student Conduct Board shall determine sanctions for each applicable charge.
- After a decision is rendered, the Student Conduct Board shall notify the parties in writing or by E-mail through student MIX E-mail address of the outcome for the charge(s) and any assigned sanctions. The outcome letter should include the:
 1. Charge(s)/statement of the rule, policy, or prescribed conduct which allegedly was violated;
 2. Outcome for each charge (i.e. responsible or not responsible);
 3. Findings of fact/rationale for the decision;
 4. Sanctions and timelines.
- The Student Conduct Board's outcome letter shall be delivered by hand, certified mail (return receipt requested) or MIX E-mail message within 10 school days of the decision except in cases where adherence to such limits would be impracticable or additional proceedings are required.

Appeals

Appeal requests must be delivered in writing to the Student Code Administrator at the Office of Student Judicial Affairs located in 84 Boreman North (or the office of Student Conduct located in room G6 in the lower level of the Student Union for all Potomac State College cases) within five school days of the Student Conduct Board decision. Depending on the nature of the case, and as further provided in the Student Conduct Code, appeals will be forwarded to, and considered by, the Provost or his/her designee, or the Vice President of Student Affairs or his/her designee.

- An appeal shall be limited to a review of the relevant proceedings before the Student Conduct Board and any relevant evidence which first became available after the proceedings.
- An appeal shall not result in a more severe sanction against a student.
- The imposition of sanctions shall be stayed pending appeal (interim removals/suspensions may remain in place).

Appeals are allowed for the purpose outlined in Article IV, section (D) (2 a.-e.) of the Student Conduct Code. Appeal requests must define the basis for such an appeal as it relates to the purposes referenced above and provide a detailed explanation thereof. Failure to appeal within the allotted time will render the Student Conduct Board decision final and binding. The Provost or his/her designee, or the Vice-President of Student Affairs or his/her designee, as the case may be, shall respond to the appeal and deliver his/her decision within thirty days of his/her receipt of the appeal except where adherence to such a time period would be impracticable, in which case the time period shall be extended as warranted by the particular circumstances. The Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as the case may be, may:

1. Uphold the original decision of the Student Conduct Board in which case the decision shall be final and binding upon all involved;
 2. Uphold the appeal and remand the case to the original Student Conduct Board to allow for a reconsideration of the original determination and/or sanction(s).
- In cases of jurisdictional review, the original facts of the case will only be considered to determine whether jurisdiction was properly asserted. Such a review shall not seek to determine responsibility for the original charge(s).
 - If the Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as the case may be, determines that new information was unavailable during the original hearing or that procedural error(s) occurred, and that the lack of such new information or the procedural error may have affected the original decision, the case will be remanded to the original Student Conduct Board to hold a limited hearing to consider the new facts of the case or correct the procedural error(s). Such a limited hearing shall not include a review of the original information presented unless the new information or procedural error directly relates to/affects the original information.
 - Appeals made to determine whether or not the standard of evidence was properly substantiated by the evidence presented will be limited to a review of the original facts of the case recorded or summarized in the official record. The presentation of additional information or witnesses will not be considered.
 - Appeals made to determine whether or not a sanction(s) is/are appropriate for the alleged offense will not seek to determine responsibility for the offense(s). The review shall only seek to determine if the sanction is consistent with the charge.
3. If a new hearing is ordered by the Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as the case may be, the Office of Student Judicial Affairs located in 84 Boreman North (or the office of Student Conduct located in room G6 in the lower level of the Student Union for all Potomac State College cases) will notify the parties with the information regarding the new hearing. The original members of the Student Conduct Board shall be reconvened except in those cases where it is impractical to do so. If all the original hearing members can not be reconvened, new members from the Committee on Student Rights and Responsibilities will be assigned.

4.3 Interim Suspension Procedures

An Interim University or residence hall suspension may be imposed immediately by the Vice President of Student Affairs or his/her designee prior to a hearing before the Student Conduct Board.

- Notification of an interim suspension will be either E-mailed to student MIX E-mail address, faxed (if student is incarcerated), hand delivered, or sent via certified mail (return receipt requested) to the student's permanent address of record found in the official University database. Notification of a decision to impose an interim suspension shall include the alleged violation and reference the applicable criterion outlined in Article IV, section (C) (1) of the Student Conduct Code for such a decision.
- Notice of interim suspension shall not be defective if the student hides, does not check MIX E-mail, does not accept delivery, or has failed to notify the University of his or her current permanent home address.
- An interim suspension does not replace the regular student conduct process.

SECTION 5: RESIDENCE HALL CONDUCT MEETINGS

Rules of residence hall living are compiled in the *Residence Hall Handbook* that is available on-line at http://www.potomacstatecollege.edu/campus_life/residence_life_housing/Residence%20Life%20Student%20Handbook%202010-2011.pdf

When information becomes available that a student may have violated a residence hall rule/regulation, the accused has a right to a Residence Hall Conduct Meeting. In most instances, the accused student is told that he or she has been documented for allegedly violating a residence hall policy however; there are cases when it is not possible to notify the accused at the time of the alleged incident. Because of this, it is important for students to check their MIX E-mail on a daily basis.

Students accused of violating residence hall rules/regulations will normally receive written notice through MIX E-mail that a policy violation may have occurred. Notice of residence hall conduct meetings or policy violations shall not be defective if the student hides, or does not check MIX E-mail.

The student accused of the violation will have forty-eight hours after the notice of policy violation has been sent to contact the Student Conduct office in room G6 of the Student Union to discuss the charges, and if necessary, to set up a date and time for a conduct meeting. If the accused does not respond to the notice of policy violation, a hearing may be held in their absence and a finding of “responsible” or “not responsible” will be made on the evidence that is available at the time of the meeting.

During the conduct meeting, the accused has the opportunity to present his or her case regarding the situation and alleged policy violation and to call witnesses. Normally, the College’s Student Conduct Coordinator will hear all alleged residence hall rule violations however, a Residence Hall Coordinator, or other professional staff members may be designated by the Dean of Student Affairs to conduct residential conduct meeting/hearings for cases involving alleged residence hall policy violations. Detailed Residence Hall Conduct Meeting Procedural Guidelines are provided in the *Residence Hall Handbook*.

During all Residential Conduct Hearings, courtroom rules of evidence will not be applied and all relevant information, witnesses, and evidence should be presented to the hearing body. The hearing body retains the right to limit the number of pertinent witnesses as well as attendance by persons not involved in the case, i.e. parents, siblings, lawyers, etc.

Residence hall student conduct decisions are based on a preponderance of evidence, i.e. the allegations more likely than not occurred as charged.

Conduct meeting outcomes may be appealed. Students who wish to appeal an outcome should obtain an Appeal Form from the Student Conduct office located in room G6 of the Student Union. Students have two business days to file a written appeal.

It is very important to note that if a student does not complete educational sanctions by imposed deadlines that those sanctions will convert to monetary fines and will be posted to the student’s account.

Repeated or continuous residence hall policy violations and more serious violations of the *WVU Student Conduct Code*, which occur either on or off state property, should be reported to the Student Conduct Coordinator who, after investigating may, dismiss the case, refer the case to the Student Conduct Board if the outcome of the case may result in suspension or expulsion, or resolve the case administratively by mutual consent. All students are encouraged to read carefully the WVU Board of Governors, Policy 31, University Student Conduct Code, contained in Appendix 1 of this Handbook.

SECTION 6: RESIDENCE LIFE AND HOUSING

Potomac State College of WVU residence hall policies and regulations are formulated to conform to Federal Law, specifically Title IX of the Education Amendments of 1972, which expressly forbids the use of gender as a basis for offering different services, charging different fees, or imposing different rules and regulations. Students who feel they have reason to believe that the College’s stated policy of nondiscrimination has been violated should consult Section 9.2 of this Handbook.

6.1 Live-In Requirement

All single students who are enrolled full-time are required to live in college-owned housing, except those meeting the criteria below:

- Students reaching 21 years of age by August 15th
- Students who will be residing with a family member and within reasonable commuting distance (50 miles) of the College
- Single or married parents
- Married students

Potomac State College recognizes that there are always exceptions to this rule. A housing appeals committee meets periodically to decide upon appeals on a case-by-case basis. If you have questions pertaining to this live-in requirement or require information to write an appeal, please contact the Residential Education Office at 304-788-7407. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. The Residence Education Office is located on the 100-level of the University Place across from the Potomac Commons.

6.2 Academic and Behavior Requirements

Full-time status (12 credits) is required for a student to be eligible to live in the residence halls. *Students who drop below 12 credits are responsible for contacting Residential Education personnel within 24 hours of dropping below that threshold in order to discuss the continuing to reside on campus.* If a student drops below full-time status during the semester, a letter of warning will be sent by Residential Education to the student indicating his/her status and placement on residence hall probation.

If the student should be found responsible for any violation of the *WVU Student Conduct Code* or residence hall policy, the student's privilege to participate in the residence life system may be temporarily suspended or permanently terminated. Except in extreme cases, i.e., serious illness, etc., a student would not be permitted to continue to live in a residence hall with less than eight credit hours.

Residence hall living is a privilege. Since limited space is available, applicants are considered on a first-come, first-served basis. Potomac State College of WVU has a combined housing capacity for approximately 675 students. Residence halls are supervised by trained, professional Residence Hall Coordinators, Night Monitors, and student Resident Assistants. The University Police do make regular rounds in the College's residence halls.

All students living in college-owned housing agree to abide by the policies, rules, and regulations outlined in the *Potomac State College Student Handbook*, the *Residence Hall Handbook*, and the Housing Contract that you signed when you applied for housing.

6.3 Meal Plan Requirement and Options

All students who choose to live in residence halls are required to participate in the College dining program. There are three plans to choose from, described as:

- 19 meals per week with \$50 Bonus Bucks
- 15 meals per week with \$50 Bonus Bucks (only active Monday-Friday)
- 10 meals per week with \$50 Bonus Bucks (only active Monday-Friday)

All plans allow access once during any meal period and can be used in either the Rapids or the Commons during posted meal times. Bonus Bucks can be used at any time in either location. Please note that the meal plan week begins on Thursday and runs through Wednesday evening.

Changes to meal plans are limited. Meal plans may be increased at any time throughout the year and the change will likely take effect on Thursday following submission of the request. Decreases to meal plans are only allowed during the first two weeks of the fall semester. In the event Bonus Bucks are depleted, money may be deposited into a Catamount Debit Plan account for use in either location. Students who withdraw from school during the semester may be entitled to a refund of unused fees on a prorated basis.

6.4 Residence Hall Closure

The residence halls are closed during the following periods: Thanksgiving, winter recess, spring break, as well as between the spring semester and summer sessions and between the summer sessions and fall semester. Students should note the periods during which the residence halls are closed and make plans to vacate their rooms before the announced time on the day the residence halls close. The halls reopen the day before classes begin following a vacation period.

Students are expected to vacate their rooms the same day as their last final exam each semester and summer session unless specific approval to remain on campus is obtained from the Director of Residential Education. Exceptions may be made for students participating in commencement, intercollegiate athletics, or other College-sponsored events.

6.5 Conduct in the Residence Halls and Commons

A resident who is unable to adjust to residence hall living, who repeatedly violates rules, or who chronically creates disturbances, will be subject to conduct sanctions, including removal from the residence halls and other College sanctions. There are no room fee refunds for the semester and quite possibly the year when students are removed from the residence halls for disciplinary reasons.

The Dean of Student Affairs delegates the authority to the College's Student Conduct Coordinator and Residential Education staff to adjudicate alleged violations of residence hall regulations and College regulations that occur in the residence halls, and the Commons, including the Rapids.

All students are reminded that they are to consider appropriate means of dealing with conflict. Fighting, inciting a fight, physical violence, threats, sexual harassment, intimidation, stalking, bullying, either in person or electronically, are not deemed appropriate means to accomplish this. For this reason, students who choose to behave in this manner may be subject to immediate suspension from the halls or Commons, pending formal College disciplinary action. There are no room or board fee refunds for the semester and quite possibly the year when students are removed from the residence halls or the Commons/Rapids for disciplinary reasons.

While under normal conditions, three (3) residence hall violations likely will result in permanent removal from the residence hall system, certain violations (major alcohol and/or drug violations, malicious destruction of property, sexual assault, physical assault, and abusive and/or threatening conduct toward other members of the residential community, including staff) will likely result in an immediate temporary removal from the residence halls pending the outcome of a student conduct hearing.

Note: When students are placed on “deferred removal” from the residence halls, they are normally not permitted to reside on campus the following year nor are they permitted to reside on campus during the summer. If a student wants to reside on campus the following year after being placed on “deferred removal,” the student must submit a written appeal to the Director of Residential Education who will then present the written appeal to the “housing appeals committee” for consideration. All appeal decisions are final.

Students who are expelled from housing are not permitted to reside in campus-owned housing in the future. Residence hall expulsion is permanent.

The College reserves the right to use a student’s previous conduct history on campus or in the halls as a factor in providing or terminating on-campus housing or allowing visitation in a residence hall.

6.6 Protection of Personal Property and Valuables

Students are responsible for taking the necessary precautions to protect their own personal belongings and valuables. The College is not responsible for personal belongings of students in the College residence halls, either during the student’s period of residency, when the residence halls are closed, or after the student has left the College.

Students who suffer property loss in the College residence halls and feel that the loss is a result of negligence on the part of the College may file a claim to recover the loss through the West Virginia Court of Claims. To file a claim, contact the Potomac State College Business Office or the Clerk of West Virginia Court of Claims, Capitol Building, Charleston, WV 25301, to request an application form.

The State of West Virginia provides no fire or theft insurance to protect personal property that is kept on the Potomac State College of WVU campus. All students should make certain that their own or their parents’/guardians homeowners or apartment dwellers insurance policies cover off-premises items that they want insured.

6.7 Residence Hall Handbook

The *Residence Hall Handbook*, containing much more detailed information about residence hall policies and basic standards of conduct, is available on-line at http://www.potomacstatecollege.edu/campus_life/residence_life_housing/Residence%20Life%20Student%20Handbook%202010-2011.pdf. Residents should read the *Handbook* so they are aware of the behavior expectations of residence hall living. For information relating to residence hall living, please contact Potomac State College’s Residential Education Office by telephone at 304-788-7407 or in person in the Residential Education Office located across from the Commons in University Place.

SECTION 7: SELECTED LAWS, POLICIES, COLLEGE REGULATIONS

7.1 Alcoholic Beverages

Chapter 60, Article 1, SECTION 3 of The West Virginia Code prohibits drinking of alcohol in public places. The West Virginia Board of Governors prohibits the possession or use of alcoholic beverages of any nature on or in property, facilities, or campuses under the jurisdiction of the West Virginia University Board of Governors, including, but not limited to, the property, facilities, and campuses of Potomac State College of WVU, except in facilities located thereon as family residences. Under a policy that became effective June 1, 1983, students are not permitted to possess or consume beer or any other alcoholic beverage on Potomac State College of WVU property, including the College-owned residence halls and College-leased housing units.

The College holds students accountable for their choices relating to alcohol, drugs and other behaviors both on and off campus. Students who are found responsible by a College Conduct Hearing Body for three minor alcohol violations are immediately removed from the residence halls. Students are normally removed after the second minor drug violation. Students who commit more serious violations, i.e., keg parties, large amounts of alcohol, dangerous drinking games (beer pong), possession of drugs with intent to sell, possession of date-rape drugs, heroin, cocaine etc., may be removed after the first violation. It should be understood that all occupants of a residence hall room will be charged with possession/use if they are present in a room where alcohol/drugs are present. It is also important to note that residents of a room are ultimately responsible for what is found or occurs in the room. If you leave your residence hall room door unlocked and you leave for the weekend and your friends are caught in your room with alcohol and/or drugs, you may also be charged with violating the College’s alcohol and drug policies. Always keep your door locked and do not lend your key to anyone and do not allow others to use your room when you are out of town.

Potomac State believes that parents are partners in the educational process. Thus, one important component of the College’s alcohol and drug policies is “parental notification.” It is College policy to notify parents of dependent students, either in writing or by telephone, who violate the College’s alcohol/drug policies. Students removed for disciplinary reasons; including the use of alcohol or drugs, receive no refunds of their room costs for the semester and possibly for the year since the Housing Contract is for the entire academic year from August until May.

Additional details are given in the *Residence Hall Handbook* and the West Virginia Drug Prevention Program.

7.2 Good Samaritan Policy

The College holds a fundamental commitment to the safety of its community. It is vital for students to call Emergency Medical Services by dialing 911 when a student needs medical help. The “Good Samaritan Policy” offers a clear message to students that they should report any potentially dangerous cases of intoxication, drug overdose or medical emergencies; they should not be concerned about disciplinary consequences at such a time. The Good Samaritan Policy is as follows: *Students or student organizations that seek emergency attention for dangerously intoxicated/overdosed or ill individuals will not be subject to punitive college disciplinary sanctions. This policy applies both to the person requiring help and the person or organization reporting their concern. When students encounter another person who may be dangerously intoxicated, overdosed or ill, they have a responsibility to call EMS by dialing 9-911 from a College phone or 911 from a cell phone. After calling EMS, the student or organization should immediately notify a person in a position of authority at the College such as an RA, RHC, Night Monitor, or a University Police Officer to report the emergency.*

This policy reflects the College’s priority on “safety first.” The policy does not rule out educational sanctions for those involved with the incident however, an educational sanction is NOT a punitive sanction like being removed from the residence halls or expelled from the College. In addition, the student’s permanent educational record will reflect no formal college disciplinary action.

In situations where a student’s life may be in jeopardy, College personnel may contact the student’s parents as a health precaution and may require a professional alcohol/drug evaluation to return to the residential community.

This policy refers to isolated incidents only and does not protect those students from punitive judicial sanctions who choose to flagrantly and repeatedly violate the College’s alcohol/drug policies.

If you fail to immediately report such incidents you are seriously endangering the life of another person(s). If that student is incapacitated or dies as a result of you taking no action you may face College sanctions along with criminal and civil legal action from the student or his/her family.

The College can’t stress enough the value we place on human life and the importance of you getting help for persons who are in need of medical attention. Please don’t run away from or turn your back on a sick or injured person. Do the right thing and call for help.

7.3 Anti-Hazing Policy

Potomac State College of WVU policy prohibits all forms of hazing by any approved campus organization or other formal or informal group or by individuals. Hazing is defined as any action taken or any situation created which subjects any member of the institutional community to acts or situations which produce mental, emotional, or physical harm or discomfort, embarrassment, harassment, or ridicule. Such prohibited behavior shall include but not be limited to the following:

1. Paddling in any form.
2. Creation of excessive fatigue, e.g., prolonged physical exertion or loss of sleep.
3. Physical or psychological shock.
4. Inappropriate or illegal quests, i.e., theft of specific items, treasure or scavenger hunts, etc.
5. Engaging in public stunts and/or buffoonery.
6. Wearing publicly any apparel that is conspicuous and not normally regarded as being good taste.
7. Morally degrading or humiliating games or activities.
8. Night work sessions that interfere with academic pursuits.
9. Encouraging consumption of drugs or alcoholic beverages.
10. Any other activities that are inconsistent with the policies, rules, or regulations of the College.

Students involved in any hazing activities, either on or off campus, are subject to disciplinary action, which may result in the sanctions of suspension or expulsion whether or not there is, prosecution for such acts in local, state, or federal courts. Sanctions against organizations under this policy may include, but not be limited to: (1) loss of recognition for an approved campus organization, (2) denial or use of situational facilities, and (3) removal of some or all privileges.

7.4 Assembly Areas

The following assembly areas have been identified for the Potomac State College of WVU campus:

Outdoor Assembly Areas

The quadrangle area around the flagpole
Church-McKee Plaza

Indoor Assembly Areas

Academy Hall 207
Church-McKee Auditorium

(Reservations for these areas are handled through the Campus Provost’s office.)

7.5 Behavior at Athletic Events

Disorderly conduct or lewd, indecent, profane, or obscene conduct or expression at athletic events will result in expulsion from the facility/venue and will be subject to College disciplinary action.

The prohibition of the possession or consumption of alcoholic beverages on campus extends to events at all athletic venues. To help ensure full compliance with these regulations, students, their guests, and other persons attending such events will not be permitted to enter with bottles, cans, or thermos jugs. Smoking and smokeless tobacco are not permitted in any athletic event or facility.

7.6 Bomb Threats

The law of the State of West Virginia prohibits giving, or to cause to be given, false information in regard to the presence of a bomb or other explosive device in, at, or near buildings, bridges, etc. Students found in violation of this law may be subject to legal prosecution, as well as College disciplinary action.

7.7 Bulletin Board Postings

In general, it is not permitted to hang posters, banners or other materials in buildings, on doors, walls, elevators or other areas of the campus that are not designated bulletin boards. All users are prohibited from posting any item on any unapproved surface, including walls, doors, windows, elevators, floors or entry ways. Please use bulletin boards for posting announcements and signs. People who want to post signs must obtain proper approval from Student Affairs before posting any item on any board, and must follow applicable guidelines. All unapproved or improperly posted signs will be removed by College personnel.

All signs posted in College residence halls must also be approved by Residential Education personnel otherwise, signs will be removed.

Under no circumstance are signs permitted on campus or on adjacent streets to the College that advertise activities where alcohol may be served. Persons who post these signs will be prosecuted legally and may face College sanctions.

7.8 Computer Usage/Office of Information Technology (OIT) Policies

The Potomac State College of WVU computer network is part of the West Virginia University computer network and is subject to West Virginia University OIT policies and guidelines. A complete list of computer policies can be found at <http://oit.wvu.edu/policy/>. Misuse of the campus computer network, residential network (ResNet) or any College computer system is a serious offense. A student who is found responsible of any of the following acts shall be subject to the maximum sanction of expulsion, or to any lesser sanction authorized by the West Virginia Board of Governors Bulletin No. 57, and imposed by the Potomac State College of WVU administration in accordance with disciplinary procedures described in this Handbook:

1. Disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the network, or the College.
2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document.
3. Attempts to breach security in any manner.
4. Use of a computer account for other than the purpose for which it was assigned.

(Commission of any of these acts may also result in criminal prosecution, in addition to disciplinary action by the College.)

Registered students at Potomac State College of WVU may connect their personal computers to ResNet in their assigned dorm room and to the wireless network (see 2.5 Computer Access). Connecting a computer to the network anywhere else on campus is not permitted. For your computer to be able to be connected to ResNet, it must have an Ethernet 10 BaseT network interface card (NIC) or 10/100 BaseT network interface card. Access to the wireless network requires an 802.11 B or 802.11 G wireless network card. Network cards can be purchased at the campus bookstore or your local computer store. The basic system requirements for connecting your PC to the network are a Microsoft Windows XP or Windows Vista operating system. For Apple Macintosh computers, you will need Macintosh OS 10.3 or higher. For ResNet, a standard CAT5 cable (Ethernet with RJ45 connectors) will be needed to make the connection between the PC and the network jack on the wall. We recommend you bring all PC related software with you. *All pc's must have a commercially available antivirus program that has a valid virus definition update subscription good through the end of the attended semester.* Symantec Antivirus is available for free to registered students via the WVU Technology Support Center at <http://oit.wvu.edu/tsc/antivirus/index.php>. Freeware and Shareware antivirus programs are not accepted.

ResNet services are offered free of charge to all currently enrolled students living in Potomac State College of WVU- owned residence halls. To avoid disruption of your ResNet service you must maintain enrollment at West Virginia University and continue to live in one of the College-owned residence halls. More information regarding ResNet usage and policies can be found at <http://www.resnet.wvu.edu/>. Questions regarding setting up ResNet access or connecting to ResNet should be directed to the OIT Helpdesk at 1-877-327-9260, or via E-mail to OITHelp@mail.wvu.edu.

Potomac State College of WVU assumes no responsibility of a user's loss of time, data, or other loss due to unavailable network services or network outages. In emergencies, the network or segments of it may be taken down with little or no notice for maintenance or to protect the security and integrity of Potomac State College of WVU's campus network. As a Potomac State College of WVU student, you have access to the various computer labs on campus, specifically: the Library, Student Union, and Academic Success Center. Please note, the computer classrooms on campus are for student use during class time only. ResNet may not be used to provide Internet access, for any purpose, to anyone except for the single registered user. Only the computer used to register for ResNet service may be attached, directly or indirectly, to the network connection in your room. As the registered user of your computer, you are responsible for all actions performed on that computer. Using a computer, hub, switch, router, wireless access point or similar device to give multiple computers or devices network access through a single connection is not permitted. ResNet services and wiring may not be modified or extended for any reason. This applies to all network wiring, hardware, and in-room jacks. You may not configure your computer to act as a server of any kind. This includes Peer to Peer file sharing programs such as Lime Wire, Bear Share, Area and Frost Wire. ResNet and other College networks and computer services are designed primarily for academic purposes. Other uses, for example gaming, are considered secondary, and may or may not work on College networks.

ResNet is a shared resource. Thus, network use that inhibits or interferes with the use of the network by others is prohibited. For example, applications that use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.

Potomac State College of WVU reserves the right to suspend network service for any user suspected of violating the reliability and security of the campus computer network, ResNet, or any other College computer system. Cause for suspension of network service includes, but is not limited to the following:

1. Use or possession of "hacker tools" including, but not limited to, port scanning software, packet capturing utilities, password capturing/cracking utilities, and denial-of-service programs.
2. Attempting to gain unauthorized access to any host or network resource.
3. Unauthorized use of network resources.
4. Use of Potomac State College computer resources to disseminate libelous, slanderous, or offensive material.
5. Willful attempts to sabotage network resources.
6. Registering a domain name or hostname to any IP address.
7. Intentional or unintentional disabling of network resources.
8. Use of software or devices banned from us on campus: wireless network hubs, switches, or routers, thin-clients, hubs, switches, routers, print servers, and network appliances.
9. Attempting to gain access to the network gateway.
10. Running a DHCP or any other type of server.
11. Sending chain letters or large scale broadcasts to lists of individuals (e.g. spamming).
12. Any network use that consumes large amounts of bandwidth and causes poor network performance.
13. Improper network hardware/software configuration.
14. Suspected computer virus infection.
15. Suspected compromise of your computer operating system's security.
16. The storage of sharing of illegal music, movies, or other copyrighted materials.

Potomac State College of WVU will not tolerate the propagation or publishing of material that is defined as "obscene" by Federal, State, or local laws. It is also illegal to transmit material that is threatening or harassing as defined by applicable laws.

Academic misconduct via ResNet is considered a violation of the Campus Fair Use Policy. This includes, but is not limited to the unauthorized copying, sending, or receiving of programs, assignments, or files.

Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation of the Student Conduct Code. Prosecution under state and federal laws may also apply.

University computer resources cannot be used for promoting business interests. Companies and individuals are prohibited from using University computer or networking resources for personal or financial gain. This includes going online to gambling sites or use of the computer for gambling purposes.

U.S. Copyright Laws grant certain exclusive rights of reproduction, adaptation, distribution, performance, display, attribution, and the integrity for intellectual property, artistic creations, etc. Works of literature, photographs, music, software, film, and video can be copyrighted. Examples of probable violations of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (e.g. commercial software, text, graphic images, music CDs, audio/video recordings, and films), or the unauthorized distribution of copyrighted materials over computer networks or through other means. Federal Wire Fraud Law prohibits the use of interstate communications systems (e.g. phone, wire, and radio or television transmissions) to further an illegal scheme or to defraud. Violation of Federal Wire Fraud Law will result in the suspension of network service pending disciplinary action via the College's student conduct system and/or criminal prosecution.

The Office of Information Technology reserves the right to perform periodic host scans to ensure there are no security vulnerabilities on computers connected to the College's networks. These scans will be unannounced and will occur at different times of the day. If your computer is found vulnerable, you will be temporarily disconnected until the vulnerability is fixed.

The following University policies also govern the use of ResNet: *WVU Student Conduct Code*, Sexual Harassment Policy, and the College Residence Hall Agreement. It is the responsibility of each ResNet user to use ResNet services appropriately and in compliance with all West Virginia University, city, county, state, and federal laws and regulations.

WVU's Sexual Harassment Policy covers all uses of electronic technology and communication on campus, including but not limited to correspondence via e-mail, newsgroups, chat, and instant messaging. Refer to the Sexual Harassment Policy for further information and description of your options for addressing sexual harassment.

By completing the sign-up process for ResNet service you agree to abide by the policies outlined above. Failure to comply with any of the above policies may result in the suspension of in-room network services, loss of WVU computer use privileges, disciplinary action through the College student conduct system, and/or criminal prosecution.

7.9 Concessions

No person, organization, agency, or corporation that is not an authorized representative of the West Virginia University Board of Governors may take orders for any item or service or solicit funds in any Potomac State College facility or at a College-sponsored event without specific permission from the Dean of Student Affairs.

7.10 Drugs (Prescription, illegal, over-the-counter)

The possession and/or use of drugs without a medical prescription and under a physician's supervision is prohibited. The use, possession, or distribution of marijuana or other legally-controlled substances is subject to prosecution under Federal or State law, as well as to disciplinary action by the College. Students who choose to abuse over-the-counter or prescription medications will be subject to disciplinary action by the College and possibly criminal prosecution. For additional information, please refer to the West Virginia University Drug Prevention Program.

All prescriptions should be securely stored in properly labeled containers that display the name of the medication, who the doctor is who prescribed the medication, and the name of the person the medication was prescribed. Prescriptions should be stored securely in a lockbox and not kept out in the open where it could be stolen.

7.11 Fire Equipment and Fire Alarms

Chapter 29, Article 3, SECTION 21 of the West Virginia code states, "No person shall make, turn in or telephone, or by use of any means or methods of communication aid or abet in the making of turning in of, any alarm of fire which he knows to be false at the time of making such alarm."

Persons found guilty of violating this section of the Code for the first offense may be punished by fines of not more than \$100 or imprisonment of not more than 30 days or both. In addition to the legal liability cited above, a student found tampering with fire equipment is subject to immediate suspension or expulsion from the College.

An assessment ranging from \$5-\$40 could be made against each occupant of a College residence hall for each false fire alarm in the hall when the offender is unknown. Person's found responsible for tampering with fire hoses, smoke detectors, sprinklers, fire extinguishers, or other safety equipment and/or activating building alarms (false alarms) will likely be removed from the residence hall and will face additional College sanctions and criminal prosecution.

Upon sounding of a fire alarm, all persons occupying the building must evacuate until the cause of the alarm is ascertained and it is determined by Emergency Personnel that reentry is safe. Persons who fail to evacuate will face College sanctions.

7.12 Gambling

Gambling, including but not limited to games of chance, card games for money, chain letters, lotteries, on-line gambling, on-line poker, on-line fantasy games for money, raffles, etc., is prohibited on all College property, including the College's technology network, unless otherwise approved by the Dean of Student Affairs.

7.13 Motor Vehicles/Parking Regulations

The Potomac State College University Police Department is responsible for development and enforcement of traffic and parking regulations under the authority vested in the University by West Virginia Code, Chapter 18B, Article 4, Section 6. In addition to these regulations, all applicable state laws and city ordinances will be enforced on campus. The regulations were formulated after consultation with faculty, staff, and students and are subject to approval by the Campus Provost. University Police officers and parking control attendants will enforce the provisions of the document.

Potomac State College reserves the right to change these rules as the need arises. Official changes will be published in the *Pasquino* (the student newspaper), PSC E-News, student MIX accounts, and widely disseminated by other means. Faculty, staff, and students are expected to know and comply fully with current regulations.

Students are permitted to have motor vehicles on campus. For a complete list of traffic and parking regulations, please contact the University Police.

Between 5 AM and 5 PM, every vehicle, including motorcycles, driven and parked anywhere on campus by a student or college employee, must display a valid parking permit. At the time of vehicle registration, a fee of \$40 will be charged and a permit valid for one calendar year (beginning August 16) will be issued. The plastic hangtag permit is valid for any vehicle registered in your name, and it should be hung on the rear view mirror. It must be clearly displayed while the vehicle is parked on College property.

A color-coded parking map designating parking lots on campus will be given to students when purchasing their parking permits. Visitors to campus must park in the clearly designated spaces on Campus Drive near the Administration Building. Temporary visitor's permits will be issued at the University Police office, Student Affairs office, Enrollment Services, Business office, Maintenance office, the Office of the Campus Provost, and the College Library. Only visitor's permits issued from these areas will be honored. If any office or department is planning an event that will bring several visitors' vehicles to campus on a given day, additional visitors' parking spaces may be reserved for that day by calling the University Police at least 72 hours in advance.

Standard blue signs currently identify handicapped parking spaces. Such spaces are reserved strictly for vehicles bearing handicapped license plates or identification as verified by other states. Any vehicle parking in a handicapped spot without proper certification as an officially recognized handicapped vehicle will be subject to a fine up to \$500 (WV Code 17C-13-6 Amended). Handicapped parking spaces are located near the Science Hall, Academy Hall, Library, Administration Building, in the Upper Gym Parking Lot, and near the Church-McKee Arts Center. Temporary handicapped permits will be issued at the University Police office upon official documentation of the handicap. Handicapped parking regulations are enforced 24 hours a day.

Important Reminder about Parking on City Streets

Commuter and residence hall students are strongly encouraged to purchase a Potomac State College Parking Permit and to park in designated College-owned parking lots to avoid being ticketed and/or towed by the City of Keyser. It is illegal to park vehicles on city streets adjacent to the College from 4 p.m. until 7 a.m., Monday through Friday. To ensure positive campus/community relations, please observe this new ordinance and all other parking and traffic instructions.

Designated Parking Areas

Parking areas are now designated by Letter, Number, and are Color-coded. Please refer to the Parking Map that you were given when you purchased your parking permit. The following is a listing of Letters and Colors designating parking areas:

- Signs that are BLUE and have letter A are for All permits (commuter, residence hall, and staff); anyone who has any of these parking permits can park in these areas.
- Signs that are GOLD and have letter C are for commuters only; anyone who has a Commuter parking permit may park in these areas.
- Signs that are GRAY and have letter S are for staff only; anyone who has a Staff permit may park in these areas.

Students are prohibited from parking in these areas, clearly designated with signs. Violators will be ticketed. If a child or other dependant of an employee, who is a student, uses the employee's permitted vehicle on campus, the regulations governing student permits will apply. The student cannot park in staff permit areas.

Parked vehicles must display a valid parking permit.

All parking lots and spaces located campus wide are designated parking permit areas.

Parking permits are non-transferrable. Anyone found responsible for transferring parking permits from one vehicle to another or from one person to another may be subject to legal prosecution and College sanctions.

Purchasing a parking permit does not guarantee that you will find a parking space on campus. Strategies that have proven successful in the past for students who are looking for a parking space include:

- Drive around campus and orient yourself with all parking lots prior to the start of class
- Arrive early for class
- Don't just look in parking areas around the quad or next to Science Hall. Accept the fact that all parking spaces aren't in front of the building where your class is scheduled
- Look in lots behind Enrollment Services and University Police, adjacent to soccer field and next to Church-McKee Arts Center
- Don't take spaces that are designated for commuters if you are a residence hall student and don't take residence hall student spaces if you are a commuter
- Be a Good Neighbor to the families and individuals who live on the streets adjacent to the College by not parking in their spaces in front of their homes
- Please be courteous to your classmates

Parking Regulations

There is absolutely no overnight parking around the quad (Campus Drive) from 12 midnight Sunday night through 7 AM Friday morning. After 12 midnight on Sunday night, only students unloading belongings from their vehicles will be allowed to *temporarily park* in this area.

Students will be allowed to park on Campus Drive, in the commuter lot at the west end of Science Hall, and in the gymnasium lot without being ticketed between the hours of 5 PM and 12 midnight, Sunday through Thursday.

From 5 PM Friday through 12 midnight Sunday, an open parking policy will be in effect: students will be allowed to park on Campus Drive and in the commuter lot at the west end of Science Hall, and in the gymnasium lot without being ticketed. After 12 midnight Sunday night, regular parking regulations will be enforced.

Overnight parking is allowed in any blue "A" lot at any time.

Vehicles parked on Potomac State College property must display a valid PSC parking permit.

Vehicles parked at the upper and lower college farms must also display a valid PSC parking permit.

Parking and Traffic Enforcement

The campus is patrolled by University Police Officers. Some Parking regulations are enforced from 5 AM to 5 PM, i.e., parking on campus without valid permit while others are enforced 24 hours per day, i.e., handicap parking, yellow lines, or parking in fire lane.

Parking and Traffic Violations Enforced from 5 AM to 5 PM

- Parking on campus without a valid permit
- Parking in areas other than those for which a particular permit is valid
- Failure to display a current permit

Parking and Traffic Violations Enforced 24 Hours a Day

- Parking along yellow curbing or in areas where "No Parking" signs are posted
- Parking in areas marked "Loading Zones"
- Parking that blocks any pedestrian crosswalk
- Parking on sidewalks, grass, or in any other area not designated for vehicular use
- Blocking other parked vehicles or blocking any roadway on campus.
- Parking registered vehicles with permits in visitors or handicapped spaces
- Failure to park within marked spaces on lots or roads
- Other flagrant parking violations

All persons operating motor vehicles on the Potomac State College of WVU campus must adhere to all laws governing the operation of motor vehicles in the State of West Virginia, e.g., observing posted speed limits and stop signs, refraining from reckless driving, excessive vehicle noise including sound systems, stopping for pedestrians in cross walks, etc. They must also obey all posted signs, including those printed on curbs and roadways.

State law mandates that persons must be inside a vehicle when in motion. Persons must be seated in the bed area of pickup trucks while being driven.

Parking Violations and Towing

Vehicles in violation of Potomac State College parking regulations and who are obstructing the safe flow of traffic will be towed and stored at the owner's expense. Vehicles, which are towed, will not be released from storage until all outstanding parking tickets, plus towing and storage fees, are paid in full. Be advised that WV Code 18B-4-6, Section G, allows PSC to tow vehicles after three parking tickets.

Penalties for Parking or Traffic Violations

A state law passed in 1983 gives each state college or university the authority to formulate a set of parking regulations and to assess a civil penalty of \$10 per offense for violating parking regulations. If necessary, the College may also tow the offending vehicle and assess towing costs in addition to the civil penalty. A copy of current parking regulations is given to each student, faculty, and/or staff member at the time an annual permit is purchased, or a copy may be obtained any time from the University Police Office. Generally speaking, a driver will not violate parking or traffic rules if all posted signs are obeyed. Parked cars or motorcycles are liable to be towed or removed if they are blocking traffic or other parked vehicles.

The \$10 civil penalty for a violation may be paid by bringing or sending a \$10 check made out to *Potomac State College Parking Fund*, along with the yellow copy of the ticket, to the University Police or the College Cashier. Payment of this penalty must be made within 10 days and be on a "no-contest" basis. After 10 days, or if the person receiving the ticket wishes to contest (argue) the charge, the alleged violation comes under the jurisdiction of the Magistrate Court of Mineral County. If that Court handles the case, the citation may carry a penalty of an additional \$10 assessment plus court costs. On the other hand, the Magistrate may judge the citation was not justified, in which case there is no penalty. All traffic/motor vehicle citations issued for violations are processed through the Mineral County Magistrate's Court.

The College has access to the State Department of Motor Vehicles' records nationwide, so please do not think you can avoid payment of penalties if you do not register your car or if you have a license from another state. Your license number will be recorded and traced, and you may be summoned to appear before the Magistrate if you ignore a College ticket. If you have questions about the traffic or parking regulations, call the University Police at 304-788-6931.

7.14 Pets/Animals on Campus

For health and safety reasons, dogs, cats, hamsters, mice, rats, reptiles, and other pets are not permitted in College facilities, including residence halls. Exceptions are made for the visually-impaired and for professional staff who are required to live on campus.

Dogs must be properly leashed and controlled at all times. Animal wastes must be properly cleaned up and disposed of by the person responsible for the animal.

Please note: If anyone takes an animal into the residence halls or into any other College building that individual will be responsible for all costs associated with that animal, i.e., the cost to spray the entire building for fleas. If an animal is kept in a residence hall room, all persons who knew about the animal will be held responsible for the costs associated with sanitizing the building as a result of the animal.

7.15 Solicitation

The term "solicitation" is defined to include: (1) the sale of products or services; (2) the seeking of funds, signatures, merchandise, or applications for services, including credit cards. Only PSC-recognized student organizations are permitted to conduct certain solicitation approved by Dean of Student Affairs; individual students and informal student groups cannot. Commercial for-profit solicitation is not permitted on University property except by contract with the Student Affairs Office.

Solicitation of funds on University property by PSC-recognized student organizations is permitted only with a concession permit, which must be obtained from and submitted for approval to the Student Affairs Office. If the permit is approved, the profits from the solicitation must be solely for the direct use of the organization. The concession permit must specify the bank account into which the income will be deposited. Student Affairs reserves the right to audit the account, receipts, and other relevant records before, during, and after the solicitation event.

7.16 Telephone Use

Use of college-owned telephones and/or the college telephone system in a manner other than its intended purpose constitutes a violation of the *WVU Student Conduct Code*. Such violations include but are not limited to harassment, fraud, solicitation, etc., and will be considered from both a college judicial and from a criminal perspective.

7.17 Tobacco-Smokeless

The following is a list of areas on the Potomac State College of WVU campus that are considered "tobacco-free" where smokeless tobacco is not permitted: Administration Building; Science Hall; Library; Potomac Commons; Student Union; Gymnasium; Church McKee Arts Center; Field House; Academy Hall; Health Center; Agriculture Technology classroom areas, the Equine Center, all athletic facilities, and all residence halls.

(Violations may result in College sanctions.)

7.18 Tobacco-Smoking (including electronic cigarettes)

In accordance with the existing West Virginia University Smoking Policy, Potomac State College of WVU has designated the following as "Smoking Permitted" areas on the Potomac State College of WVU campus:

- Outdoors where cigarette urns have been placed
- At least fifteen (15) feet from academic, athletic, residential and administrative building entrances and windows
- At the smokers hut located next to the Lough Gymnasium

Smoking and the use of electronic cigarettes are not permitted in the residence halls, the Library, and other designated smoke-free areas. The following is a list of areas on the Potomac State College of WVU campus that are considered smoke-free: Residence halls, Administration Building; Science Hall; Library; Potomac Commons; Potomac Rapids; Student Union and porch; Gymnasium; Church-McKee Arts Center; Field House; Maintenance Shop; Farm Shop; College Farms, Equine Center, Barns, and Farm Buildings; Agriculture Technology Facility; Greenhouse; Academy Hall; Health Center; all outdoor athletic event seating areas, and common areas of residence halls including porches and near open windows.

(Violations may result in College sanctions.)

7.19 Items Not Permitted on Campus or in Vehicles on Campus Property

The use or possession of firearms, explosives, or other weapons including but not limited to handguns, rifles, knives, BB guns, pellet guns, "air soft" guns, ammunition of any kind, bows/arrows, crossbows, black powder, firing caps, firecrackers, fuses, incense, lasers, candles, fireworks, paintballs, paintball guns, dangerous chemicals, fake weapons, sling shots, alcohol/alcohol containers, narcotics or other controlled substances, illegal drugs, drug paraphernalia, over-the-counter medications that are not taken properly, extension cords, and dial-up modems. This is not an exhaustive list. If you reside in College-owned housing, refer to the *Residence Hall Handbook* for additional items that are not permitted in the halls.

7.20 Weapons

Weapons, including but not limited to rifles, shotguns, bows and arrows, knives, BB guns, pellet guns, sling shots, paintball guns and any instrument used for purpose of intimidation, are prohibited on property owned or controlled by the College, including in parked vehicles in College parking areas, except by authorized College personnel. Possession of other dangerous substances, chemicals or materials, including but not limited to, ammunition (arrows, bullets, paintballs, etc.), black powder, dynamite, dynamite caps, fireworks, fire crackers, lasers, etc., is also prohibited on campus property except by authorized College personnel.

College employees are not permitted to keep or store such weapons or materials on College property for students.

7.21 Overnight Camping

Overnight camping on College property is prohibited unless authorized by the Dean of Student Affairs.

7.22 Camp Fires/Bon Fires/Open Fires

Setting of fires, including camp fires and bon fires or burning any material including paper, on College property is strictly prohibited unless approved in advance by the Dean of Student Affairs and by the Director of Facilities. Violators will be subject to College sanctions and criminal prosecution.

7.23 Immunizations Required for Enrollment

To ensure the health and safety of our campus, immunization against communicable diseases is extremely important. Vaccination against Measles, Mumps, and Rubella (MMR) and Meningococcal vaccinations are required of all students matriculating to PSC, and include all first time freshmen, all transfer students, and all students living in College housing, regardless of their age. In addition, for those under the age of 22 at the time of matriculation to PSC, the Meningococcal vaccination must have been within the last five years (a booster will be required if the original Meningococcal vaccination was more than five years prior to the date of matriculation at PSC).

The following additional vaccinations are required of all *first-time freshmen*:

- Polio series
- Tetanus-Diphtheria-Pertussis (Td and aP, or Tdap within the past 5 yrs.)
- Hepatitis B series

The following immunizations are also *recommended*:

- Varicella vaccine or history of chicken pox
- Tuberculosis skin test; if applicable
- HEPATITIS A vaccine
- Annual Influenza vaccines
- Pneumovax, if indicated
- HPV series-Gardasil (for females)

Questions about any of the vaccinations and how they may be obtained should be addressed to PSC Student Health Service at 304-788-6913.

New freshmen or transfer students are required to complete the Immunization Form which is available online at <http://potomacstatecollege.edu/admissions/freshmanadmission.html>.

Exemption from this requirement is granted for religious or medical reasons. Please request an exemption form from the Office of Enrollment Services. Failure to provide immunization records could prevent further registration for courses.

Some vaccines are available in the College's Student Health Center depending on availability of vaccine including:

- Meningitis (Menactra) (\$100.00): Protects against the most common strains of Meningococcal Meningitis. Required for all first-time freshmen beginning fall 2007.
- Flu / Influenza (\$15.00): Protects against influenza, an acute contagious respiratory infection. Offered seasonally starting in November
- PPD / Tuberculosis Skin Test (\$10.00): Determines if an exposure to TB has occurred. A positive reaction usually means that the person has been infected with the TB germ. It does not necessarily mean the person has TB disease. Other tests, such as an x-ray or sputum sample are needed to see if the person has TB disease.
- Tetanus / Diphtheria (\$40.00): Tetanus (lockjaw) and Diphtheria are serious diseases. Tetanus is caused by a germ that enters the body through a cut or wound. Diphtheria spreads when germs pass from an infected person to the nose and throat of others.

7.24 Warning about Computer Social Networks

Student Affairs personnel encourage students to become involved and connected to the Potomac State College community in any way possible. The Internet has provided additional ways for community members to connect and communicate. However, with these additional means of networking and communicating, extra care and diligence must be taken by community members. Students need to be aware of the added responsibility associated with these forms of networking and communicating.

Communications on sites such as Facebook, MySpace, Xanga, and LiveJournal, though logins are often required, are public and open communications. Communications on such sites are not normally policed by College officials however; communications can be turned in to College officials when they are seen as derogatory or harassing in nature and can be used by the College or others in student conduct cases.

As with other public arenas, information found on internet sites is admissible as evidence in Student Conduct hearings and other proceedings. Information that is admissible will be, but not limited to: wall postings, journal entries, blog postings, pictures, comments, and other openly accessible communications.

Messages between individuals can also be used in Residence Life Community Standards process. Harassing communications can involve instant messaging, text messaging, E-mail, Facebook messages, or other electronic forms of communications.

Students should be aware that the Internet is considered a public forum and information posted on the internet can be viewed by anyone including College administrators, future employers, parents and sexual predators just to name a few. Please be cautious of the information you make available to others.

7.25 Bicycling, Rollerblading, and Skateboarding Guidelines

The College recognizes that students use a variety of means of transportation on campus. Although personal choice is important, the College must consider the safety and well-being of the campus community and its visitors as well as the potential for damage to state property. In an effort to accomplish this, the College has the following policy regarding the use of bicycles, rollerblades, and skateboards on campus.

All individuals using bicycles, rollerblades, and skateboards are expected to use the equipment in a manner which is safe, for both the operator and bystanders, and in a non-destructive manner to College property. Individuals who choose to operate the equipment recklessly or without regard to themselves or others or to College property will be told to cease the behavior and will be held responsible for paying for any damages to state property. If the person chooses to continue to operate the equipment in an unsafe or destructive manner, the equipment will be confiscated by College officials and the behavior will be addressed through the student conduct process.

Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, and so forth) that involve any College property (e.g., stairs, steps, railings, benches, entrances to buildings). Loitering or “sessioning” on campus for the purpose of attempting tricks or stunts is not permitted. Persons who choose to loiter will be told to disperse and the behavior will be addressed through the student conduct process. Under no circumstance are skateboards, rollerblades, or bicycles permitted to be used in any building, including residence halls.

7.26 Threats to Self or Others

To ensure the health and safety of the College community, it is Student Affairs’ policy to temporarily separate from the residence hall community students who demonstrate significant emotional instability or those who engage in thoughts and behaviors that put themselves or others at risk until they are able to safely return to the residence hall community.

What is defined as significant emotional instability or thoughts and behaviors will be determined by College personnel. Parents/guardians of students will be informed by College personnel as necessary and appropriate. When parent/guardians are notified, it is expected that they will promptly come to PSC and pick up their son/daughter or make arrangements for another person to do so. College personnel will work with parents/guardians throughout the process.

To return to the residence hall community, students are required to provide the Dean of Student Affairs or his designee with a psychological evaluation based on test results from a licensed psychologist that address four general components: (1) current psychological stability and historical issues (2) a specified recovery plan (3) a statement addressing the student’s ability to function autonomously without supervision (4) a statement addressing the readiness of the student to remain in the residence hall and in college with specific consideration given to social and academic challenges. Student Affairs personnel can assist students in obtaining the necessary evaluation.

The student must meet with the Dean of Student Affairs or his designee prior to returning to the residence hall community to discuss residence hall return and/or other options.

7.27 Family Educational Rights and Privacy Act (FERPA)

Annual Notice to Students Regarding FERPA and Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Right and Privacy Act of 1974. This Act, with which WVU intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their

education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Policy Compliance Office (FCPO) concerning alleged failures by WVU to comply with the Act. To learn more about FERPA, go to <http://ferpa.wvu.edu/>.

7.28 Nondiscrimination Policy/Grievance Procedures

Students who believe that the College's non-discrimination policy has been violated can seek redress through University procedures, which are consistent with the University of West Virginia Board of Governors' grievance policies.

The procedure for filing grievance is as follows:

1. If a student has a question, problem, charge, or complaint regarding equal opportunity rights, the student is urged to begin the appeal at the place of origin, which is usually at the division level. The appeal should be presented to the division chairperson immediately upon the occurrence of the complaint.
2. If the student is dissatisfied with the decision of the division chairperson, an appeal can be made to the Provost.
3. If the student is dissatisfied with the decision of the Provost, the matter can be appealed to the President of West Virginia University by writing of the case and requesting an appointment.
4. The President may hold an informal hearing himself or arrange for the appeal to be reviewed by a special committee, which will present its findings and recommendations to the President who will render a decision on the appeal.
5. If further appeals are necessary, they may be advanced to the:

Chancellor and University of West Virginia Board of Governors
950 Kanawha Boulevard East
Charleston, WV 25301

6. If the student remains dissatisfied with the decision of the Board of Governors, he/she may contact specific agencies responsible for the enforcement of the particular equal rights law or regulation in question.

For information regarding the agencies to be contacted, students should consult the faculty member designated as the Title IX Coordinator at Potomac State College of WVU.

7.29 Policy and Procedure Regarding Sexual Harassment

Section 1: General

1.1 Scope: This rule sets forth the West Virginia University Board of Governors' Policy regarding sexual harassment.

1.2 Authority: WV Code §18B-1-6, §18B-2A-4; Sexual harassment is prohibited by:

- The 1980 Equal Employment Opportunity Commission (EEOC) interpretive guidelines on Title VII of the Civil Rights Act of 1964;
- The Office of Civil Rights policy statement interpreting Title IX of the Educational Amendments of 1972; and
- The West Virginia Human Rights Act.

1.3 Effective Date: June 2, 2006

Section 2: Policy Statement

2.1 The West Virginia University Board of Governors (WVUBOG or Board) is committed to providing students, faculty, staff, and applicants for employment with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, toward WVUBOG students, faculty, staff, or applicants for employment is a violation of Board policy and is expressly prohibited.

2.2 All WVUBOG students, faculty, and staff are expected to:

- Engage in conduct that meets professional standards;
- Remain sensitive to the effect of their actions and words on others;
- Take appropriate action to prevent sexual harassment;
- Avoid behavior that might be construed as sexual harassment; and
- Acquaint themselves with this policy.

Those in supervisory positions have a special responsibility to discourage sexual harassment as well as to implement and enforce this policy.

2.3 Violators of this policy are subject to disciplinary action that may include sanctions as severe as discharge of an employee or expulsion of a student. In

addition, sexual harassment that constitutes sexual assault or other criminal law violation will be referred to the appropriate authorities for prosecution.

Section 3: Accountability

3.1 Under the President, the Executive Officer for Social Justice, in conjunction with the Deans and Vice Presidents, shall implement and ensure compliance with this policy.

Section 4: Definitions

4.1 Sexual Harassment

Consistent with guidelines promulgated by the United States Department of Education, the WVUBOG uses the EEOC definition of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- Such conduct has the purpose or effect of:
 - o Unreasonably interfering with an individual's work or educational performance; or
 - o Creating an intimidating, hostile, or offensive work or educational environment.

4.2 Consensual Relationships

Consensual relationships include amorous or romantic relationships and conduct that is not part of a typical platonic relationship.

Section 5: Requirements

5.1 General

The WVUBOG prohibits sexual harassment by any student, faculty member, or staff member. The Board is committed to creating and maintaining a work environment free of inappropriate, disrespectful conduct and communication of a sexual nature. The Board will not tolerate sexual behavior that interferes with an individual's work performance or that creates an intimidating, hostile, or offensive work or learning environment.

In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual advances and the context in which the alleged incident(s) occurred.

Sexual harassment may occur between faculty members and students, supervisors and employees, students and students, faculty members and faculty members, staff members and staff members, or any other combination of people. It may occur between people of the same sex or people of different sexes.

Examples of conduct that may be considered sexual harassment include the following:

- Subtle or overt pressure for sexual favors, accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, or physical well-being;
- Insults, humor, jokes and/or anecdotes that belittle or demean an individual's or a group's sexuality or sex;
- Unwelcome sexual comments or inquiries about an individual's or a group's sexuality or sex;
- Inappropriate displays of sexually suggestive objects or pictures, which may include but not be limited to posters, pin-ups, calendars, and computer screen savers;
- Unauthorized entering of restrooms and other locations reserved for the exclusive use of the opposite sex;
- Unnecessary and unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual's body; and
- Sexual assault.

5.2 Consensual Relationships

Although the Board acknowledges that consensual relationships are within the purview of individual privacy, such relationships that occur between persons of

different ranks, including those between supervisors and supervisees or faculty and students, may lead to circumstances that result in sexual harassment.

These types of consensual relationships also may result in a hostile or offensive environment affecting other employees or students. For example, others may perceive a person involved in the consensual relationship as receiving favorable treatment in employment or educational decisions and actions.

5.3 Teacher-Student Relationships

It is a violation of WVUBOG policy for a faculty member to engage in an amorous, dating, or sexual relationship with a student whom the faculty member instructs, evaluates, supervises, or advises.

Where there is a pre-existing amorous, dating, or sexual relationship, the individual with the status advantage shall notify his or her immediate supervisor. The supervisor shall be responsible for making arrangements to eliminate or to mitigate a conflict, the consequences of which might prove detrimental to the institution, the Board or to either party in the relationship.

5.4 Confidentiality

The confidentiality of all parties involved in a sexual harassment charge shall be strictly respected insofar as it does not interfere with the Board's obligation to investigate misconduct allegations and to take corrective action.

5.5 Dishonest or Frivolous Complaints

If sexual harassment allegations are not substantiated, all reasonable steps shall be taken to protect the reputation of the accused. Moreover, if the complainant is found to have intentionally or maliciously been dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

Section 6: Sexual Harassment Complaint Procedure

(Note: This procedure is the same as that for complaints of discrimination on the basis of age, color, disability, ethnic origin, marital status, race, religious beliefs, sex, sexual orientation, or veteran status.)

6.1 Sexual Harassment Complaint Procedure Guidelines

Any student, current or former employee, or applicant for employment or admission to the University who believes he or she has been sexually harassed ("complainant") may file a sexual harassment complaint.

Complaints must be filed with the WVU Social Justice Office within 30 days following the alleged sexual harassment or the date on which the complainant knew of the alleged act.

A complaint may be filed with the WVU Social Justice Office without prior discussions of the issue with any other University official. However, individuals are encouraged to attempt to resolve the complaint by first bringing the issue to their immediate supervisor or next level supervisor.

6.2 Extension of Time Limits

All of the time limits contained within this complaint procedure may be extended with the approval of the Executive Officer for Social Justice or his/her designee.

6.3 Complaints Filed With Other WVUBOG Departments or Units

Any complaint of sexual harassment that is filed with another WVUBOG department or unit shall be referred to the WVU Social Justice Office within 24 hours or the next working day. The Executive Officer for Social Justice reserves the right to waive this requirement.

6.4 Responsibilities

When sexual harassment is alleged or suspected, the following persons have the following responsibilities:

6.4.1 The student, employee, or job applicant who believes he or she has been subjected to sexual harassment is responsible for:

- Whenever possible, attempting to resolve complaints through an immediate supervisor or next level supervisor. If such discussions fail to resolve the complaint, the complainant may seek a review of his/her complaint in accordance with the above complaint procedure;
- Contacting the WVU Social Justice Office for advice and/or counseling; and
- Filing a sexual harassment complaint with the WVU Social Justice Office if the situation remains unresolved.

6.4.2 The Social Justice Office is responsible for:

- Receiving a complaint and assisting the complainant in defining the charge and completing the complaint form;
- Apprising the person(s) named in the complaint (“respondent”) and his/her administrative office of the allegation and notifying them that retaliation is prohibited;
- Assisting the individuals named in the complaint in interpreting the charge;
- Obtaining a response to the charge from the respondent within ten working days;
- Upon receipt of the response from the respondent named in the complaint, investigating the complaint further if necessary and appropriate. The Social Justice Office shall have access to all necessary documents, the right to interview witnesses, and the ability to bring together the complainant and respondent, if beneficial;
- Upon completion of the investigation, issuing a finding on the case to all individuals named in the complaint within 20 working days. If there is no evidentiary basis for a charge of sexual harassment, the Social Justice Office shall indicate this conclusion to the complainant and advise him/her that the case is closed;
- Making recommendations for the resolution of the complaint if unlawful sexual harassment is found; and
- Monitoring the recommendations for implementation, and ensuring that appropriate disciplinary action is taken.

6.4.3 The respondent is responsible for:

- Providing a response to the charge within ten working days after receipt of the charge; and
- Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.

6.4.4 The respondent’s supervisor is responsible for:

- Providing a response to the Social Justice Office within seven business days of the action taken with reference to the recommendations of the Social Justice Office; and
- Taking no retaliation or reprisal against the complainant, others related to the complainant, or persons involved in the complaint investigation.

This policy does not prohibit the employer from taking disciplinary action in appropriate circumstances.

Contact Information:

Jennifer McIntosh
West Virginia University
President’s Office
Executive Officer for Social Justice
Director, AA/EEO and
Title IX Coordinator
B-1 Stewart Hall
PO Box 6202
Morgantown, WV 26506-6202
304-293-5496
304-293-8279 fax
jennifer.mcintosh@mail.wvu.edu

Beth Little
Potomac State College of WVU
Social Justice Liaison with WVU
Enrollment Services Office
101 Fort Avenue
Keyser, WV 26726
304-788-6815
304-7886939 (fax)
BELittle@mail.wvu.edu

7.30 Policy and Procedures on Sexual Assault

Potomac State College of WVU is committed to providing its students with a campus environment free of sexual offenses. Potomac State College does not tolerate sexual assault in any form.

Legal Basis:

West Virginia University is required by law to establish a campus sexual assault program to prevent sex offenses and develop procedures to follow when a sex offense occurs. The Higher Education Amendments (HEA) of 1992 impose new requirements for preventing, reporting, and investigating sex offenses that occur on campus. Each institution must use the definitions of a forcible or non-forcible sex offense used in the Federal Bureau of Investigation’s Uniform Crime Reporting System, as amended by the Hate Crime Statistic Act.

Sex offenses, forcible, are any sexual acts directed against another person, forcibly and/or against that person's will, or not forcibly against a person's will where the victim is incapable of giving consent (FBI). Sexual offenses, forcible, include sexual assault, acquaintance rape, sodomy, sexual assault with an object, and fondling.

Non-forcible sex offenses include unlawful non-forcible sexual intercourse (FBI). These include incest and statutory rape.

The maximum sanction for having committed forcible and non-forcible sex offenses is expulsion.

What is Sexual Assault?

Sexual assault is defined as sexual intercourse and/or sexual intrusion with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity to consent. The following definition from West Virginia State law has been accepted by Potomac State College: A person is determined incapable of consent when such person is less than 16 years of age; or mentally defective; or mentally incapacitated; or physically helpless. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent.

Potomac State College policy also recognizes that sexual assault may occur against a victim who has willingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable under the *WVU Student Conduct Code* as a sexual offense. Additionally, and separate from the disciplinary action of the College (up to and including a finding of "responsible"), a perpetrator may be brought to trial under West Virginia state law and subject to action as directed by the court.

PSC Sexual Assault Optional Resources

Medical:

- Potomac Valley Hospital (304) 788-3141 (within 96 hours of assault, Rape Evidence Collection)
- Potomac State College of WVU Student Health Center (304) 788-6913 (Examination for trauma, STDs, pregnancy)
- Western Maryland Health Center in Cumberland, Maryland (301) 723-4000 (within 96 hours of assault, Rape Evidence Collection)

Reporting:

- Campus-University Police (304) 788-6931 or 911
- Keyser City Police 911
- County Sheriff's Office (304) 788-0441 or 911
- Family Crisis Center (304) 788-6061 or 1-800-698-1240
- State Police (304) 788-1101 or 911
- College Counselor or Sexual Assault Education and Prevention Coordinator (304) 788-6976 or 788-6910

Support Services:

- Rape and Domestic Violence Information Center (304) 292-5100 (Hotline 24-hour advocacy)
- Mineral County Health Department (304) 788-1321
- University (WVU) Sexual Assault/Education Specialist (304) 293-1377
- Dean of Student Affairs Office (304) 788-6842
- Residential Education (resource for changes in living arrangements) (304) 788-7406
- College Counselor or Sexual Assault Education and Prevention Coordinator (304) 788-6976 or 788-6910

Sexual Assault Allegations

The following procedures relating to allegations of rape, acquaintance rape, sexual assault, sexual abuse, and all sex offenses, forcible or non-forcible, are adhered to in all West Virginia University conduct hearings as described in the *West Virginia University Code of Student Rights and Responsibilities*.

If you are accused of a sexual assault/offense or if you are accusing another student of a sexual assault/offense, you should be aware of the following student rights and responsibilities as they relate to hearings conducted by the Potomac State College of WVU Student Conduct Board:

1. The accuser and the accused are entitled to the same opportunities to have an adviser present during such disciplinary hearing. Advisers may consult with the accused or accuser, whomever they accompany, but may not speak directly without permission of the Chair. The adviser must be a member of the College community except in cases including the potential for expulsion, the accused and the accuser may arrange at their own expense for legal counsel to be present at the hearing. Such counsel may not speak directly at the hearing. The Potomac State College of WVU Office for Student Conduct must be notified within 48 hours of the hearing if legal counsel is to be present.
2. Students have the option to notify proper law enforcement authorities including on-campus and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.
3. Both the accused and the accuser shall be informed of the outcome of such a Student Conduct Hearing, including the findings, sanctions, appeals, and appeal outcomes.

Initiating Protocol

A. Immediate Medical Care and Treatment:

Any student who feels he/she has been sexually assaulted and requires medical attention should call 911.

All conversations and both informal and formal proceedings having to do with a complaint of sexual assault are kept confidential. Campus professionals providing medical and student conduct services are sensitive to the importance of confidentiality in these matters. The sooner a sexual assault is reported, the easier it is to collect valuable evidence and initiate support services for the victim. Within 96 hours of the assault, the medical evaluation and rape evidence exam are available through a local hospital.

To facilitate evidence collection the victim:

- Should not bathe or douche.
- Should not eat or brush their teeth if oral contact has occurred.
- Should place soiled clothing in a paper bag (plastic bags destroy crucial evidence) to be taken to the emergency room or police department.

The College Health Center is also available for medical evaluation. Medical attention is crucial for assessing internal injuries, sexually transmitted diseases, and possible pregnancy. University Police may transport the victim to the hospital for medical attention. If the victim does not want to contact the police, a friend or relative may transport the student to the hospital. When the victim arrives at the emergency room, the hospital will offer to call the Family Crisis Center 1-800-698-1240 to arrange for a volunteer advocate to accompany the victim throughout the exam if she/he chooses. If the assault takes place off campus, call 911 to contact the Keyser City Police, Mineral County Sheriff's Department or WV State Police to facilitate this process with the victim.

The victim is strongly urged to seek appropriate medical attention. It is crucial in assessing possible injuries, as well as in collecting medical evidence should the victim choose to prosecute. Police will be contacted by the hospital to take possession of evidence collected while the victim makes a decision whether to pursue charges or not. Follow-up medical services can be arranged through the College Health Center.

B. Reporting:

All victims of sexual offense are encouraged to report the incident either to the College Counselor, the College Nurse, the University Police, Residential Education personnel, the Dean of Student Affairs, any faculty/staff member, or the College's Sexual Assault Education and Prevention Coordinator. Regardless of whether the victim chooses to immediately involve law enforcement officials, the victim is strongly urged to seek medical attention. A student may also choose to file a report with the Office of Student Conduct Services located in room G6 of the Student Union. The student will have the opportunity to discuss the report and determine whether there is a reason to believe a *WVU Student Conduct Code* offense has occurred. At this same time, judicial procedures will be reviewed, and the possible options a victim can pursue toward the resolution of the complaint will be explored. When it is determined that there exists sufficient reason to believe a violation of the *Student Code* has occurred, disciplinary procedures may be initiated.

Sexual offenses of any form will not be tolerated. Possible sanctions for sexual assault or other sexual offenses by the institution following an on-campus conduct hearing are as follows:

- Residential Education may issue a variety of sanctions specifically related to residence hall living ranging from letters of warning to termination of the student's housing contract and referral to the Student Conduct Office for further action.
- Student Conduct Services in concert with the College Student Conduct Board may take actions ranging from issuing a letter of warning to the expulsion of the student. In instances where student organizations are involved, these organizations can have sanctions taken against them.
- The University Police will refer the incident to Student Conduct Services and confer with the county prosecuting attorney to obtain arrest warrants and seek prosecution under state statute.

Violations of the College Policy and Procedures on Sexual Assault by its faculty, employees, and students are also subject to disciplinary measures.

C. Follow-up Support Services:

Support services are available whether the victim chooses to report the assault to law enforcement or not. Research indicates that follow-up support efforts are of significant benefit to a victim/survivor of sexual assault.

The WVU Sexual Assault Education and Prevention Program was created in 1987 to increase awareness, encourage prevention, provide a resource center, and offer information and assistance for survivors of sexual assault and their families. There are many CDs, books, brochures, and periodicals available for viewing. There are also several special events that focus on the issue of sexual assault. For more information, please call (304) 293-6972, (304) 293-1356 or at PSC, (304) 788-6910.

When a sexual assault victim makes contact through the Sexual Assault Education and Prevention Program, the victim will automatically be assigned an advocate. The advocate will provide:

1. Initial crisis intervention services and,
2. Information on options for further assistance and reporting, including:
 - Right to confidentiality
 - Medical and emotional support
 - Academic intervention
 - Contact with law enforcement authorities and the College conduct system
 - Physical protection, relocation, relocation of, or other limitations on the reported perpetrator(s), if known
 - Support with/for significant others and friends

The advocate will obtain written consent from the assault victim in accordance with his/her wishes for the release of any information on the assault. The victim will be advised not to make contact with the alleged perpetrator(s) and the alleged perpetrator(s) will be advised not to make contact either through self or others with the assault victim.

7.31 Drug-Free Workplace Policy and Procedures

Purpose: To comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690 Title V, Subtitle D, U.S. C. 701 et. seq.) Federal statute enacted by Congress.

Coverage: All Potomac State College employees, including faculty, classified and non-classified staff, administrators and student employees.

Prohibitions:

- (a) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.
- (b) Reporting for work under the influence of a controlled substance is prohibited.

Notice to Employees:

As a condition of college employment, every employee shall: (1) abide by the terms of this policy and (2) notify his or her supervisor and the Campus Provost, Director of Personnel, Dean of Students Affairs, Dean of Curriculum and Instruction, Director of Enrollment Services, Director of Facilities, or Chief Financial Officer (as applicable to your employment status) of any criminal drug statute conviction for a violation occurring in the college workplace, no later than five (5) days after such conviction.

Sanctions:

Any employee found in violation of this prohibition shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

Awareness:

An awareness program for Potomac State College employees will be established. Recommended means of communication are the Potomac State College student newspaper and faculty and staff handbooks. The program will inform employees about: (1) the dangers of drug abuse in the workplace; (2) Potomac State College's policy regarding a drug-free workplace, and (3) consequences of violation of this policy.

Effective Date: March 17, 1989

Implementation:

The College will:

1. Notify employees of the Policy;
2. Provide a copy of the Policy and Procedures as a part of the award package on all grants received by the College;
3. Provide a copy of the Policy to each new employee at the time of initial employment processing;
4. Notify the contracting agency within ten (10) days after receiving notice from an employee or otherwise receiving notice of such conviction;
5. Impose sanctions as stated earlier within thirty (30) days of receiving notice of criminal drug statute conviction in the workplace.

7.32 General Requirements of the Drug-Free Schools and Communities Act: Amendments of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under and federal programs, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

As part of its drug prevention program for students and employees, Potomac State College annually distributes in writing to each student and employee the following information:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities;
2. A description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug and alcohol counseling, treatment, rehabilitation and re-entry programs;
5. A clear statement of the disciplinary actions that the College will impose on students and employees who violate the standards of conduct.

The College will conduct a biennial review of its drug prevention program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

Standards of Conduct:

The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on College property or as part of any other College regulated activity is prohibited.

College Disciplinary Sanctions:

The College will impose disciplinary sanctions on students and employees (faculty, classified and non-classified staff) that violate the above standard of conduct.

Students should be cognizant of the fact that for violation of these standards they will be subject to disciplinary sanctions up to and including suspension or expulsion from the College and referral for prosecution.

Employees should be cognizant of the fact that for violation of these standards they will be subject to disciplinary sanctions up to and including immediate dismissal and referral for prosecution. You should consult your student handbook, classified employees handbook, and faculty handbook for review of specific sanctions.

7.33 Library Circulation and Fines Policy

Fees for damaged/lost materials must be resolved with the Librarian at the Access Services Desk and Technical Services Department. Overdue fines include holidays and weekends. Place materials in the 24 hour book return located on front of building. WVU ID Number is mandatory for checkouts.

Books and Pamphlets: 14-day loan period except end of semester; Item is renewed twice unless on hold; 25 cents per day fine (\$25.00 maximum fine); \$5.00 fee if returned without bar code.

Periodicals: Do not circulate.

Reserve Materials: Most reserves do not check out so inquire at the Access Services Desk; Over-night reserve materials can only be checked out one half-hour prior to Library closing; Must be returned one half-hour after the next day's opening; 25 cents per hour fine.

Vertical Files/Reference: Ask Librarian for these items; In-Library use only; Return to front desk when finished.

Lost Materials: Replacement cost is verified by technical services staff (Paperback copies do not replace hard cover copies); Out-of-print materials – minimum \$50; A \$20.00 processing fee is charged.

APPENDIX 1

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS POLICY 31 UNIVERSITY STUDENT CONDUCT CODE West Virginia University including Potomac State College

Section 1 General:

1.1 Scope: The Policy sets forth the West Virginia University Board of Governor's policy regarding Student Conduct for the WVU campuses as noted above.

1.2 Authority: W. Va. Code: W.V. Code §18B-1-6; §18B-2A-4.

1.3 Effective Date: August 15, 2006; Amended September 8, 2006

1.4 Rationale for the University Student Conduct Code

West Virginia University expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in the regard.

The university will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the university. Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the university will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the chargers are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the university is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

1.5 The Office of Judicial Programs

The Office of Student Conduct is located in 82 Boreman Hall North. Professional staff members of Student Life are available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying this Code. The staff member(s) therein will:

1. Advise any segment or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Governors and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Governors and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment), and all records will be filed in the Office of Student Conduct.

1.6 Definitions

1. The term “University” means West Virginia University Morgantown campuses, including Potomac State College of West Virginia University.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. For purposes of this definition only, the term “University” shall be construed to exclude the Health Sciences Center, which shall have its own code of conduct.
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student (including those at the Health Sciences Center), faculty member, University official or any other person employed by the University.
6. The term “university premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “student organization” means any number of students who have complied with the formal requirements for University recognition.
8. The term “Student Code Administrator” means the University official authorized by the Vice President of Student Affairs or his/her designee to perform those duties and obligations of the position, as further described herein.
9. The term “Student Conduct Board” means a panel constituted in accordance with the terms set forth in this Code.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The Vice President of Student Affairs is the person responsible for the administration of the Student Code, and for performing other duties and obligations of the position, as further described herein.
13. The term “policy” is defined as the written regulations of West Virginia University as found in, but not limited to, the Student Code, Residence Hall Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs or successors.
14. The term “cheating” includes, but is not limited to (1) giving or receiving of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “Complainant” means a person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
17. The term “Accused Student” means any student accused of violating this Student Code.
18. “Stalking” means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person’s safety or the safety of that persons immediate family members or close acquaintance, and that in fact causes the person to fear for his/her safety or the safety of that persons’ immediate family members or close acquaintance.

Article II: Judicial Authority

A. The Student Conduct Board shall be composed of three or five members chosen from a pool which will consist of: one faculty chairperson; no less than eleven additional faculty members; and no less than eleven students, five of whom will be graduate or professional, who will be nominated by the President of the Student Government Association and approved by the Student Board of Governors in the spring of each year to serve a one-year term, from June 1 to May 31. For so long as the membership of the University Committee on Student Rights and Responsibilities is consistent with this section, that Committee shall serve as the pool.

B. Membership on the Student Conduct Board shall consist of a faculty majority and at least one student. Prior to the hearing, each party appearing before the Student Conduct Board will have an opportunity to review a list of the University Committee on Student Rights and Responsibilities members with the Office of Student Conduct and will be given an opportunity to strike a maximum of two members from the University Committee on Students Rights and Responsibilities. Each remaining member of the University Committee on Students Rights and Responsibilities shall recuse themselves if, for any reason, their ability to render an unbiased decision is compromised. In all cases, the decision of a majority of the Student Conduct Board shall be the decision of the Student Conduct Board.

C. The Vice President for Student Affairs or his/her designee shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

D. Decisions made by the Student Conduct Board shall be final, pending the normal appeal process.

Article III: Proscribed Conduct

A. Jurisdiction of the University Student Code

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct, while a student as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Affairs or his/her designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

B. Conduct – Rules and Regulations

Any student found to have committed or have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

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

a. **Plagiarism:** Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:

i. Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece, or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;

ii. Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.

b. **Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:**

i. Obtaining help from another student during examinations;

ii. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own;

iii. The unauthorized use of notes, books, or other sources of information during examinations;

iv. Obtaining without authorization an examination or any part thereof.

c. **Forgery, misrepresentation, or fraud:**

i. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record;

ii. Use of university documents or instruments of identification with intent to defraud;

iii. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course;

iv. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain;

v. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation;

vi. Knowingly furnishing false statements in any University academic proceeding.

2. Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person. Engaging in harassment or repeated unwanted contact, rising to the level of illegal harassment, including, but not limited to, stalking.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
5. Hazing, which means to recklessly or intentionally cause any action or situation which endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a team, a group or student organization. The express or implied consent of the victim will not be a defense. Knowingly witnessing or acquiescing in the presence of hazing are not neutral acts; they are violations of this rule.
6. Sexual offenses, including, but not limited to:
 - a. Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent.
 - b. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.
7. Failure to comply with directions of University officials or law enforcements officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of any published University policies, rules or regulations in hard copy or available electronically on the University website.
10. Violation of any federal, state, or local law.
11. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
12. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, explosives, others weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
14. Improper obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.
16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to improperly interfere with the work of another student, faculty member, or University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to improperly interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Computer Use Policy.
17. Abuse of the University Student Code of Conduct and hearing procedures, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing for violations of the University Code of Student Conduct.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.

- d. Institution of a student conduct code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the *University Student Code of Conduct*.
- f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

18. Actions which cause or attempts to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or intentionally failing to evacuate University buildings during a fire alarm.

C. Violation of Law and West Virginia University Discipline:

1. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Affairs or his/her designee.
2. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on campus and with the conditions imposed by the criminal courts for the rehabilitation of student violators.
4. Individual student and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Policies

A. Charges and Hearings

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Student Code Administrator. Any charge should be submitted as soon as possible after the event takes place or the discovery of the same, but in no event later than ninety (90) days after the event takes place or the discovery of the same.
2. In cases where suspension or expulsion is a possible outcome, the Student Code Administrator shall refer the case to the Student Conduct Board. In all other cases, the Student Code Administrator shall seek to determine whether the charges can be disposed of administratively by mutual consent or refer the matter to the Student Conduct Board. In the event that the charges are disposed of by mutual consent, that decision shall be final and there shall be no subsequent proceedings.
3. All charges shall be presented by the Student Code Administrator to the Accused Student in written form. Unless the matter is disposed of administratively pursuant to article IV (A) (2) above, a time shall be set by the Student Code Administrator for a hearing, not fewer than five or more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Code Administrator, where adherence to such limits would be impracticable.
4. Hearings shall be conducted by the Student Conduct Board according to the following guidelines except as provided by article IV (A) (7) below:
 - a. Hearings shall be conducted in private except as otherwise authorized by the Student Code Administrator.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberation). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or the Student Code Administrator.
 - c. In hearings involving more than one Accused Student, the chairperson of the Student Conduct Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The Complainant and the accused shall each have the right to bring, at his or her own expense, an advisor to the hearing. Except as otherwise expressly set forth herein, the advisor must be a member of the University community. Each of the Complainant and the Accused Student is responsible for presenting his or her own case and, except as otherwise expressly set forth herein, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. In cases where expulsion is likely to be sought, the advisor may be an attorney who may directly participate in any hearing, provided the Student Code Administrator is notified of such at least two weekdays in advance of the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Boards. The University will make all reasonable efforts to arrange the attendance of relevant witnesses who are identified by the Complainant, Accused Student and/or Student Conduct Board at least two weekdays prior to the Student Conduct Board Hearing. The

Complainant, the Accused and the Student Conduct Board may ask relevant questions to a witness, or a party to the hearing. This will be conducted in a format identified by the chairperson of the Student Conduct Board. The chairperson of the Student Conduct Board shall have the authority to decide any questions regarding relevancy or admissibility that may arise during the hearing.

f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the hearing, the Student Conduct Board shall determine, by majority vote, whether the student has violated each section of the Student Code for which the student has been charged.

i. In cases where expulsion is likely to be sought, the Student Conduct Board's determination shall be made on the basis of whether there is clear and convincing evidence that the Accused Student violated the Student Code. For all other cases, such determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. This Code prescribes the rules of process, procedure, and evidence applicable to Student Code proceedings. Such proceedings shall not be subject to federal, state or local rules of process, procedure and evidence, such as are applied in criminal or civil court. The Vice President for Student Affairs or his/her designee shall have the authority to develop guidelines related to such proceedings, to the extent not inconsistent with this Code. Similarly, the chairperson of the Student Conduct Board shall have the authority to determine questions of process, procedure and evidence at a hearing, in a manner not inconsistent with the rules and guidelines referenced above.

5. There shall be a single record, such as an audio recording or summary notes, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University. Access thereto shall be provided only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and in accordance with any other applicable terms set forth by the Vice President for Student Affairs or his/her designee.

6. Except in the case of a student charged with failing to obey the summons of a Student Conduct Board or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Board. In all cases, the evidence in support of the charges shall be presented and considered.

7. The Student Conduct Board may accommodate concerns for the personal safety and/or well-being of the Complainant, Accused Student, and/or a witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by videophone, closed circuit television, video conferencing, videotape, or other means, where and as determined in the sole judgment of the Vice President of Student Affairs or his/her designee to be appropriate.

8. If the charge involves an organization allegedly engaged in unlawful activity, the case may be referred to the Office of Student Organization Services. Procedures which may be followed in such instances will be identified by that office. If in the judgment of the Assistant Dean of Student Organizations, individual members of any such organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

c. Loss of Privileges – Denial of specified privileges for a designated period of time.

d. Fines – Previously established and published fines may be imposed.

e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions – Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Student Code Administrator).

g. Residence Hall Suspension – Permanent separation of the student from the residence halls.

i. West Virginia University Suspension – Separation of the student from the University for a definite period of time not to exceed one year, after which the student is eligible to return. Conditions for readmission may be specified.

j. West Virginia University Expulsion – Permanent separation of the student from the University.

k. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.

l. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

m. The Grade of Unforgivable Failure (UF).

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, disciplinary sanctions imposed hereunder shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.

Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, upon application to the Student Code Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion, revocations or withholding of a degree, or the grade of unforgivable failure shall be expunged from the student's confidential record seven (7) years after final disposition of the case.

4. The following sanctions may be imposed upon team, group or student organization:
 - a. Those sanctions listed above in Section B., 1, a through f.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
5. The role of the Student Conduct Board will be to determine whether or not a student has violated the Student Code of Conduct and to impose sanctions as set forth in this Code. The Chair of the Student Conduct Board shall advise the accused in writing of its determination and the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President of Student Affairs or his/her designee may impose a University or residence-hall suspension prior to the hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs or his/her designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board concerning acts of academic dishonesty, as described in III, B, 1, a, b and c of this Code, may be appealed by Accused Students or Complainants to the University Provost or his/her designee within five (5) school days of the decision. All other decisions or sanctions, including those concerning violations of III, B, 1, c which do not involve academic dishonesty, may be appealed by Accused Students or Complainants to the Vice President of Student Affairs or his/her designee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Code Administrator or his or her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether jurisdiction as established in the Student Code was properly asserted.
 - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - c. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - e. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. The University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, shall respond to the appeal, and deliver his/her decision thereon, within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.
4. If an appeal is upheld by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, the matter shall be remanded to the original Student Conduct Board and Student Code Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, the matter shall be considered final and binding upon all involved.
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, may not result in more severe sanction(s) for the Accused Student.

Article V: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student Affairs or his or her designee for final determination.
- B. The Student Code shall be reviewed and/or revised under the direction of the Student Code Administrator.

APPENDIX 1 – CODE OF ETHICAL STANDARDS

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

1. The name or status of students involved in disciplinary situations shall not be discussed with anyone outside the review board membership except as otherwise required by this Code, by law or court order.
2. Even in the case of open hearings, hearing body members shall refrain from public comment on the proceedings, and in no instance shall the closed deliberations of the hearing body be discussed, nor shall confidential information be revealed except as otherwise required by this Code, law or court order.
3. The votes cast by members of the hearing body shall be treated as confidential and shall not be shared outside the hearing room except as otherwise required by this Code, law or court order.
4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Office of Student Conduct. However, answers to general questions about the disciplinary system and hearing procedures may be provided by a hearing body member as part of his/her mission in the intended educational process.
5. Members of review bodies shall serve as models for students by upholding University regulations and performing their duties in an exemplary manner. Any such member found guilty of violating a University policy or regulation is subject to temporary suspension from the review body for a specific time, is ineligible to participate in the body's duties, and must reapply for membership through established procedures.
6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the case, Complainant or student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with the Complainant or student charged (e.g., kinship, close friendship, fraternal, or organizational affiliation). A hearing board member with any such knowledge or relationship shall recuse himself/herself from the applicable case. Any dispute or questions regarding recusal shall be resolved by the chairperson of the hearing board.
7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership if the conflict is general.

Note: This Student Code includes adaptations in part or whole from The Journal of College and University Law written by Edward N. Stoner II and John Wesley Lowery.

TELEPHONE DIRECTORY

Potomac State College of WVU (main number)	304-788-6800
Toll Free	1-800-262-7332
University Police	788-6931
Emergencies	911
Cellular	1-301-707-0655
Access Code (outside line)	dial 9 + number
Academic Affairs	788-6861
Academic Success Center	788-7405
Alcohol Other Drug Prevention Office	788-6910
Alumni/Foundation	788-6870
Athletic Department	788-6879
Bookstore	788-6908
Business Office	788-6827
Cashier's Office	788-6833
Community Service Office	788-6868
Counseling Center	788-6976
Enrollment Services	788-6820
Financial Aid	788-6820
Health Center	788-6913
Information Technology	788-6970
Intramurals	788-6837
Library	788-6901
Maintenance	788-6888
Marketing/Communications	788-6872
OIT Helpdesk	1-877-327-9260
Pasquino (Student Newspaper)	788-6967
Payroll	788-6829
Potomac Commons	788-6917
Provost's Office	788-6812
Public Relations	788-6811
Residential Education	788-7407
Service/Information Office	788-6890
Student Affairs	788-6842
Student Government Association	788-6846
Student Union/Activities	788-6837
Training Room (Athletics)	788-7392
Upward Bound	788-6928
Veteran's Affairs	788-6820

Potomac State College of WVU Website Address: www.potomacstatecollege.edu

Alma Mater

Potomac State, Potomac State,
Our Alma Mater dear,
We'll sing thy praises far and wide,
For gold and blue we'll cheer.
Potomac State, Potomac State,
May thine the honor be,
Thy sons and daughters live for thee.
All Hail, Potomac State.

-Paul Rouzer

Catamount Fight Song

Oh, Cat-a-mounts, we're here be-side you,
We'll al-ways stand for you and cheer,
With all out spir-it here behind you,
No teams of ours should ev-er fear.

Come on and fight and win for State, boys,
Our col-ors, Gold and Blue, they'll see.
And you will Fight, Fight, Men of Might,
March on to Vic-tor-y!