



2025 ANNUAL SECURITY AND FIRE SAFETY REPORT

Reflects statistics from January 1, 2022, through December 31, 2024

A printed copy of this report is available upon request.

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PREPARATION OF THIS REPORT

West Virginia University Potomac State College (WVU-PSC) provides this Annual Security Report and Annual Fire Safety Report in compliance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092(f), also known as the Jeanne Clery Campus Safety Act (Clery Act). The purpose of the Clery Act is to provide important information about the safety and security of college communities to enable people to make informed decisions about college for educational or employment purposes.

Preparation of this report is primarily the responsibility of the Clery Act Coordinator in conjunction with a variety of other units on-campus, including the West Virginia University Potomac State Police Department (WVU-PSC PD), Student Life, including but not limited to the Offices of Student Rights and Responsibilities and Housing and Residence Life; Office of Compliance and Prevention Education/Title IX Coordinator; Athletics; Leasing and Land Transactions; University Relations; and Environmental Health and Safety. The University prepares and publishes this report to inform the WVU-PSC community about campus security policies and procedures, programs designed to prevent and respond to certain crimes, and specific statistics for Clery-Reportable incidents occurring on its Clery Act Geography that are reported to Campus Security Authorities or certain outside police agencies throughout the previous three calendar years. A searchable map containing all of WVU-PSC's Clery countable locations can be found here: <https://police.wvu.edu/clery-act/overview> and clicking on the "Clery reportable locations" tab.

The Campus Community includes all persons who work at or attend the University. The distribution email includes the web address where the report is posted and information on how to obtain a hard copy of the report. The link to the report is also distributed to prospective students and prospective employees. Anyone, including prospective students and prospective employees, may obtain a hard copy of this report by calling WVU-PSC Police at 304-788-6931, or by visiting the WVU-PSC Police Office at 165 Campus Drive (Friend Hall), Keyser, West Virginia, 26726. The Clery Act statistics published in this report are also provided to the Department of Education electronically.

ROLE, AUTHORITY, AND TRAINING OF WVU-PSC PD

In West Virginia, pursuant to W. Va. Code § 18B-4-5(a), the governing boards of institutions of higher education "may appoint qualified individuals to serve as campus police officers upon any premises owned or leased by the State of West Virginia and under the jurisdiction of the governing boards" Accordingly, at WVU-PSC, the University employs four state certified and sworn police officers.

WVU-PSC PD is a full-service organization which serves the University community and the surrounding area. The authority granted to WVU-PSC PD officers is also found in W. Va. Code § 18B-4-5. Specifically, the code provides that "[i]t is the duty of a campus police officer to preserve law and order: (1) On the premises under the jurisdiction of the governing board; and (2) On any street, road, or thoroughfare, except controlled access and open country highways, immediately adjacent to or passing through premises, to which the officer is assigned by the president of the institution." W. Va. Code § 18B-4-5(c). Officers have and "may exercise all the powers and authority of a law-enforcement officer as to offenses committed within the area assigned" and "is subject to all the requirements and responsibilities of a law-enforcement officer[.]" W. Va. Code § 18B-4-5(c)(2)(B)-(C).

Before beginning as a campus police officer, WVU-PSC PD officers must attend and complete the West Virginia Basic Law Enforcement Academy, which is in Institute, West Virginia. Additional training is provided by the UPD training division which includes areas such as sex crimes, illicit drugs and abuse, self-defense, domestic violence, crime prevention, traffic stops, First Aid/CPR/AED, and various community policing topics as well as recertification courses.

The WVU-PSC PD is charged with the responsibility for investigation, follow-up, apprehension, and resolution of any incident reported. For the department to achieve its mission, it is critical that all members of the community report crimes promptly and accurately.

RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL ENFORCEMENT AGENCIES

WVU-PSC PD works closely with all local, state, and federal law enforcement agencies. W. Va. Code § 18B-4-5(c)(2)(E), (F) provides that “[c]ampus police officers may assist a local law-enforcement agency on public highways” and, more importantly, “may assist a local law enforcement agency in any location under the agency’s jurisdiction at the request of the agency.”

To that end, WVU-PSC PD has entered a written Memoranda of Understanding with agencies in the county to provide mutual aid when requested. WVU-PSC has established a Memorandum of Understanding with the Keyser Police Department, Mineral CO. Sheriff’s Dept., and The West Virginia State Police to provide specialized investigative assistance upon request and other services when required.

Additionally, if a WVU-PSC Police Officer is not available to respond to a call, an Officer from the Keyser Police Department, Mineral County Sheriff’s Department or the State Police will be dispatched.

SECURITY OF & ACCESS TO CAMPUS FACILITIES

We are committed to providing accessible facilities that support the educational goals of our students, faculty, and staff, while maintaining a secure environment. Rather than creating a restrictive or overly fortified campus, many academic and administrative buildings remain open around the clock with appropriate clearance.

The WVU Potomac State College Police Department (WVU-PSC PD) proactively patrols the Keyser campus. Residence halls are staffed 24/7 during the semester by trained professional and student staff who serve as resources for residents. University Place’s dining and office areas are open Monday–Thursday, 7:00 a.m.–9:00 p.m., and Friday until 8:00 p.m. All other times, residence halls are secured by card swipe access.

Living areas are card-access only at all times. Night staff oversee residence hall security, conduct random patrols, and ensure outside entrances remain locked overnight. After hours, only residents with valid ID cards may enter the living areas.

WVU-PSC PD, Facilities Management, and other campus partners regularly assess lighting, landscaping, and facility design to enhance safety. Please report any concerns to Housing, Facilities, or the Police Department at 304-788-6931.

CRIME PREVENTION PROGRAMS/SECURITY AWAREMENSS PROGRAMS

The mission of WVU-PSC PD is to provide a safe and secure environment for everyone at WVU-PSC. This publication is designed to provide you with information regarding the security awareness programs offered at this institution, and your responsibility to promote safety. The security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

WVU-PSC has taken prudent steps to promote a safe and secure environment that is compatible with the University community’s educational mission. We solicit your support in making our campus community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others.

No institution can guarantee the total safety and security of all its members. Only through community support and involvement can we be successful in achieving our goal. We ask you to help us by not taking unnecessary risks, by locking your door and securing facilities when you leave and reporting any suspicious activity or crime immediately. Together, we can help make WVU-PSC a safe and secure environment for the community.

Below is a sample of the programs offered at WVU-PSC that address campus security practices and procedures, as well as crime prevention, including programs specifically addressing dating violence, domestic violence, sexual assault, and stalking:

Programs Organized by West Virginia University Potomac State College Police Department

PROGRAM TITLE	TYPE/DESCRIPTION	FREQUENCY	AUDIENCE
Protect Self Defence	PROTECT is a self-defense program. The course includes lecture, discussion and self-defense techniques suitable for women of all ages and abilities.	When requested and scheduled.	Students and Employees
Operation ID	Documents make, model, description, and serial number, in case of theft. The concept is simple: using an engraving pen, an officer will etch an identification number (usually your driver's license number) into the item or valuable. That etching makes the item harder for thieves to sell and much easier for officers to identify and return to you.	Beginning of semesters and available online all year.	Students and Employees
Bike Registration	Documents bicycles make, model, description, and serial number, in case of theft. Also provided theft prevention tips to owners.	Beginning of semesters and available online all year.	Students and Employees
Alcohol/Drug Awareness	Provides safety tips, promoted drug and alcohol awareness.	At least twice a semester and as requested.	Students
Crime Prevention through Community Policing	Officer conducted foot patrols of high traffic areas to encourage community members to discuss safety concerns with WVU-PSC PD.	Weekly and daily during high profile days or events and in person per requests for events.	Students and Employees
LiveSafe	Provides a resource to report anonymous tips, video, images, to University Communications and allows virtual safety walks.	Daily when speaking to campus community. Included in every Active Shooter/Workplace Violence course taught	Students and Employees

Party Safety and Alternatives	Give alternatives to drinking and educate on safety.	Each semester and as requested	Students
Police Interactions	Educate on what to expect during police interactions.	Each semester and as requested	Students
Stop the Bleed	Program intended to save lives including a formal presentation and hands on practice of applying direct pressure, packing a wound, and using a tourniquet to stop bleeding.	By request	Students and Employees
Violence Against Women Prevention	Educate about prevention of Dating/Domestic violence, sexual assault and stalking.	Each semester and as requested	Students
Active Shooter Training	Instruct the definition of active threat and active shooter. Teach situational awareness and recognizing suspicious behaviors. How to recognize preattack behaviors and indicators. Reaction to active threats. How to respond when Law Enforcement arrives.	Each semester and as requested	Students and Employees
Verbal De-escalation	How to assess verbal encounters. Increase situational awareness. Utilize speech to persuade and redirect situations. Learn the impact of tone and body language on these encounters.	Each semester and as requested	Students and Employees

Programs Organized by the Office of Compliance and Prevention Education, & Student Life

PROGRAM TITLE	TYPE/DESCRIPTION	FREQUENCY	AUDIENCE
Student Title IX Training	Training defining Discrimination, Sexual Exploitation, Sexual Assault, Domestic Violence, Stalking, and Retaliation. This training also covers bystander intervention, campus resources, and reporting options.	By request of departments, individual professors, and student groups.	Students
Meridians Title IX Training (Get Inclusive)	Online Title IX training for new employees.	Once and as requested	New Employees

Employees Title IX Training	Training defining Discrimination, Sexual Exploitation, Sexual Assault, Domestic Violence, Stalking, and Retaliation. This training also covers bystander intervention, campus resources, and reporting options. Additional focus on mandatory reporting.	By request and invitation as limited by capacity; goal is to reach each department or unit every three years.	Employees
Inclusive Language & Microaggressions	Inclusive Language and Microaggression training provide a framework for inclusive communication, examples of microaggressive behavior, and ways to address microaggressive behavior.	By request	Students and Employees
Children on Campus	On-line training focuses on identifying warning signs of child abuse and neglect, as well as reporting procedures.	By request and required every three years for any employee who works with minors.	Employees, Students, and Volunteers
Bringing in the Bystander	An evidence-based bystander intervention program. Rather than focusing strictly on the roles of perpetrator and victim, the highly interactive Bringing in the Bystander curriculum uses a community responsibility approach. It teaches bystanders how to safely intervene in instances where sexual violence, relationship violence or stalking may be occurring or where there may be risk that it will occur.	Twice a year	Students and Employees
Consent & Ice Cream	Through an interactive workshop, students will learn about sexual consent by building ice cream sundaes. During the event participants will be paired up and asked to select toppings for ice cream sundaes through communication and compromise. The exercise of discussing likes and dislikes using traditional ice cream toppings serves as a model for healthy communication about sexual encounters.	Once a year	Students

REPORTING CRIMES AND OTHER EMERGENCIES

Accurate & Prompt Reporting

Students, faculty, staff, and visitors are encouraged to promptly and accurately report all crimes and public safety-related incidents to the WVU-PSC PD or the appropriate local police agency, including when the victim elects to, or is unable to, make such a report. Crimes and incidents should be reported as soon as possible so that the University may assess the need for a timely warning or emergency notification and assess the need for inclusion in the annual statistical disclosure.

Where and How to Report

At WVU-PSC, we are members of the 911 Emergency Services Network. To report a crime in progress or an emergency, dial 911 from on campus or direct dial the duty officer at 304-788-6931. For non-emergencies, you can contact the non-emergency department cell phone at 304-813-0920.

We strongly encourage you to report all crimes or suspicious activities that you may witness while on campus. Crimes should be reported to the WVU-PSC Police for the purpose of making timely warning reports to the community and for annual statistical disclosure, even if the victim elects not to prosecute or pursue the investigation.

If you would like to stop by the department to file a report, the department is located on the first floor of Friend Hall (165 Campus Drive). Also, for your safety, we encourage the use of our LiveSafe app.

REPORTING CRIMES TO WVU-PSC PD

For Clery purposes, WVU PSC-PD collects and reports statistics for murder/non-negligent manslaughter, manslaughter by negligence, rape, fondling, incest, and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, and hazing, as well as larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property when the victim is intentionally selected because of actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability of the victim. WVU PSC-PD collects and reports statistics for arrests and disciplinary referrals of drug abuse violations, liquor law violations, and weapon law violations.

REPORTING TO DESIGNATED CAMPUS SECURITY AUTHORITIES

Individuals may also report incidents to the following individuals¹, who have been designated by the University to receive requests for crime statistics each year and forward such reports to the Clery Act Coordinator or WVU-PSC PD:

STUDENT CODE ADMINISTRATOR, OFFICE OF STUDENT CONDUCT

Reynolds Hall, Room 104D
Keyser, WV 26726
304-788-6910
KaAnderson@mail.wvu.edu

DIRECTOR OF ATHLETICS

304-788-6879
Amanda.Larkin@mail.wvu.edu

SGT. MICHAEL CANNON, WVU-PSC PD

165 Campus Drive
Keyser, WV 26726
304-788-6931
MTCannon@mail.wvu.edu

DEAN OF ACADEMIC AND STUDENT AFFAIRS

304-788-6884
PDDouthitt@mail.wvu.edu

DIRECTOR OF COMPLIANCE/TITLE IX COORDINATOR, OFFICE OF COMPLIANCE AND PREVENTION EDUCATION

1085 Van Voorhis, Suite 250
Morgantown, WV 26506-6202
304-929-1232
james.goings@mail.wvu.edu

DIRECTOR OF RESIDENCE LIFE

304-788-6918
Kara.Hotchkiss@mail.wvu.edu

In addition to reporting incidents to WVU-PSC PD, CSA's can report directly to the Clery Act Coordinator using the CSA reporting form on the WVU-PSC PD website, found here: [CSA Reporting Form](#)

¹ It should be noted that this is not a full list of identified CSA's at WVU-PSC but was provided to inform readers of high-level University officials in multiple departments that are CSAs and who will forward reports to the appropriate departments for review/inclusion into the statistical data of this report.

CONFIDENTIAL REPORTING/LiveSafe APP

Crimes or other public safety-related incidents may be reported on a voluntary, anonymous basis for statistical inclusion in this report, by utilizing the LiveSafe App. This program empowers the campus community to expedite the identification and response of any actions in progress, safety concerns, or potential threats in order to ensure the safety for all members of the campus community. LiveSafe creates a two-way channel of communication between the community and WVU-PSC Police. The campus community is able to report a tip using photos, videos, or texts about suspicious activity, as well as notify WVU-PSC Police or 911 about emergency situations as well as notify friends or family in real-time of your location and safety through a monitoring system. For more information, please visit: <https://studentexperience.potomacstatecollege.edu/university-police>

WVU-PSC does encourage its licensed mental health professionals, only if and when they deem it appropriate, to verbally inform persons whom they are counseling of the University's procedures for reporting crimes on a voluntary, confidential basis for statistical inclusion in this report. However, licensed mental health professionals and pastoral counselors, when acting as such, are not considered to be a Campus Security Authorities ("CSA") for Clery Act purposes and are not required to report crimes for inclusion into the annual crime statistics contained in this report.

WVU-PSC NOTIFICATIONS

There are three types of notifications utilized by the University as it relates to crime and emergency issues.

The following chart² generally summarizes those notifications and then the following two sections discuss Timely Warnings (Campus Warnings) and Emergency Notifications (WVU-PSC Alerts) in much greater detail.

	Emergency Notification/ WVU-PSC ALERT	TIMELY WARNING/ CAMPUS WARNING	COMMUNITY NOTICE³
Scope	Significant emergency or dangerous situation occurring on the campus (or imminently threatening the campus) that involves an immediate threat to the health or safety of students or employees	Clery Act crimes that occur on Clery Act geography that are reported to a CSA or local police agency and considered by the University to represent a serious or continuing threat to students and employees	No Requirement for Issuance – Sole Discretion of University
Where Event Occurs	Event that is currently occurring on or imminently threatening campus	Anywhere on Clery Geography	Anywhere
How Soon to Issue?	Immediately upon confirmation of situation	As soon as pertinent information is available	As Appropriate – Sole Discretion of University
Method of Communication?	Text messaging through the WVU-PSC ALERT System; posted on social media	Email	Manner Consistent with its Objective-Sole Discretion of University

² Much of the information on the chart related to emergency notifications and timely warnings comes from the following resource: United States Department of Education, Clery Act Appendix for Federal Student Aid Handbook, <https://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2020-10-09/rescission-and-replacement-2016-handbook-campus-safety-and-security-reporting-updated-jan-19-2021>

³ Community Notices are not required and are solely issued at the discretion of the University.

TIMELY WARNINGS (CAMPUS WARNINGS)

Statement of Policy

WVU-PD will issue a Timely Warning to the campus community for Clery-reportable crimes occurring on the University's Clery Act geography that are reported to Campus Security Authorities or local police agencies, and **that are considered by the University to represent a serious or continuing threat to students and employees.** These Timely Warnings are sometimes called Campus Warnings when issued.

- Clery Reportable Crime means:** crimes required by the Clery Act to be reported annually to the University community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; Hazing; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) weapon law violations.
- Clery Act geography, in general, means:** on-campus buildings or property, including residence and other student housing complexes, which are owned or controlled by the University; noncampus property, which means (1) any building or property owned or controlled by a student organization that is officially recognized by the institution (this does not include unaffiliated or unrecognized student organizations); or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; and certain public property within or immediately adjacent to campus. A searchable map containing all of WVU-PSC's Clery countable locations can be found here: <https://police.wvu.edu/clery-act/overview> and clicking on the "Clery reportable locations" tab.

Whether an incident constitutes a serious or continuing threat to students and employees is a case-by-case determination. In general, this means that there is a risk of students or employees becoming victims of a similar crime. For example, if a robbery is reported on campus and the alleged perpetrator has not been caught, the risk is there. If the alleged perpetrator was apprehended, there may be no continuing risk if the perpetrator acted alone. Other questions that may be asked are: does a criminal incident appear to be a one-time occurrence, or does it fall into a pattern of reported crimes? For example, if students set some posters on fire after the football team lost the homecoming football game, the arsons are probably a one-night event. If an unknown person was randomly setting fires, this would pose a continuing threat.

Statement of Procedures

Circumstances for a Timely Warning (Campus Warning). A Timely Warning (Campus Warning) will be issued when (1) a Clery Reportable Crime occurs on Clery Geography; (2) the Clery Reportable Crime is reported to Campus Security Authority or local police; (3) the Clery Reportable Crime is considered to represent a serious or continuing threat to University students or employees; and (4) the Timely Warning (Campus Warning) will aid in the timely prevention of similar acts.

Clery Reportable Crimes. Typically, Clery Reportable Crimes such as arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes may initiate a Timely Warning (Campus Warning). However, as necessary, and at the discretion of the University Police Captain or designee, Timely Warnings (Campus Warnings) may be issued for other Clery Reportable crimes if they pose a serious or continuing threat to University students or employees.

Exceptions. The University will not provide a Timely Warning (Campus Warning) with respect to crimes reported to a pastoral or licensed mental health counselor.

Factors for a Timely Warning (Campus Warning). In determining whether to issue a Timely Warning (Campus Warning), the following factors will be considered:

- i. The **nature of the crime**, including whether it was an isolated incident or something that poses a continuing threat, whether violence was part of the crime, whether there were multiple victims, whether any victims were minors, and whether a suspect utilized drug(s) as part of the crime;
- ii. The **continuing danger to the University Community**, including whether Members of the University Community are at risk of becoming victims of a similar crime, whether the alleged perpetrator has been apprehended; whether there were multiple perpetrators and some have not been apprehended; whether the perpetrator(s) has a history of non-compliance with University issued directives, such as a trespass notice; whether the perpetrator(s) has a history of violence; and whether there are signs of a pattern of crimes;
- iii. The **possible risk of compromising law enforcement efforts**, including whether specific information should be included or omitted given law enforcement efforts, such as investigatory actions being undertaken.

Responsibility for a Timely Warning (Campus Warning). The University Police Captain (or designee) will be responsible for issuing a Timely Warning (Campus Warning) in consultation with the appropriate personnel involved in Clery compliance. University Relations will be responsible for assisting in the delivery of the Timely Warning (Campus Warning) to members of the University Community. For these reasons, CSA's and local law enforcement should report Clery Crimes to WVU-PSC PD immediately upon receipt of such a report.

Dissemination of a Timely Warning (Campus Warning). Timely Warnings (Campus Warnings) will be disseminated in a manner reasonably likely to reach the members of the University Community and allow for them to take appropriate steps to protect themselves. Specifically, Timely Warnings (Campus Warnings) will be distributed in the following ways: (1) e-mails to students, staff, and faculty via their Mix or University provided e-mail accounts; and (2) posted on the University Police website.

Content of a Timely Warning (Campus Warning). The following information is typically included in a Timely Warning (Campus Warning) if available:

- i. The type of crime reported, including any specific information related to the potential serious or ongoing threat;
- ii. The persons or locations that might be affected;
- iii. Any connection to a previous incident or incidents, if any;
- iv. Description of the suspect or suspects;
- v. Date and time the warning was released;
- vi. Any other relevant information that may be applicable to the crime; and
- vii. Any applicable safety tips specific to the crime or threat involved.⁴

For instances in which a timely warning is not required, WVU-PSC PD may choose to issue a "Community Notice" notifying the University community of the issue. The content of a community alert may vary depending on the type of incident reported and the location in which it occurred.



⁴ As noted above, some specific information may be withheld if there is a risk of compromising law enforcement efforts to investigate and/or solve the crime.

EMERGENCY NOTIFICATIONS (WVU-PSC ALERT)

Statement of Policy

Upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees, the University will, without delay, and taking into account the safety of the community, determine the content of an Emergency Notification (WVU-PSC ALERT) and initiate its emergency notification procedures, unless issuing a notification will, in the professional judgement of the first responders, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. “Immediate threat” as used here includes an imminent or impending threat. Examples of significant emergencies or dangerous situations may include, but are not limited to: an outbreak of meningitis, norovirus, or other serious illness; approaching hurricane or other extreme weather conditions; earthquake; gas leak; terrorist incident; armed intruder; active shooter; bomb threat; civil unrest or rioting; explosion; and chemical or hazardous waste spill.

Statement of Procedures

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System: The initial and primary responder to emergencies will normally be the WVU-PSC PD. It is possible that the initial and primary responder may be different, particularly for incidents such as an outbreak of serious illness; extreme weather conditions; earthquake; gas leak; or chemical or hazardous waste spill. In either situation, the ranking or senior officer/administrator on the scene will quickly assess the situation and notify the University Police Captain (or designee), or in their absence, the highest-ranking officer in WVU-PSC PD.

The University Police Captain (or highest-ranking officer) will take immediate steps to confirm whether the incident constitutes a “significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees,” such that an Emergency Notification (WVU-PSC ALERT) is warranted. If time permits, the University Police Captain (or highest-ranking officer) may consult with other senior administrators at the University. If the consultation would result in a significant delay in disseminating the information, WVU-PSC PD will send alerts on its own initiative, using predetermined templates.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification: The appropriate segment or segments of the University community will receive a notification and that will be determined by the information available at the time. The University Police Captain (or designee), together with University Relations/Office of Communications, will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification: The content of an Emergency Notification (WVU-PSC ALERT) will include the nature of the emergency or dangerous situation; the particular location or individuals affected by the emergency or dangerous situations; and any other critical information necessary in order to allow members of the University community to take preventive measures.

Procedures Used to Notify the Campus Community: In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of an emergency. These methods of communications include emergency text messaging via WVU-PSC ALERT, and campus-wide or portions of the campus emergency e-mail. The University may also use:

- /// Alerts posted to various WVU-PSC social media channels including Facebook: facebook.com/PotomacStateCollege/ and Instagram: instagram.com/WVUPotomacStateCollege.
- /// Alert messages posted for current students via MIX email.

How to Sign Up for WVU-PSC ALERTS: The service is free, and sign-up can be accessed from the WVU-PSC Website or via this link: <https://alert.potomacstatecollege.edu/>

PROCEDURES FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES: DRILLS, EXERCISES, AND TRAINING

The procedures to test Emergency Notifications (WVU-PSC ALERT), as well as the emergency response and evacuation procedures, will occur on at least an annual basis and may be announced or unannounced. For each test, there will be documentation of a description of the exercise, the date, time, and whether it was announced or unannounced.

EMERGENCY PLANNING, RESPONSE, AND EVACUATION

West Virginia University Potomac State College has developed an emergency response plan that complies with the National Incident Management System and provides facility-specific planning assistance. We encourage all community members to become familiar with their building plans and campus plan. If officials order the evacuation of the campus, leave as soon as possible (preferably during daylight hours). Avoid flooded roads and watch for washed-out bridges. Roads and bridges frequently become crowded, and traffic moves slowly. Evacuation will probably take longer than expected, so give yourself plenty of time.

If a fire occurs in a WVU-PSC building, community members should begin the evacuation process immediately and should call 911 as soon as it is safe to do so. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshal can levy fines and penalties to individuals who fail to evacuate a building promptly—but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the Mineral County 911 Center where a WVU-PSC PD officer is notified.

The University will publicize its emergency response plan and evacuation procedures in conjunction with at least one test per calendar year. The Emergency Response Plan can be accessed here: https://studentexperience.potomacstatecollege.edu/files/d/ba8c0402-35d8-4403-99e9-ad9716510e0b/psc_erp_2025.pdf

DAILY CRIME AND FIRE LOG

WVU-PSC PD maintains a Daily Crime and Fire Log of all incidents reported to it. This includes all crimes that occur on campus, in areas patrolled by WVU-PSC PD, in non-campus buildings or properties, and on the public property running through or immediately adjacent to the campuses. Given it includes all incidents, it also includes fire information. The Crime and Fire Log will post the previous days approved incidents daily at 5:30 p.m., Monday – Friday. All weekend incidents will post on Monday. Case numbers with prefix “CSA” are incidents that are reported directly to the Clery Act Coordinator via the Campus Security Authority online reporting form. Other incidents gathered for Clery statistical purposes reported by individuals or agencies other than University Police, are listed using separate prefixes and incident codes. More information about case number prefixes can be found here: <https://police.wvu.edu/clery-act/crime-and-fire-log/understanding-the-crime-and-fire-log>

The Daily Crime and Fire Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. WVU-PSC PD posts specific incidents in the Daily Crime Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current 90 days of information is available online at the WVU-PSC PD web page, or at the WVU-PSC PD Building located at 171 Fort Avenue. The log can be found online here: <https://studentexperience.potomacstatecollege.edu/university-police/clery-act-3>

DRUG AND ALCOHOL POLICIES

WVU-PSC PD enforces compliance with West Virginia laws and University policies regarding the possession, use, and sale of illegal drugs on campus.

Federal law requires that the University notify all faculty, staff, and students of certain information pertaining to unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activity, as well as notify the campus of certain health risks associated with alcohol and other drug abuse and provide contact information for WVU's programs available to students, staff, and faculty. The University accomplishes this by sending faculty, staff, and students an email containing, as an attachment, the Drug-Free Schools and Communities Act booklet. The booklet and additional information can be accessed electronically by visiting the following website: <https://well.wvu.edu/educational-resources/alcohol-and-other-drugs/wvu-drug-free-schools-and-communities-act-2024>

Additionally, the Drug-Free Schools and Communities Act Booklet is attached as Appendix 1.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: WEST VIRGINIA STATE CODE AND RELEVANT DEFINITIONS

Under West Virginia Law, the following Violence Against Woman Act related offenses are defined. It should be noted that while terminology between Clery Act Crimes and W. Va. State Code vary. For example, W. Va. Code does not have a specific criminal code section for "dating violence." However, under the domestic battery and assault code sections, the definition of "family or household member" incorporates individuals who are or were sexual or intimate partners or "are or were dating." Information relating to the sentencing for each crime can be found by reviewing the WVlegislature.gov footnotes attached to the specific code.

§61-8B-3. Sexual assault in the first degree⁵

(a) A person is guilty of sexual assault in the first degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:

- i. Inflicts serious bodily injury upon anyone;
- ii. Employs a deadly weapon in the commission of the act.

(2) The person, being 14 years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than 12 years old.

§61-8B-4. Sexual assault in the second degree⁶

(a) A person is guilty of sexual assault in the second degree when:

(1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or

(2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

§61-8B-5. Sexual assault in the third degree⁷

(a) A person is guilty of sexual assault in the third degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or

(2) The person, being 16 years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than 16 years old and who is at least four years younger than the defendant.

⁵ W. Va. Code §61-8B-3. Sexual assault in the first degree - <https://code.wvlegislature.gov/61-8B-3/>

⁶ W. Va. State Code §61-8B-4. Sexual assault in the second degree - <https://code.wvlegislature.gov/61-8B-4/>

⁷ W. Va. State Code §61-8B-5. Sexual assault in the third degree - <https://code.wvlegislature.gov/61-8B-5/>

§61-8B-3. Sexual abuse in the first degree⁸

(a) A person is guilty of sexual abuse in the first degree when:

- (1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or
- (2) Such person subjects another person to sexual contact who is physically helpless; or
- (3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

§61-8B-4. Sexual abuse in the second degree⁹

(a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

§61-8B-5. Sexual abuse in the third degree¹⁰

(a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

Under West Virginia Law relating to sexual violence, the following terms are defined, and while there is no specific definition for consent, lack of consent is addressed:

§61-8B-1. Definition of terms

In this article, unless a different meaning plainly is required:

(1) *"Forcible compulsion" means:*

(A) *Physical force that overcomes such earnest resistance that is reasonably expected under the circumstances;*

(B) *Threat or intimidation, expressed or implied, placing a person in fear of immediate death or bodily injury to himself or herself or another person, or in fear that he or she or another person will be kidnapped; or*

(C) *Fear by a person under 16 years of age caused by intimidation, expressed or implied, by another person who is at least four years older than the victim.*

For the purposes of this definition, "resistance" includes physical resistance or any clear communication of the victim's lack of consent.

(2) *"Mentally defective" means that a person suffers from a mental disease or defect which renders that person incapable of appraising the nature of his or her conduct.*

(3) *"Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to that person without his or her consent or as a result of any other act committed upon that person without his or her consent.*

(4) *"Physically helpless" means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act.*

(5) *"Sexual contact" means any intentional touching, either directly or through clothing, of the breasts, buttocks, anus, or any part of the sex organs of another person, or intentional touching of any part of another person's body by the actor's sex organs and the touching is done for the purpose of gratifying the sexual desire of either party.*

⁸ W. Va. State Code §61-8B-5. Sexual assault in the third degree - <https://code.wvlegislature.gov/61-8B-7/>

⁹ W. Va. Code § 61-8B-8. Sexual abuse in the second degree - <https://code.wvlegislature.gov/61-8B-8/>

¹⁰ W. Va. Code § 61-8B-9. Sexual abuse in the third degree - <https://code.wvlegislature.gov/61-8B-9/>

- (6) "Sexual intercourse" means any act between persons involving penetration, however slight, of the female sex organ by the male sex organ or involving contact between the sex organs of one person and the mouth or anus of another person.
- (7) "Sexual intrusion" means any act between persons involving penetration, however slight, of the female sex organ or of the anus of any person by an object for the purpose of degrading or humiliating the person so penetrated or for gratifying the sexual desire of either party.
- (8) "Bodily injury" means substantial physical pain, illness, or any impairment of physical condition.
- (9) "Serious bodily injury" means bodily injury which creates a substantial risk of death, which causes serious or prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily organ.
- (10) "Deadly weapon" means any instrument, device, or thing capable of inflicting death or serious bodily injury and designed or specially adapted for use as a weapon, or possessed, carried, or used as a weapon.
- (11) "Forensic medical examination" means an examination provided to a possible victim of a violation of the provisions of this article by medical personnel qualified to gather evidence of the violation in a manner suitable for use in a court of law, to include: An examination for physical trauma; a determination of penetration or force; a patient interview; and the collection and evaluation of other evidence that is potentially relevant to the determination that a violation of the provisions of this article occurred and to the determination of the identity of the assailant.

§61-8B-2. Lack of Consent

- (a) Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without the consent of the victim.
- (b) Lack of consent results from:
 - (1) Forcible compulsion;
 - (2) Incapacity to consent; or
 - (3) If the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.
- (c) A person is deemed incapable of consent when such person is:
 - (1) Less than sixteen years old;
 - (2) Mentally defective;
 - (3) Mentally incapacitated;
 - (4) Physically helpless; or
 - (5) Subject to incarceration, confinement or supervision by a state, county, or local government entity, when the actor is a person prohibited from having sexual intercourse or causing sexual intrusion or sexual contact pursuant to §61-8B-10 of this code.

§61-2-28. Domestic violence¹¹ — criminal acts

- a) Domestic battery. — Any person who unlawfully and intentionally makes physical contact of an insulting or provoking nature with his or her family or household member, or unlawfully and intentionally causes physical harm to his or her family or household member, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than twelve months or fined not more than \$500, or both fined and confined.
- (b) Domestic assault. — Any person who unlawfully attempts to commit a violent injury against his or her family or household member, or unlawfully commits an act that places his or her family or household member in reasonable apprehension of immediately receiving a violent injury, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months or fined not more than \$100, or both fined and confined.

¹¹ W. Va. State Code §61-2-28. Domestic violence — criminal acts - <https://code.wvlegislature.gov/61-2-28/>

§48-27-204. Family or household members defined

"Family or household members" means persons who:

- (1) Are or were married to each other;*
- (2) Are or were living together as spouses;*
- (3) Are or were sexual or intimate partners;*
- (4) Are or were dating: Provided, That a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship;*
- (5) Are or were residing together in the same household;*
- (6) Have a child in common regardless of whether they have ever married or lived together;*
- (7) Have the following relationships to another person:*
 - (A) Parent;*
 - (B) Stepparent;*
 - (C) Brother or sister;*
 - (D) Half-brother or half-sister;*
 - (E) Stepbrother or stepsister;*
 - (F) Father-in-law or mother-in-law;*
 - (G) Stepfather-in-law or stepmother-in-law;*
 - (H) Child or stepchild;*
 - (I) Daughter-in-law or son-in-law;*
 - (J) Stepdaughter-in-law or stepson-in-law;*
 - (K) Grandparent;*
 - (L) Step grandparent;*
 - (M) Aunt, aunt-in-law or step aunt;*
 - (N) Uncle, uncle-in-law or step uncle;*
 - (O) Niece or nephew;*
 - (P) First or second cousin; or*
- (8) Have the relationships set forth in paragraphs (A) through (P), subdivision (7) of this section to a family or household member, as defined in subdivisions (1) through (6) of this section.*

§61-2-9a. Stalking, harassment, penalties definitions¹²

- (a) Stalking. — Any person who engages in a course of conduct directed at another person with the intent to cause the other person to fear for his or her personal safety, the safety of others, or suffer substantial emotional distress, or causes a third person to so act, is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000, confined in jail for not more than six months, or both fined and confined.*
- (b) Harassment. — Any person who harasses, or repeatedly makes credible threats against another is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months, or fined not more than \$1,000, or both fined and confined.*

¹² W. Va. State Code §61-2-9a. Stalking, harassment; penalties; definitions - <https://code.wvlegislature.gov/61-2-9A/>

For this section, the following are defined:

- (1) *"Bodily injury" means substantial physical pain, illness, or any impairment of physical condition;*
- (2) *"Course of conduct" means a pattern of conduct composed of two or more acts in which a defendant directly, indirectly, or through a third party by any action, method, device, or means:*
 - (A) *Follows, monitors, observes, surveils, or threatens a specific person or persons;*
 - (B) *Engages in other nonconsensual contact and/or communications, including contact through electronic communication, with a specific person or persons; or*
 - (C) *Interferes with or damages a person's property or pet;*
- (3) *"Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;*
- (4) *"Harasses" means a willful course of conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress and which serves no legitimate or lawful purpose;*
- (5) *"Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household; and*
- (6) *"Repeatedly" means on two or more occasions.*



SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: WVU B.O.G. RULE 1.6 DEFINITIONS

The West Virginia University Board of Governors Rule 1.6 defines and highlights how WVU will address allegations of sexual misconduct, domestic misconduct, stalking, and other sexual harassment prohibited by Title IX. The following definitions related to the Violence Against Women Act crimes are defined by this rule below. The Board of Governors Rule, in its entirety, can be found here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>

3.6 Sexual Misconduct.

3.6.1 “Sexual Misconduct” means “Sexual Assault” or “Sexual Exploitation,” as defined below. While “Sexual Assault” is included in the definition of “Title IX Sexual Harassment”, “Sexual Exploitation” is not.

- 3.6.1.1 “Domestic Violence” means Domestic Violence as defined under the Clery Act and W. Va. state law.
 - 3.6.1.1.1 “Sexual Contact” means any (i) intentional touching, either directly, through clothing, or with an object, of the breasts, buttocks, anus or any part of the sex organs of another person; or (ii) intentional touching of any part of another person’s body by the actor’s sex organs.
 - 3.6.1.1.2 “Sexual Intercourse” is defined as anal, oral, or vaginal penetration, however slight, by an inanimate object or another’s body part.
 - 3.6.1.1.3 “Consent” is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Silence, by itself, cannot constitute Consent. Consent to one sexual act does not constitute or imply consent to a different sexual act. Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the parties’ relationship status or sexual history together.
 - 3.6.1.1.4 A person is not competent and therefore lacks the ability to “Consent” where there is either “Forcible Compulsion” or “Incapacity to Consent.”
 - 3.6.1.1.4.1 “Forcible Compulsion” means (i) physical force that overcomes such earnest resistance as might reasonably be expected under the circumstances; (ii) threat or intimidation, expressed or implied, placing a person in fear of immediate death or bodily injury to himself or herself or another person or in fear that he or she or another person will be kidnapped; or (iii) threat or intimidation, express or implied, that the aggressor will retaliate or cause damage to the victim’s reputation if the victim does not give into the aggressor’s sexual advances
 - 3.6.1.1.4.2 “Incapacity to Consent” means that person is (i) either less than sixteen years old; (ii) mentally incapacitated; (iii) physically unable to resist; or (iv) is so intoxicated as to be incapacitated (i.e., unable to knowingly and intentionally make decisions for him or herself).
 - 3.6.1.1.4.3 Intoxication from alcohol or drug use, alone, does not bar Consent.
 - 3.6.1.1.4.4 Incapacitation negates Consent when the alleged perpetrator knows, or a reasonable person, under the circumstances, should know, that the alleged victim is incapacitated.

3.6.1.2 “Sexual Exploitation” means taking sexual advantage of another person without his or her consent.

3.6.1.2.1 Sexual advantage includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; disclosing, causing to be disclosed or threatening to disclose, with the intent to harass, intimidate, threaten, humiliate, embarrass, or coerce, an image of another which shows the intimate parts of the depicted person or shows the depicted person engaged in sexually explicit conduct which was captured under circumstances where the person depicted had a reasonable expectation that the image would not be publicly disclosed; and engaging in voyeurism.

3.7 Domestic Misconduct.

3.7.1 “Domestic Misconduct” means “Domestic Violence” and “Dating Violence” as defined below.

3.7.1.1 “Domestic Violence” means Domestic Violence as defined under the Clery Act and W. Va. state law.

3.7.1.1.1 Under the Clery Act, Domestic Violence means a felony or misdemeanor crime of violence committed -- (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

3.7.1.1.2 Under W. Va. state law, “Domestic Violence” or “Abuse” means the occurrence of one or more of the following acts between Family or Household Members, as defined under W. Va. Code: (1) Intentionally making physical contact of an insulting or provoking nature or intentionally causing physical harm; (2) Attempting to commit a violent injury or committing an act causing reasonable apprehension of immediately receiving a violent injury; (3) Creating fear of physical harm by harassment, stalking, psychological abuse or threatening acts; (4) Committing either sexual assault or sexual abuse as defined in W. Va. Code; and (5) Holding, confining, detaining or abducting another person against that person’s will.

3.7.1.1.3 For purposes of this subsection, “Family or Household Members” means persons who: (i) are or were married to each other; (ii) are or were living together as spouses; (iii) are or were sexual or intimate partners; (iv) are or were dating: provided, that a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship; (v) are or were residing together in the same household; (vi) have a child in common regardless of whether they have ever married or lived together; or (vi) have the relationships described in W. Va. Code § 48-27-204.

- 3.7.1.2 “Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
 - 3.7.1.2.1 The view of the Complainant shall generally be controlling in determining whether such a relationship existed.
 - 3.7.1.2.2 Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of this Rule, does not include emotional abuse.

3.8 Stalking.

3.8.1 “Stalking” means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: (i) fear for his or her safety or the safety of others; or (ii) suffer Substantial Emotional Distress.

- 3.8.1.1 “Course of Conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 3.8.1.2 A “Reasonable Person,” for purposes of this definition, means a reasonable person under similar circumstances and with similar identities to the complainant.
- 3.8.1.3 “Substantial Emotional Distress,” for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: EDUCATION AND PREVENTION PROGRAMS

WVU-PSC is committed to fostering a safe, respectful and informed campus environment through the implementation of comprehensive, intentional, and integrated prevention efforts. These efforts encompass a wide range of programming, initiatives, strategies, and campaigns designed to educate the University community about sexual misconduct—including, but not limited to, sexual assault, domestic violence, dating violence, and stalking.

These efforts include Primary Prevention Programs, Primary Awareness Programs, and Ongoing Prevention and Awareness Campaigns, all designed to promote long-term behavioral change, increase awareness, and cultivate a culture of accountability and care.

Primary Prevention Programs:

WVU implements programming, initiatives, and strategies, informed by research or assessed for value, effectiveness, or outcome that are intended to prevent incidents of prohibited conduct through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Primary Awareness Programs:

WVU implements comprehensive, intentional, and integrated community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent prohibited conduct, promote safety, and reduce the perpetration of prohibited conduct.

Ongoing Prevention and Awareness Campaigns:

WVU implements programming, initiatives, and strategies for students and employees that are sustained over time and focus on increasing understanding of topics relevant to, and skills for, addressing prohibited conduct using a range of strategies with audiences throughout WVU.

In these Prevention Programs, West Virginia University

- /// Makes a clear statement that domestic violence, dating violence, sexual assault and stalking are prohibited conduct;
- /// Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined by the State of West Virginia;
- /// Defines what behavior and actions constitute consent to sexual activity in the State of West Virginia;
- /// Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- /// Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and learn how to minimize the risk of potential attacks.

If you have any questions about WVU's current primary prevention programs, please contact WVU's Title IX Coordinator:

JAMES GOINS JR. DIRECTOR OF COMPLIANCE, TITLE IX COORDINATOR

1085 Van Voorhis, Suite 250
Morgantown, WV 26506-6202
304-293-5600
james.goins@mail.wvu.edu



SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: PROCEDURES FOR ALLEGED VICTIMS TO FOLLOW

Important Note: WVU, including WVU-PSC, has adopted a university-wide policy that prohibits sexual misconduct, relationship violence and stalking. That policy applies to students, faculty, and staff. The policy describes prohibited conduct for students, faculty, and staff; explains multiple options for reporting sexual misconduct, relationship violence and stalking to the University; describes the procedures that the University will follow promptly, thoroughly, and equitably investigating and resolving reports of sexual misconduct, relationship violence, and stalking in order to eliminate the misconduct, prevent its recurrence, and address its effects on a complainant or the University community; identifies resources for complainants; describes the University's prevention and awareness programs relating to sexual misconduct, relationship violence, and stalking; and implements the requirements of Title IX and the Clery Act (including amendments to the Clery Act made by the Violence Against Women Reauthorization Act).¹³

A copy of the policy is available at: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule> (the "Policy").

What follows below are certain statements of policy that the Clery Act requires be provided in this report. WVU encourages everyone to read the full Policy. To the extent there are any discrepancies between the statements below and the Policy, the Policy controls.

Importance of Preserving Information

In cases of sexual assault, domestic violence, dating violence, and stalking, it is important for a person who may have been subjected to such conduct ("Complainant") to seek immediate medical attention to determine the presence of physical injury, address pregnancy concerns if applicable, determine the possibility of exposure to sexually transmitted diseases, and, if the Complainant later decides to pursue legal options, to obtain evidence to assist in criminal prosecution, a civil action, or in obtaining a civil protection order.

According to sexual assault nurse examiners, the key to success in collecting physical evidence of a sexual assault is to collect the evidence as soon as possible after a sexual assault (ideally within 24 hours of a sexual assault, but no later than 72 hours after a sexual assault). Prior to seeking medical care, Complainants of sexual assault, when possible, should avoid changing their clothing, bathing, showering, using a douche, using the bathroom, brushing their teeth, drinking liquids, washing their hands or face, or combing their hair. If Complainants change their clothes, then the best way to preserve evidence relating to clothing is to put the clothing in a paper (not plastic) bag.

The collection of evidence for use in a criminal prosecution or an order of protection hearing relating to sexual assault can only be performed by trained personnel at a hospital emergency room; physical examinations by other healthcare providers are likely to impede potential future legal remedies. In cases of sexual assault, a medical professional usually will: examine the Complainant; provide appropriate medical treatment; collect evidence of the assault, such as hairs, fluids, and fibers; and, if applicable, talk with the Complainant about the prevention of venereal disease and pregnancy, if applicable. A medical examination preserves evidence for forensic analysis in the event that a Complainant wishes to pursue a criminal prosecution or an order of protection. The medical examination likely will be performed by a sexual assault Nurse Examiner (SANE), a nurse who is specially trained to collect evidence in cases of sexual assault.

If the Complainant chooses not to report the incident to law enforcement at the time of the medical examination, the medical provider will provide the examination materials to local law enforcement with a unique identifying number that will also be provided to the Complainant. The law enforcement agency with jurisdiction will store the examination materials for up to three (3) years. If, in that time, the Complainant decides to make a police report, the Complainant may report to the law enforcement agency with jurisdiction and refer to the unique identifying number so that the Complainant's examination materials may be matched with the Complainant's law enforcement report for evidentiary purposes.

Medical care may be obtained from the following:

POTOMAC VALLEY HOSPITAL | 100 Pin Oak Lane, Keyser, WV 26726 | 304-597-3500

¹³ See generally *Tennessee v. Cardona*, 2024 U.S. Dist. LEXIS 106559, 2024 WL 3019146 (E.D. Ky., June 17, 2024)(enjoining the new Department of Education rule related to Title IX and staying its application).

Where and How to Report the Incident

The University supports the choices individuals make — whether to report, and to whom to report — and recognize that these choices are particularly difficult in some cases. If you are unsure whether or not you would like to file a formal report, you can meet privately with a WVU Anonymous Employee or member of the Prevention Education Team to discuss your reporting options first. Additionally, these individuals may help individuals access supportive resources as well. If you wish to speak to someone anonymously, please call or text the Anonymous On-Call Line at [304-906-9930](tel:304-906-9930). Someone is available to take your call 24 hours a day.

The WVU Title IX Compliance Office and the legal system work independently, but in coordination with one another. Individuals may file a report with the University, law enforcement, both or with neither. The standards for determining a violation of criminal law are different than the standard in WVU's grievance procedures, neither the results of a criminal investigation, nor the decision of law enforcement to decline to investigate a matter, is a determinative factor of whether a violation of Board of Governors Governance Rule 1.6 has occurred.

Any member of the campus community who has witnessed or is aware of any of the prohibited conduct on Board of Governors Governance Rule 1.6 is encouraged to report. WVU's Compliance Office reviews every civil rights or Title IX related incident reported to it. If you or someone you know has been a victim of sexual assault, power-based personal violence, or discrimination or harassment, you can file a report with WVU's Director of Compliance/Title IX Coordinator.

JAMES GOINS JR. | Director of Compliance Title IX Coordinator

1085 Van Voorhis, Suite 250 | Morgantown, WV 26506-6202 | 304-293-5600 | james.goins@mail.wvu.edu

You can also [file a report online](#) or through mail by sending a complaint to:

OFFICE OF COMPLIANCE AND PREVENTION EDUCATION

1085 Van Voorhis, Suite 250 | Morgantown, WV 26506-6202

Options About the Involvement of Law Enforcement —

Sexual assault, dating violence, domestic violence, and stalking may constitute both a violation of WVUs policy and criminal law. Therefore, WVU encourages persons to report incidents to law enforcement. **But a Complainant has the right to decline to report an incident to law enforcement. Even if a Complainant does not report the incident to law enforcement, the Complainant may still request Supportive Measures from WVU by reporting the incident to the Title IX Coordinator or another Responsible Employee (who will then report to the Title IX Coordinator).**

The following options are available 24 hours, seven days a week, for reporting an incident to law enforcement:

- /// WVU-PSC Police Department: 304-788-6931
- /// Keyser Police Department: 304-788-1311
- /// Mineral County Sheriff's Office: 304-788-0441
- /// West Virginia State Police: 304-788-1101

Upon the Complainant's request, the Title IX Coordinator will assist the Complainant to contact the WVU-PSC PD or another appropriate local law enforcement agency.

Even if the Complainant is unsure whether to pursue criminal prosecution or an order of protection, WVU recommends that the Complainant report the incident to law enforcement as soon as possible. In most cases, after addressing a Complainant's immediate safety needs and/or needs for medical care, a law enforcement officer will meet with the Complainant and take a statement about what occurred. In cases of sexual assault and relationship violence, in addition to taking a statement, the law enforcement officer may ask to examine the scene of the incident and collect bedding, clothing, or other items of evidentiary value. A WVU-PSC PD law enforcement officer also will conduct a thorough interview to record as many details as possible, as precisely as possible. The law enforcement interview may take as long as several hours, depending on the circumstances of the case. Due to the traumatic effect of sexual assaults on survivors, multiple interviews may be required to get all the pertinent details of the assault. However, when possible, the University will strive to prevent duplicative interviews by either sitting in on (or listening to and then following up in a limited fashion) other interviews.

If, after concluding its investigation, law enforcement determines that a crime occurred, then law enforcement will refer the matter to the Prosecuting Attorney's Office. The Prosecuting Attorney's Office will decide whether to pursue criminal prosecution; however, it is unusual for cases to proceed without the cooperation of the Complainant. Reporting the incident to law enforcement does not obligate the Complainant to cooperate with the Prosecuting Attorney Office's criminal prosecution. If criminal prosecution is pursued, however, the likelihood of success will be much higher if the Complainant reported and allowed evidence to be collected immediately after the incident.

WVU will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process, to the extent permitted by law. However, the University's policy may differ in significant respects from criminal law. A Complainant may seek resolution through WVU's procedures, may pursue criminal action, may choose one but not the other, may choose both, or may choose neither. Neither law enforcement's determination whether to prosecute a Respondent, nor the outcome of any criminal prosecution is determinative of whether prohibited conduct occurred in violation of the University's policy. Procedures under the University's policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. WVU does not normally wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing supportive measures, and/or taking other appropriate action. Although WVU may need to temporarily delay portions of its investigation while law enforcement is gathering evidence, WVU will take supportive measures to support the parties during such a delay. Decisions made or sanctions imposed by WVU are not based on criminal or civil charges against a Respondent arising from the same incident being dismissed, reduced, rejected, sustained, or not prosecuted; however, a Respondent's plea or a finding against a Respondent in a criminal or civil proceeding may, at WVU's discretion, be used by WVU in a WVU disciplinary proceeding.

Information about Orders of Protection

In some cases, an individual may wish to consider a Protection Order from the local courts. This is a civil proceeding independent of the University. An individual also has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court, and will also facilitate on-campus compliance with the order.

Every county has a different process to get such an order. For information about pursuing orders of protection and other legal remedies, a Complainant may contact:

MINERAL COUNTY PROSECUTING ATTORNEY'S OFFICE

150 Armstrong Street | Keyser, WV 26726 | 304-788-0300

The Title IX Coordinator or the WVU-PSC PD can assist a Complainant to arrange an appointment with the appropriate Victim Assistance Program to discuss options for pursuing an order of protection and other legal remedies.

Even though each county is different, the legal process follows the same general pattern. The process usually starts by filling out a form called a "petition" at the local county courthouse. After the petition is filled out, a judge will read it and may ask the plaintiff to answer a few questions. The judge may grant or deny a temporary order and may schedule a date for a final hearing. On the date of the hearing, the plaintiff and defendant will come before a judge. Both are allowed to have attorneys to represent them at this hearing. A domestic violence advocate may also come with the plaintiff. If both the plaintiff and defendant agree on the terms of an order, the judge will make it official. If either party does not agree, the judge will give the plaintiff and defendant the chance to talk on the record about the abuse described in the petition. After listening to the testimony, the judge may grant or deny the plaintiff a final order. Final orders can be in place for any period of time.

Separate from protective orders, the University can in some cases issue a "no contact" order pending the outcome of a university investigation. Such a directive serves as notice to the party on which it is served that the person must not have verbal, electronic, written, or third-party communication with the other. To request information about a university no contact order, contact:

JAMES GOINS JR. | Director of Compliance, Title IX Coordinator

1085 Van Voorhis, Suite 250 | Morgantown, WV 26506-6202 | 304-293-5600 | james.goins@mail.wvu.edu

INFORMATION ABOUT PROTECTING CONFIDENTIALITY IN RECORDKEEPING

The University will complete publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the Complainant or Respondent. Below is some additional information:

Clery Act: The Clery Act requires the University to issue four types of public documents:

First, this report, which contains crime statistics. Statistics published in this report **do not personally identify Complainants or Respondents**. Second, in addition to this report and in compliance with the Clery Act, the WVU-PSC PD maintains a daily crime log that includes entries for all crimes and alleged crimes that occurred within the University's Clery Geography, or within the patrol jurisdiction of the WVU-PSC PD. The crime log does not include personally identifying information about the Complainant or the Respondent. Third, the Clery Act requires WVU to issue timely warnings for certain crimes reported to WVU-PSC PD or Campus Security Authorities. WVU will undertake reasonable efforts to avoid disclosing a Complainant's name and other identifying information, while still providing enough information for community members to make safety decisions considering the potential danger. Lastly, the Clery Act requires the publication of the Hazing Transparency Report on a bi-annual basis if any established or recognized student organization is found to be in violation of standards of conduct relating to hazing, as defined in the WVU Student Code. In these cases, additional information about the complaint, investigation, and sanctioning of each case will be published. Complainant or respondent personal information will not be published.

West Virginia Freedom of Information Act: The West Virginia Freedom of Information Act provides access to the public of certain non-exempt public records. See W. Va. Code §§ 29B-1-1 through -7. However, certain records may be exempt from disclosure if they meet one of the enumerated exemptions set forth in the FOIA. Among them include the following: "Information of a personal nature . . . if the public disclosure of the information would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in this particular instance"; and "Records of law-enforcement agencies that deal with the detection and investigation of crime and the internal records and notations of such law-enforcement agencies which are maintained for internal use in matters relating to law enforcement." See W. Va. Code § 29B-1-4(a)(2), (4)(A). Thus, determining whether records are ultimately subject to disclosure is determined on a case-by-case basis considering the totality of the circumstances.¹⁴

Requests for Accommodation or Supportive Measures —

The University will maintain as confidential any accommodation or supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or supportive measure. The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case and the student or employee status of the Complainant and the Respondent. The Title IX Coordinator, in consultation as needed with other appropriate University employees (e.g., an employee who would be involved in implementing the supportive measure being considered), will consider a number of factors in determining what supportive measures WVU will take, and will determine what information needs to be disclosed and to whom.

Written Notifications That Will Be Made Available —

When a student or employee reports to the University that the student or employee has been a victim of sexual assault, domestic violence, dating violence, or stalking, the University will provide the student or employee with written notification about available options for, assistance in, and how to request changes to academic, living, transportation and working situations, or protective measures. The University determines which measures are reasonably available and necessary for a particular individual on a case-by-case basis determined by the Title IX Coordinator in conjunction with the Division of Student Life for students and the Title IX Coordinator in conjunction with Talent and Culture for employees.

¹⁴ See West Virginia Sexual Violence Benchbook, p. 4-1,

<https://www.courtswv.gov/sites/default/pubfiles/mnt/2023-06/SexualViolenceBenchbook2021.pdf> (last visited May, 22, 2025) ("In West Virginia, there are no statutes or rules specific to the filing of sensitive information of a sexual assault victim in criminal files that are presumptively open to public inspection.").

Following an alleged sex offense, the University will comply with a student's request for a living and/or academic situation change, if they are reasonably available, regardless of whether the individual chose to report the crime to the police. A list of possible supportive measures offered can be found in the Procedures for Institutional Disciplinary Action section of this report.

Likewise, when a student or employee reports to the University that the student or employee has been a victim of sexual assault, domestic violence, dating violence, or stalking, the University provides the victim with a written notice of rights. For example, below is a non-exhaustive list provided to complainants, notifying them they have the right:

- /// To be entitled to a fair and impartial investigation of the complaint;
- /// To be protected from further prohibited conduct through supportive measures during an investigation;
- /// To have the complaint investigated within prompt and reasonable time frames;
- /// To be protected from retaliation;
- /// To be notified of the outcome of an investigation and any sanctions that relate to them;
- /// To have a lawyer and/or advocate participate in any stage of the process;
- /// To have a copy of the WVU Board of Governor's Governance Rule 1.6.

It should be emphasized that both complaints and respondents are entitled to a fair and impartial investigation of the complaint and are both provided with the same supportive measures and written notice of rights, including the right to have a lawyer and/or advocate of their choice participate in any stage of the process.

The University will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, including whether accommodations may be available, both within the institution and in the community. Specific contact information follows:

COUNSELING AND MENTAL HEALTH SERVICES

Behavioral Health Therapist
Reynolds Hall, Room 104A
304-788-6976 / or 304-788-6977
Crisis Text Line: Text WVU to 741741

OFFICE OF ENROLLMENT SERVICES

75 Arnold Street
Keyser, WV 26726
304-788-6820
Go@PSC@mail.wvu.edu

VICTIM ADVOCACY SERVICES

Mineral County Family Resource
Network
251 1/2 W. Piedmont Street
Keyser, WV 26726
Phone: 304-788-9099

WV FOUNDATION FOR RAPE INFORMATION SERVICES

<https://www.fris.org/home.html>

VISA AND IMMIGRATION ASSISTANCE

International Student & Scholar
Services
101 Purinton House
1505 University Avenue
Morgantown, WV 26506
304-293-3519
isss-students@mail.wvu.edu



U.S. Citizenship and Immigration Services (USCIS) (www.uscis.gov/about-us/find-uscis-office), a bureau of the Department of Homeland Security (DHS), offers two sites to help individuals find free or low-cost legal representation: USCIS Find Help in your Community Webpage: www.uscis.gov/citizenship/learners/find-help-your-community; and USCIS Find Legal Services Webpage: www.uscis.gov/avoid-scams/find-legal-services

The Board of Immigration Appeals (www.justice.gov/eoir/board-of-immigration-appeals) provides a listing of attorneys by state who provide immigration services either for free or for little cost: <https://www.justice.gov/eoir/list-pro-bono-legal-service-providers>. The American Immigration Lawyers Association (www.aila.org/) offers an online immigration lawyer referral service (www.ailalawyer.org/) that can help a student or employee find an immigration lawyer.

The American Bar Association also provides information on finding legal services by state: https://www.americanbar.org/groups/legal_services/flh-home/.

STUDENT FINANCIAL AID

WVU Hub
Administration Building 101
101 Fort Avenue
Keyser, WV 26726
304-293-1988
<https://hub.wvu.edu/>

WVU ACCESSIBILITY SERVICES/ADA COORDINATOR

Office of Compliance and Prevention Education
PO Box 6202
Morgantown, WV 26506-6202
304-293-5600
<https://compliance.wvu.edu/policies-and-procedures/americans-with-disabilities-act>

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING: PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION

WVU-PSC prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking as set forth in West Virginia University Board of Governors Rule 1.6, which provides, in relevant part:

The University prohibits Discrimination, Harassment (which also includes Sexual Harassment), Sexual Misconduct, Domestic Misconduct, Stalking, and Retaliation as defined below (collectively referred to as “Prohibited Conduct”) by or against any Member of the University Community occur[ing] within the University's Jurisdiction.

The procedure for handling such cases depends on whether the conduct is covered by Title IX and whether the accused individual is a student. Links to the specific University processes and procedures are provided below; however, a summary of the process and grievance procedure flow chart is attached as Appendix 2 and Appendix 3.

For cases covered by Title IX jurisdiction against non-students, the following procedures are applicable: [Title IX/Non-Student](#)

For non-Title IX cases of sexual assault, domestic violence, dating violence, and stalking against non-students, the following procedures are applicable: [Non-Title IX/Non-Student](#)

For allegations of sexual assault, domestic violence, dating violence, and stalking against a student, the following procedures are applicable: [B.O.G. Rule 1.6](#)

Additional FAQs relating to Student and Employee Title IX and B.O.G Rule 1.6 can be found here:

Student: [Student Title IX FAQs](#)

Employee: [Employee Title IX FAQs](#)

At West Virginia University, any individual involved in the grievance process, including investigators and hearing examiners for complaints that fall within Title IX or B.O.G Rule 1.6, including sexual assault, domestic violence, dating violence, and stalking are required to attend an annual training. For this, the Title IX Coordinator utilizes the training below, which covers the following areas:

- /// Title IX Scope
- /// Title IX Sexual Harassment, Board of Governor's Governance Rule, 1.6 and other Codes of Conduct
- /// Jurisdiction
- /// Institutional Response
- /// Investigations
- /// Hearings
- /// Appeals
- /// Informal Resolution
- /// Confidentiality
- /// Impartiality
- /// Scenario Discussions

This training in its entirety is available to view on the Office of Compliance and Prevention Education webpage here: [Title IX Regulations Training](#)

Of particular importance, a disciplinary complaint may be filed by filling out the online complaint form found here: [Office of Compliance and Prevention Education Reporting Form](#). The standard of proof in all cases is a preponderance of the evidence, which is defined as “evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.” Additionally, the sanctions available for students found responsible include:

1. **Expulsion:** Permanent separation of the student from the University. Permanent notification will appear on the student’s transcript. The student may be denied access to university premises, provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. If a student is expelled, the student will not receive a refund of any tuition or fees that have been paid to the University. This is reserved for persistent violations of the Campus Student Code or a single violation of marked severity.
2. **Suspension:** Separation of the student from the University for a specified period of time. Permanent notification will appear on the student’s transcript. The student may be denied access to university premises and to all other University activities or privileges for which the student might otherwise be eligible, provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. Suspended time will not count against any time limits for completion of a degree. If a student is suspended, the student will not receive a refund of any tuition or fees that have been paid to the University. Any student who is serving a suspension may be subject to a review and evaluation meeting prior to re-enrolling to ensure that all conditions of the suspension have been satisfied and that the student is prepared for return. This is reserved for persistent violations of the Campus Student Code or a single violation of marked severity that may not rise to the level of expulsion.
3. **Deferred Suspension:** The student will be given a certain set of expectations, but any suspension will be deferred and does not go into effect as long as the student complies with all requirements during the interim period. In those cases where the student completes all expectations during the interim period, the student’s record will show that the sanction was never imposed. In the event that a student fails to comply with a sanction and the Office of Student Rights and Responsibilities has decided to seek the suspension, the student will be given written notice of the apparent failure to comply and of the intent to suspend, and provided an opportunity to be heard prior to a final decision, consistent with this Code.
4. **Probation:** A written reprimand for prohibited conduct that specifies a designated period of time and includes the probability of more severe disciplinary sanctions if, during the designated probationary period, the student violates any applicable law or fails to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations or with directives issued by any University official acting in the course of his or her authorized duties.

5. **Warning:** A notice in writing to the student that the student is violating or has violated Board of Governors policies, institutional rules and regulations, or the Campus Student Code, and that any further prohibited conduct may result in more severe disciplinary action.
6. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
7. **Restitution:** Students may be required to make payment to the University or to other persons, groups, or organizations for loss, damage, or injury incurred as a result of a violation of any Campus Student Code. This may take the form of appropriate service and/or monetary or material replacement. Once restitution is satisfied, the student must provide documentation to the Office of Student Rights and Responsibilities.
8. **Revocation:** Admission to the University may be revoked for a violation of the Code if the violation was committed before the student arrives on campus. Likewise, a degree awarded from the University may be revoked for a violation of the Code if the violation was committed before the student graduates.
9. **Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified. For example, students may be subject to dismissal from university housing for disciplinary violations which occur in the residence halls. Likewise, community service, educational classes, fines (if such fines are established by the Office of Student Rights and Responsibilities), and other work or research projects may also be assigned.
10. **No Contact Order:** Students may be issued a permanent no contact order, which is a directive to refrain from any intentional contact, whether direct or indirect, with one or more designated persons or group(s) through any means, including, but not limited to, personal contact, e-mail, telephone, social media or third parties.

In cases of non-students, the following is a list of potential corrective actions that may be taken if a Respondent is found responsible for Title IX Sexual Harassment:

If there is a finding that the Respondent is responsible for Title IX Sexual Harassment, the appropriate departments, offices, units, or employees at the University, in consultation with the Title IX Coordinator, will take steps toward immediate corrective action and is responsible for effective implementation of any remedies, which may include, but not be limited to suspension, demotion, or termination of an employee; issuance of a trespass warning; termination of a vendor contract; and/or referral to the appropriate law enforcement agency. The purpose of any such corrective action is to take the appropriate steps to end the misconduct, prevent any further misconduct or retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created.

For non-Title IX cases, the following is applicable:

If there is a finding of Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, or Retaliation, the appropriate departments, offices, units, or employees at the University, in consultation with the Office of Compliance and Prevention Education and Talent and Culture, will take steps toward immediate corrective action, which may include, but not be limited to suspension, demotion, or termination of an employee; issuance of a trespass warning; termination of a vendor contract; and/or referral to the appropriate law enforcement agency. The purpose of any such corrective action is to take the appropriate steps to end the misconduct, prevent any further misconduct or retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created. If a corrective action involves any type of adverse employment action, then such action will be taken consistent with Talent and Culture procedures and applicable due process.

Protective or supportive measures that the University may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking may be found here: [Resources and Reporting Measures](#)

They include any number of the following (the list is not exclusive or exhaustive):

- // Access to counseling services
- // On-Campus No Contact Directive
- // Rescheduling exams/ assignments
- // Providing alternate course options
- // Changing class/work schedules
- // Changing work/job assignments
- // Temporary suspension to campus facilities/housing
- // Limit access to certain privileges and events
- // Medical care
- // Tutoring
- // University-imposed leave or suspension
- // Alternative housing options

To request more information about or to inquire about obtaining protective or supportive measure, please contact:

JAMES GOINS JR. | Director of Compliance, Title IX Coordinator

1085 Van Voorhis, Suite 250 | Morgantown, WV 26506-6202 | 304-293-5600 | james.goins@mail.wvu.edu

ADDITIONAL INFORMATION ABOUT SEX OFFENSES

Release of Disciplinary Outcome to Certain Crime Victims:

WVU-PSC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), the results of any disciplinary proceeding conducted by WVU against a student who is the alleged perpetrator of the crime or offense. Typically, however, the alleged victim is involved in the process and will receive a copy of the notice of outcome in such cases. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim may make the request.

REGISTERED SEX OFFENDER INFORMATION

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 at the following website: <https://apps.wv.gov/StatePolice/SexOffender>



MISSING STUDENT PROCEDURES FOR STUDENTS RESIDING IN ON-CAMPUS HOUSING FACILITIES

Where to Report Missing On-Campus Student. If anyone has reason to believe that a student who lives in on-campus student housing has been missing from campus, the WVU-PSC Police Department should be contacted at (304) 788-6931 (twenty-four hours a day/seven days a week), 165 Campus Drive (Friend Hall), Keyser, West Virginia 26726.

Mandatory Referral. If anyone receives a report of a missing on-campus student, regardless of how long that on-campus student is believed to have been missing, that report must be referred immediately to the WVU-PSC Police Department by contacting (304) 788-6931 (twenty-four hours a day/seven days a week), 165 Campus Drive (Friend Hall), Keyser, West Virginia 26726.

Contact Information. Each student residing in on-campus housing, regardless of age, shall have the option to register a contact person or persons to be used strictly for missing persons purposes (referred to in this Policy as a “missing person contact”). This contact can be anyone and can be the same or different from the person identified as the student’s general emergency contact. For students living in the residence halls, students can register and update their missing person contact information by logging into My Housing/ Housing Portal, which is located at the following site: https://myhousing.wvu.edu/student/312BE6F2/1/1/Home-MyHousing_at_West_Vi. For students living in university apartments, they are contacted and given the option to register one or more individuals to be a contacted strictly for missing persons purposes. On-campus students are offered this option each year, regardless of whether the student has identified a missing person contact in previous years. WVU-PSC PD shall notify the student’s missing person contact within twenty-four hours of the determination by the WVU-PSC PD that the student is missing.

Confidentiality of Missing Person Contact Information. The missing persons contact information will be registered confidentially and will be kept separate from the student’s emergency contact information (even if the student registered the same person for both). The missing persons contact information will be accessible only to authorized campus officials and may be disclosed only to law enforcement personnel and only for a missing person investigation or as otherwise required by law.

Actions Taken Following a Report. Once a report is made of a missing on-campus student, the University will take the following actions:

- ✎ Contact Residence Life staff, who will try to contact the student at the student’s residence.
- ✎ If unsuccessful, the University will attempt to contact any room or suite mates of the student or other individuals that may know the whereabouts of the student.
- ✎ Additionally, in order to locate the student, the University may try to ascertain whether the student is or has been on-campus recently through other available administrative means, such as determining whether the student has recently accessed any areas on-campus.

If the investigation determines that the on-campus student has been missing for over twenty-four hours then, within the next twenty-four hours, the University will notify the individual identified as the student’s missing person contact.

Notifying Local Law Enforcement. WVU will also notify the local law enforcement, including the West Virginia State Police, within twenty-four hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Minors. If a student is under 18 years of age and not emancipated, in addition to notifying local law enforcement where applicable per Section 2.4.1 of this Policy, WVU must and will notify a custodial parent or guardian within twenty-four hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

STOP CAMPUS HAZING ACT¹⁵ INFORMATION

Statement of Policy —

WVU-PSC is committed to fostering a safe and inclusive campus community. Hazing, in any form, both on and off campus is prohibited by both the WVU-PSC Student Conduct Code and West Virginia State Criminal Code. WVU-PSC Student Groups (e.g. registered student organizations, intramural, club and varsity athletic teams, and other recognized student groups) and individual students are prohibited from hazing.

How and Where to Report Hazing —

Any person having knowledge of, or who wants to self-report any activity or conduct which may constitute hazing is encouraged to do so and can report their concerns to the WVU-PSC Police Department at 304-788-6931.

Allegations of hazing can also be reported to the Office of Student Conduct by calling 304-788-6910, emailing KAAnderson@mail.wvu.edu, or submitting a complaint here: https://wvu-advocate.symplicity.com/public_report/index.php/pid438949?

Other avenues to report hazing: Office of Fraternity and Sorority Life (304-293-8201); or the Office of Compliance and Prevention Education (304-293-5600).

A Clery CSA reporting form, which is found here: go.wvu.edu/CSAreport, can be used to report hazing for inclusion into the WVU Annual Security Report, but, if you wish to report the incident for investigation, please use one of the aforementioned reporting structures.

Any allegation of hazing will be referred to the Office of Student Conduct for review, investigation, and sanctioning, when applicable. In cases where the University Police were not the initial report takers, the Office of Student Conduct will likely share the complaint with UPD for investigation, and, after investigation, criminal charges may be filed.

Investigating Allegation of Hazing —

All complaints alleging hazing by an individual or an organization are taken seriously by West Virginia University. Hazing allegations are investigated the same as other allegations of prohibited conduct under the Campus Conduct Code (Section 9.2) and both individuals and Student Organizations, consistent with Section 16 of the Conduct Code, may be investigated. Similarly, interim measures may be appropriate pending the outcome of an investigation. The WVU Student Conduct Code in its entirety and outlining this process can be found here: <https://studentexperience.potomacstatecollege.edu/student-life/office-of-student-conduct>

WVU-PSC Code of Conduct Hazing Definition —

The WVU-PSC Student Code of Conduct, section 6.2 (x), defines hazing as:

“Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization the members of which are primarily students. Hazing includes but is not limited to, acts of a physical nature, such as whipping, beating, branding, required consumption of any food, liquor, drug, or other substance, or any other required physical activity which may reasonably be deemed to adversely affect the physical health and safety of the person or persons so treated, and includes any activity that would subject the person or persons so treated to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, required conduct that could result in extreme embarrassment, or any other required activity that may reasonably be deemed to adversely affect the mental health or dignity of the person or persons so treated, or any willful destruction or removal of public or private property. Hazing, whether with or without another’s consent, is prohibited. See generally West Virginia Code §18-16-2(1)(stating “implied or expressed consent or willingness of a person or persons to hazing may not be a defense . . .”).

¹⁵ Stop Campus Hazing Act Public Law 118-173: <https://www.congress.gov/bill/118th-congress/house-bill/5646/text>

Applicable State and Local Hazing Laws —

West Virginia law, specifically, W. Va. Code §18-16-2, defines hazing as follows:

[T]o cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization the members of which are primarily students or alumni of an institution of higher education. The term includes, but is not limited to, acts of a physical nature, such as whipping, beating, branding, required consumption of any food, liquor, drug, or other substance, or any other required physical activity which could reasonably be deemed to adversely affect the physical health and safety of the person or persons so treated, and includes any activity which would subject the person or persons so treated to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, required conduct which could result in extreme embarrassment, or any other required activity which could reasonably be deemed to adversely affect the mental health or dignity of the person or persons so treated, or any willful destruction or removal of public or private property: Provided, That the implied or expressed consent or willingness of a person or persons to hazing may not be a defense under this section.

Furthermore, W. Va. Code §18-16-3 provides:

“[a]ny person who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$100 nor more than \$1,000, or confined in jail for not more than nine months, or both fined and confined.”

Hazing Prevention and Awareness at WVU-PSC —

West Virginia University Potomac State College is committed to educating the campus community on the issues surrounding hazing. WVU-PSC utilizes the Hazing Prevention Advocate Training developed by The WVU Hazing prevention Task force. This program includes reviewing relevant federal, state, and institutional definitions of hazing, what to look for in someone may be the victim of hazing, and specific steps on how to report hazing at WVU-PSC. While available to anyone at request, this training is mainly focused on the student organizations, Athletics, Esports, and Student Government Association found on the WVU-PSC campus.



CLERY ACT STATISTICS

The statistics listed below reflect the reportable crimes, as defined by the Clery Act that were reported to have occurred on WVU Clery Geography. These statistics were compiled from various sources, including WVU-PSC PD, Office of Compliance and Prevention Education, Office of Student Rights and Responsibilities, Housing and Residence Life, Campus Security Authorities, and police / security departments who responded to the Universities request to gather these statistics. They do not reflect the outcome of investigations by the University or the pertinent police department.

OFFENSES	YEAR	ON-CAMPUS CLERY GEOGRAPHY		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		On-Campus Student Housing Facilities	On-Campus Total			
Murder/Nonnegligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2024	1	1	0	0	1
	2023	6	6	0	0	6
	2022	0	0	0	0	0
Fondling	2024	0	0	0	0	0
	2023	1	1	0	1	2
	2022	1	1	0	0	1
Statutory Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

OFFENSES	YEAR	ON-CAMPUS CLERY GEOGRAPHY		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		On-Campus Student Housing Facilities	On-Campus Total			
Incest	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	1	1	0	0	1
Burglary	2024	1	3	0	0	3
	2023	0	1	0	0	1
	2022	0	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	1	1
	2023	0	1	0	0	1 ¹⁶
	2022	0	0	0	0	0
Arson	2024	0	0	0	0	0
	2023	1	1	0	0	1 ¹⁷
	2022	0	0	0	0	0

¹⁶ The one reported motor vehicle theft was an attempt.

¹⁷ This incident was also reported in the 2023 Residence Hall Fire Statistics Report.

VAWA OFFENSES	YEAR	ON-CAMPUS CLERY GEOGRAPHY		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		On-Campus Student Housing Facilities	On-Campus Total			
Domestic Violence	2024	0	0	0	0	0
	2023	2	2	0	0	2
	2022	0	1	0	0	1
Dating Violence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2024	0	2	0	0	2
	2023	1	2	0	0	2
	2022	3	4	0	0	4
ARRESTS	YEAR	ON-CAMPUS CLERY GEOGRAPHY		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		On-Campus Student Housing Facilities	On-Campus Total			
Liquor Law Violation	2024	4	4	0	0	4
	2023	5	5	0	0	5
	2022	2	2	0	0	2
Drug Abuse Violation	2024	2	4	0	4	8
	2023	0	3	0	5	8
	2022	0	0	0	1	1
Weapon Law Violation	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

REFERRALS	YEAR	ON-CAMPUS CLERY GEOGRAPHY		NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
		On-Campus Student Housing Facilities	On-Campus Total			
Liquor Law Violation	2024	32	35	0	0	35
	2023	23	25	0	0	25
	2022	37	38	0	0	38
Drug Abuse Violation	2024	10	17	0	4	21
	2023	16	17	0	0	17
	2022	12	12	0	0	12
Weapon Law Violation	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

HATE CRIME REPORTING

- 2024: There were 0 reportable hate crimes.
- 2023: There were 0 reportable hate crimes.
- 2022: There were 0 reportable hate crimes.

UNFOUNDED CRIME REPORTING

- 2024: There were 0 unfounded crimes.
- 2023: There were 0 unfounded crimes.
- 2022: There were 0 unfounded crimes.



DEFINITIONS OF OFFENSES WITHIN THE CLERY ACT

Offenses

MURDER/NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

NEGLIGENT MANSLAUGHTER: The killing of another person through gross negligence.

ROBBERY: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes an unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

ARSON: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.

DOMESTIC VIOLENCE: Felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

DATING VIOLENCE: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

STALKING: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to — (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

WEAPON LAW VIOLATIONS: The violation of laws or ordinances dealing with weapon offences, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. Do not count referrals based solely on institutional policy where there is no alleged violation of law.

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Do not count referrals based solely on institutional policy where there is no alleged violation of law.

LIQUOR LAW VIOLATIONS: Violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.) Do not count referrals based solely on institutional policy where there is no alleged violation of law.

Sex Offenses

RAPE: Penetration, no matter how slight, of vagina or anus, with any body part or object, or oral penetration by a sex organ of another, without the consent of the victim.

FONDLING: Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes

WVU-PSC is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

HATE CRIME: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Hazing

WVU-PSC tracks and investigates allegations of hazing on and off campus pursuant to the *Stop Campus Hazing Act* signed into law in 2024. Statistics on allegations of hazing reported to have occurred on Clery geography will be included in the University's Annual Security Report starting in 2026.

The *Stop Campus Hazing Act* defines hazing as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- /// is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- /// causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - /// whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - /// causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - /// causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - /// causing, coercing, or otherwise inducing another person to perform sexual acts;
 - /// any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

- // any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- // any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The law also defines *student organization* for reporting purposes as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Definitions of Geography within the Clery Act

The Clery Act requires that statistics be provided for reported Clery Act crimes that occur: (1) on-campus (and in student housing facilities), (2) on public property within or immediately adjacent to campus, and (3) in or on noncampus buildings or property that WVU owns or controls are disclosed. The Clery Act defines these categories as:

On-Campus: buildings or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support to, or in a manner related to, the University's educational purpose.

On-Campus Student Housing: Student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Noncampus Property: (a) building or property owned or controlled by a student organization that is officially recognized by the University; or (b) any building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not reasonably contiguous to the core campus).

WVU-PSC FIRE SAFETY REPORT

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining the fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to West Virginia University Potomac State College.

General Statement

West Virginia University Potomac State College is committed to providing a fire-safe environment for its faculty, staff, students, and visitors and to protecting the property through effective fire prevention, protection, and response program. All WVU-PSC residence halls have approved fire alarm, and fire suppression sprinkler systems that are inspected and tested annually per the National Fire Protection Association (NFPA). The fire alarm and suppression systems are electronically monitored 24 hours/day, seven days/week and notify the 911 system automatically upon actuation of an alarm situation.

Training

WVU-PSC Residence Hall Coordinators receive comprehensive hands-on fire safety training at the beginning of each academic year by Environmental Health and Safety and the Keyser Fire Department. Additionally, each RHC and RA provide training to each student floor in their respective residence hall. The emergency evacuation procedures are as follows:

If a Fire is detected, you should:

- /// Activate the nearest alarm.
- /// Evacuate the building safely, and do not use the elevator. When a fire alarm sounds, you should:
- /// Turn on the overhead lights in your room.
- /// Close your windows.
- /// Close and lock your door.
- /// You must leave the building via the nearest stairway on your floor.
- /// Walk calmly to the exterior of the building. It is very important that you become familiar with this route of exit. If you are unable to leave the room, "Shelter in Place" and place a towel or clothing in the crack at the bottom of the door, move to the window, and alert rescue personnel by calling 911. Do not jump. Await rescue personnel. If possible, open the window at the top and bottom to let fresh air in and heat and smoke out. Keep your room door closed.
- /// Be sure the stairway door is closed behind you if no other residents are following you.
- /// Do not return to the building until the signal is given to reenter by the staff member in charge. If you are a person with a disability (even temporarily), notify your RA before a possible emergency; Contact rescue personnel by calling 911 during an emergency. Treat every fire alarm as though it is real. You will have no indication whether the alarm is real or a drill. If you detect even a minor fire, you must pull the nearest alarm and follow the procedures described above. All fires should be reported immediately by calling 911 so that a professional can make certain that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly. University officials take false alarms seriously. Persons found responsible for pulling false fire alarms are subject to removal from their University residence hall, suspension from WVU, and prosecution to the full extent of the law.

Emergency Evacuation Maps

Emergency evacuation maps are posted on each floor and in each student room to direct residents to approved exits. Resident Assistants conduct periodic floor meetings and discuss fire safety evacuation procedures. Additional training is conducted upon request.

Mandatory Fire Drills

Fire Drills in the residence halls will be conducted annually to familiarize students with our emergency system. This activity is coordinated with Mineral County 911, Keyser Fire Department, WVU-PSC Police, and Facilities Management group. The Residence Hall Coordinator/ and or WVU-PSC maintains records of the dates and times of all fire drills.

Fire Prevention Policies

It is the policy of WVU-PSC to provide a fire-safe environment. WVU's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. This is accomplished by conducting annual safety inspections of all university buildings with the State Board of Risk Management, Environmental Health, and Safety and the Keyser Fire Department. Fire Investigations are coordinated by Environmental Health and Safety and conducted in conjunction with the WV State Fire Marshal, Keyser Fire Department and the State Board of Risk and Insurance Management. Violations are identified and corrective action is addressed. To minimize the potential fire fires, West Virginia University has specific policies and procedures that students are required to follow. Noncompliance with these measures will be considered a student conduct/disciplinary matter.

The following items are prohibited:

- // Toasters
- // Electric Ovens
- // Waffle irons
- // Sandwich makers
- // Crockpots/Instant Pots
- // Live trees – if the bulb is not attached – are prohibited
- // Flammable or Combustible materials
- // Portable heaters (electric, kerosene, etc.)
- // Electric or charcoal grills
- // Any appliance/item with an open flame or open coils
- // Candles
- // Incense / Hookahs
- // Microwave ovens (unless approved by the University)
- // Electric and kerosene heaters
- // Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted)
- // Gasoline, lighter fluid, or any combustible or flammable material
- // Halogen lamps

Decorations

Students who choose to decorate their room must adhere to the following rules:

- // Use electrical decorations that are UL approved only;
- // Do not use lights on metallic trees;
- // Use decorations made from flame-retardant materials only;
- // Do not place decorations on light fixtures, sprinklers, smoke detectors, etc.;
- // Do not hang tapestries or other decorations from ceiling or doorway;
- // Do not use live pine, extension cords, candles (oil or wax-based), candle, warmers, or incense;
- // Do not use live Christmas trees

Room Safety

- // Use or possession of open flame (i.e., burning candles, burning incense) or open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas is not permitted.
- // Cooking in residence hall rooms or other unauthorized areas is prohibited.
- // Residents and guests may not devise any unsafe situation in which a member of the residence hall community can be injured.

Smoking

Smoking nor vaping is not permitted in residence halls. WVU-PSC is designated a smoke-free area. This includes but is not limited to residence halls rooms, common areas, bathrooms, sidewalks, patios, stairways, and any other walkway that directly leads to a building entrance.

Explosive Devices

- /// A student may not make, possess, or threaten to make or use a bomb, explosive, incendiary device or fireworks.
- /// If found responsible for such a violation, the student will be removed from University Housing

Fire Log

- /// WVU maintains an incident fire log, including the nature, date, time, and general location of each fire in our residence halls.
- /// The University's fire incident log will be posted on WVU Environmental Health and Safety and University Police website for public viewing.

Plans for Future Improvements in Fire Safety

- /// WVU will provide future improvements as needed.
- /// WVU continually work closely with occupants of our student housing facilities. From the students, and visitors, to the contractors and vendors working in the facility to assure the work being conducted, is monitored and the fire detection systems are checked and maintained.

WVU-PSC RESIDENCE HALL FIRE STATISTICS

WEST VIRGINIA UNIVERSITY - POTOMAC STATE COLLEGE - 2024						
LOCATION ¹⁸	OCCURENCES	DATE/TIME	INJURIES	DEATHS	DAMAGE VALUE	CAUSE OF FIRE
Friend Hall - 165 Campus Drive	0	N/A	0	0	0	N/A
Memorial Hall - 190 Campus Drive	0	N/A	0	0	0	N/A
University Place - 20 Arnold Street	0	N/A	0	0	0	N/A

¹⁸ As of May 2024, Memorial Hall and University Place are the only two residence halls on the WVU Potomac State Campus.

WEST VIRGINIA UNIVERSITY - POTOMAC STATE COLLEGE - 2023

LOCATION	OCCURENCES	DATE/TIME	INJURIES	DEATHS	DAMAGE VALUE	CAUSE OF FIRE
Catamount Place - 167 S Mineral Street	0	N/A	0	0	0	N/A
Davis Hall - 30 Campus Drive	0	N/A	0	0	0	N/A
Friend Hall - 165 Campus Drive	0	N/A	0	0	0	N/A
Memorial Hall - 190 Campus Drive	0	N/A	0	0	0	N/A
Reynolds Hall - 145 Campus Drive	0	N/A	0	0	0	N/A
University Place - 20 Arnold Street	1	4/30/23 - 11:15 PM	0	0	\$0 - \$99	Intentional – a roll of toilet paper was lit on fire in the stairwell.

WEST VIRGINIA UNIVERSITY - POTOMAC STATE COLLEGE - 2022

LOCATION	OCCURENCES	DATE/TIME	INJURIES	DEATHS	DAMAGE VALUE	CAUSE OF FIRE
Catamount Place - 167 S Mineral Street	0	N/A	0	0	0	N/A
Davis Hall - 30 Campus Drive	0	N/A	0	0	0	N/A
Friend Hall - 165 Campus Drive	0	N/A	0	0	0	N/A
Memorial Hall - 190 Campus Drive	0	N/A	0	0	0	N/A
Reynolds Hall - 145 Campus Drive	0	N/A	0	0	0	N/A
University Place - 20 Arnold Street	1	10/28/22 - 10:42 PM	0	0	\$100-\$999	Unintentional/ Electrical

WVU-PSC RESIDENCE HALL FIRE SAFETY EQUIPMENT

WVU-PSC RESIDENCE HALL FIRE SAFETY EQUIPMENT — 2024 ¹⁹						
BUILDING NAME	BUILDING ADDRESS	FIRE ALARM PULL STATIONS	FIRE ALARM HORNS (or) BELLS	FIRE ALARM STROBE LIGHTS	ILLUMINATED EXIT SIGNS	EMERGENCY LIGHTING
Friend Hall	165 Campus Drive	YES	YES	NO	YES	YES
Memorial Hall	190 Campus Drive	YES	YES	NO	YES	YES
University Place	20 Arnold Street	YES	YES	YES	YES	YES
BUILDING NAME	BUILDING ADDRESS	FIRE ALARM SMOKE DETECTORS	FIRE ALARM DUCT DETECTORS	WET SPRINKLER	DRY SPRINKLER	PRE-ACTION SPRINKLER
Friend Hall	165 Campus Drive	YES	NO	NO	NO	NO
Memorial Hall	190 Campus Drive	YES	NO	NO	NO	NO
University Place	20 Arnold Street	YES	YES	YES	YES	NO
BUILDING NAME	BUILDING ADDRESS	WET STANDPIPE	DRY STANDPIPE	COMBINATION STANDPIPE	FIRE PUMP	EMERGENCY GENERATOR
Friend Hall	165 Campus Drive	NO	NO	NO	NO	NO
Memorial Hall	190 Campus Drive	NO	NO	NO	NO	NO
University Place	20 Arnold Street	YES	NO	NO	YES	YES
BUILDING NAME	BUILDING ADDRESS	SMOKE MANAGEMENT SYSTEM	FIRE DOORS AND WALLS			
Friend Hall	165 Campus Drive	NO	YES			
Memorial Hall	190 Campus Drive	NO	YES			
University Place	20 Arnold Street	NO	YES			

¹⁹ Catamount Place was previously listed as residence hall in previous years, but is no-longer owned by the university and has been removed. As of May 2024, Friend Hall is also no longer used as a residence hall.

APPENDIX 1



Drug-Free Schools and Communities Act Booklet

Fall 2025

INTRODUCTION AND OVERVIEW

West Virginia University, including its divisional campuses of West Virginia University Potomac State College and West Virginia University Institute of Technology, considers the wellbeing of its University community to be essential to the success of the University and its mission. The misuse of alcohol and the use of illicit substances by members of the University community are incompatible with the goals of an academic institution. Substance misuse on campus hinders the learning process, jeopardizing the University's mission to educate students and prepare them for responsible participation in society. With a combination of education and counseling, students and employees can be made aware of the consequences that may arise from substance misuse and learn more about the support and recovery resources that are available.

As directed by federal law, the University is providing this information to explain its substance use policies for both students and employees. The unlawful possession, use, or distribution of alcohol and/or other substances on campus and at University functions is prohibited.

The University recognizes that substance use disorder is a disease which affects not only the student or employee, but also one's family, workplace, and community. Referral services for substance use counseling and treatment are provided by the University for students and employees. A list of support and treatment centers is provided in this booklet.

West Virginia University is committed to building a culture of health and wellbeing for everyone. As a part of the University's efforts to comply with state and federal law, we urge you to read the attached information. If you have any questions or comments about any of the information, please contact:

Division of Talent and Culture

Employee Relations
(304) 293-5700 (ext. 5)
EmployeeRelations@mail.wvu.edu

Division of Student Life

Elizabeth Moore Hall
(304) 293-5811
studentlife@mail.wvu.edu

Thank you for your cooperation in assuring that West Virginia University is a substance-free workplace and community.

The purpose of this booklet is to comply with the applicable provisions of the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 8101 to 8106; 22 C.F.R. Part 513; 48 C.F.R. § 23.504; 48 C.F.R. § 52.223-6; the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1011i; 34 C.F.R. Part 86); the Drug-Induced Rape Prevention and Punishment Act of 1996 (21 U.S.C. § 841(b)(7)(A)-(B); see also 21 U.S.C. § 801); and the Federal Motor Carrier Safety Regulations (49 C.F.R. §§ 382.101 to 382.727).

Specifically, it sets forth the applicable standards of conduct for employees and students; the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit substances and alcohol; descriptions of the health risks associated with the use of illicit substances and the misuse of alcohol; a description of the substance use counseling, treatment, or rehabilitation or re-entry programs that are available to students and employees; provides a clear statement that the University will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law); and a description of those disciplinary sanctions.

I. STANDARDS OF CONDUCT¹ AND POLICIES OF MAINTAINING A DRUG AND ALCOHOL-FREE WORKPLACE²

A. Employees – Controlled Substances

Controlled Substances Prohibited. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at West Virginia University, including on its property or as part of any of its programs or activities. Under the Drug Free Workplace Act, these properties also include the WVU Research Corporation and the WVU Innovation Corporation. Further, reporting to work or any University function under the influence of an illicit controlled substance is prohibited.

Notice to University. All employees must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.³

B. Students – Controlled Substances

Prohibited Drug Related Conduct. As stated in the applicable Campus Student Code of Conduct, the University prohibits the following “drug related conduct.” Specifically, “[p]rohibited drug related conduct” means:

(1) possessing; (2) manufacturing; (3) producing; (4) distributing; (5) selling; (6) possessing with the intent to distribute or sell; or (7) being under the influence of any illicit drug, synthetic drug, or other controlled substance. It also means (8) using any prescribed drug in a manner inconsistent with the prescription; (9) driving or operating a vehicle while under the influence of any illicit drug, synthetic drug, or other controlled substance; or (10) intentionally or recklessly inhaling, ingesting, or using in any manner inconsistent with its purpose any chemical, liquid, substance or other compound.

Failure to abide by these standards of conduct will result in disciplinary sanctions consistent with local, state, and federal law.⁴

¹ 20 U.S.C. § 1011i(a)(1)(A).

² 41 U.S.C. § 8102 (a)(1)(A), (a)(1)(B)(ii); see generally 48 C.F.R. § 23.504(a).

³ If the University is operating under a grant, it must notify the granting agency within ten (10) days after receiving notice from an employee. See 41 U.S.C. § 8103(a)(1)(D), (E). See also 48 C.F.R. § 23.504(a)(4), (5).

⁴ This provision is found in all three campus codes of conduct, which can be found at the following websites:

Morgantown: studentresponsibility.wvu.edu/campus-student-code

Potomac State College: studentexperience.potomacstatecollege.edu/student-life/office-of-student-conduct

WVU Tech: students.wvutec.edu/bear-facts/student-code-of-conduct

C. All Members of University Community - Alcoholic Beverages

Section 4 of West Virginia University Board of Governors Rule 5.5, Use of University Facilities, addresses Alcoholic Beverages at the University. Specifically, the possession or sale of Alcoholic Beverages is prohibited on or in University Facilities, including student housing, except as provided below:

- /// The possession or sale of Alcoholic Beverages is permissible on or in properly licensed property or Facilities.
- /// Subject to other applicable laws, Alcoholic Beverages are permissible in dwellings occupied as private residences, including University-owned apartments.
- /// The possession or sale of Alcoholic Beverages at a Facility may be authorized by the President on a case-by-case basis consistent with the following guidelines:
 - /// *Alcoholic Beverages shall never be the primary reason for a gathering.*
 - /// *The majority of persons in attendance must be of legal drinking age.*
 - /// *No person under the legal drinking age will be served.*
 - /// *Non-alcoholic beverages and food must be served.*
 - /// *No person under the age of eighteen (18) may serve Alcoholic Beverages. Servers of Alcoholic Beverages must be appropriately trained to adhere to all laws and regulations regarding the services thereof.*
 - /// *No state funds may be used to purchase Alcoholic Beverages.*

The entire BOG Rule can be found here: policies.wvu.edu/finalized-bog-rules/bog-finance-and-administration-rule-5-5-use-of-university-facilities

Failure by an employee to follow this Rule will subject them to discipline under the terms of the employee's appointment.

Failure by a student to follow this Rule will subject them to discipline under the applicable campus student code.

II. DISCIPLINARY SANCTIONS⁵ AND PENALTIES IMPOSED FOR VIOLATIONS⁶

As required under 20 U.S.C. § 1011i(a)(1)(E), the University will impose sanctions on students and employees (consistent with local, State, and Federal law as well as University rules and policies) if it determines that violations of the standards governing the use of drugs and alcohol have occurred.

The sanctions imposed will be commensurate with the violation, based on the totality of the circumstances, and will take into consideration all of the relevant facts.

A. Range of Sanctions

- i. Any employee found in violation of this provision shall be subject to appropriate disciplinary action, up to and including termination, and/or may be required to participate in a substance use assistance or rehabilitation program, and/or referred for criminal prosecution.
- ii. For students, sanctions range from requiring a reflection exercise to expulsion and referral for criminal prosecution. Under the applicable campus conduct code, specifically Section 7, the following sanctions are also available:

⁵ 20 U.S.C. § 1011i(a)(1)(E).

⁶ 41 U.S.C. § 8102 (a)(1)(A), (a)(1)(B)(iv); see generally 48 C.F.R. § 23.504(a)(2)(iv).

Range of Sanctions for Students⁷

Expulsion	Permanent separation of the student from the University. Permanent notification will appear on the student's transcript. The student may be denied access to University premises, provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. If a student is expelled, the student will not receive a refund of any tuition or fees that have been paid to the University. This is reserved for persistent violations of the Campus Student Code or a single violation of marked severity.
Suspension	Separation of the student from the University for a specified period of time. Permanent notification will appear on the student's transcript. The student may be denied access to University premises and to all other University activities or privileges for which the student might otherwise be eligible, provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. Suspended time will not count against any time limits for completion of a degree. If a student is suspended, the student will not receive a refund of any tuition or fees that have been paid to the University. Any student who is serving a suspension may be subject to a review and evaluation meeting prior to re-enrolling to ensure that all conditions of the suspension have been satisfied and that the student is prepared for return. This is reserved for persistent violations of the Campus Student Code or a single violation of marked severity that may not rise to the level of expulsion.
Deferred Suspension	The student will be given a certain set of expectations, but any suspension will be deferred and does not go into effect as long as the student complies with all requirements during the interim period. In those cases where the student completes all expectations during the interim period, the student's record will show that the sanction was never imposed. In the event that a student fails to comply with a sanction and the Office of Student Conduct has decided to seek the suspension, the student will be given written notice of the apparent failure to comply and of the intent to suspend, and provided an opportunity to be heard prior to a final decision, consistent with this Code.
Probation	A written reprimand for prohibited conduct that specifies a designated period of time and includes the probability of more severe disciplinary sanctions if, during the designated probationary period, the student violates any applicable law or fails to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations, or with directives issued by any University official acting in the course of his or her authorized duties.
Warning	A notice in writing to the student that the student is violating or has violated Board of Governors policies, institutional rules and regulations, or the Campus Student Code, and that any further prohibited conduct may result in more severe disciplinary action.
Loss of Privileges	Denial of specified privileges for a designated period of time.
Restitution	Students may be required to make payment to the University or to other persons, groups, or organizations for loss, damage, or injury incurred as a result of a violation of any Campus Student Code. This may take the form of appropriate service and/or monetary or material replacement. Once restitution is satisfied, the student must provide documentation to the Office of Student Conduct.
Other Sanctions	Other sanctions may be imposed instead of or in addition to those specified. For example, students may be subject to dismissal from University housing for disciplinary violations which occur in the residence halls. Likewise, community service, educational classes, fines (if such fines are established by the Office of Student Conduct), and other work or research projects may also be assigned.

⁷ Additionally, please note that professional students may also be sanctioned pursuant to the professionalism standards of their programs, which may include additional programmatic sanctions.

The exception being if a student qualifies for amnesty under the applicable campus student conduct code. In general, the codes provide as follows:

Bystander: Any student or student organization who, in good faith and in a timely manner, seeks emergency medical assistance for a person who reasonably appears to be experiencing an overdose from alcohol or drugs may not be held responsible for a violation of prohibited alcohol or drug related conduct only, as defined in this Code, if the student or student organization does all of the following:

- a) Remains with the person who reasonably appears to be in need of emergency medical assistance due to an overdose until such assistance is provided;
- b) Identifies himself or herself, if requested by emergency medical assistance personnel, law-enforcement officers, or University officials;
- c) Cooperates with and provides any relevant information requested by emergency medical assistance personnel, law-enforcement officers, or University officials needed to treat the person reasonably believed to be experiencing an overdose;
- d) Completes any additional conditions imposed on the student or student organization by the Campus Student Code Administrator.

Distressed Student: If the person who reasonably appears to be experiencing an overdose from alcohol or drugs is also a student, he or she will not be held responsible for a violation of prohibited alcohol or drug related conduct, as defined in this Code, but may be required to complete additional conditions imposed by the Campus Student Code Administrator in order to receive amnesty.

Additional resources for alcohol and other drug education, can be found here:
safety.wvu.edu/safety-on-campus/medical-amnesty

This provision only applies to violations of this Code. As it relates to any criminal prosecution, students should see the West Virginia Alcohol and Drug Overdose Prevention and Clemency Act, W. Va. Code §§ 16-47-1 to -6, which can be found here:
legis.state.wv.us/wvcode/Code.cfm?chap=16&art=47#47

III. CAMPUS PROGRAMMING AND RESOURCES FOR STUDENTS, STAFF, AND FACULTY

Resources for Students

i. Counseling and Treatment

a. Student Assistance Program (SAP); (304) 293-4431

- i. The purpose of SAP is to educate students about the nature and consequences of substance misuse. This is done through individual assessment, individual and group counseling, and educational activities. Self-referrals are welcomed.

ii. Recovery Support

a. Collegiate Recovery Program; (304) 293-2547

- i. The CRP supports students in recovery by promoting a healthy, balanced, and meaningful life on campus. Through activities centered around health, wellness, adventure, community, service, and fun, the WVU CRP's goal is to provide the support and resources necessary for students to thrive in their recovery and develop meaning and purpose as they move forward in life.

iii. Substance use education

a. AlcoholEdu

- i. Incoming first year and transfer students under the age of 24 are required to complete an online education module entitled "AlcoholEdu" by Vector Solutions. This program covers safer substance use strategies for college students. It is evidence-based and listed on the College Alcohol Intervention Matrix.

ii. This program is facilitated by WELLWVU.

iii. WVU requires students complete a second online training, "AlcoholEdu Part 2" approximately 45 days after arriving on campus. This is provided by the same vendor.

b. ScreenU

i. ScreenU is a web-based, anonymous screening tool which helps to identify students who are at-risk of negative consequences from substance misuse. This is available through WELLWVU.

c. eCheckup To Go

i. Online prevention interventions for alcohol and cannabis. Programs provide students with personalized feedback regarding their substance use. Available through the SAP program and the Office of Student Rights and Responsibilities.

d. WELLWVU Substance Use Education

i. The department responsible for health promotion and education implements campus programming, presentations, and health communication campaigns. Campus programming includes hydration stations, a cannabis panel, TIPS training, Narcan training, and bartender school (standard drink size education).

e. BASICS – Brief Alcohol Screening and Intervention for College Students

i. Based in motivational interviewing, BASICS is designed to reduce alcohol consumption and related problems in college students. Practitioners meet with sanctioned students to discuss their pattern of alcohol use and potential health risks associated with their level of use. They also provide specific strategies to assist in reducing these risks. BASICS is facilitated by professionals in WELLWVU and the Office of Student Rights and Responsibilities.

Resources for Staff and Faculty

i. Faculty and Staff Assistance Program (FSAP)

a. West Virginia University has established awareness programs for faculty and staff through the Faculty and Staff Assistance Program (FSAP). Educational programs have been established by FSAP for the purpose of educating employees about the nature and consequences of substance misuse. This program informs individuals about the policy of maintaining a substance-free workplace and addresses the dangers of substance use in the workplace, as well as provide the appropriate education, consultation, and referral information. The Faculty and Staff Assistance Program (FSAP) may be reached at (304) 293-5590.

ii. Effective March 17, 1989, the University will:

1. Notify employees of the policy regarding a substance-free workplace;
2. Provide a copy of the policy and procedures as part of the award package on all grants received by the University;
3. Provide a copy of the policy to each new employee at the time of initial employment processing;
4. Notify the contracting agency or others, if required, within ten (10) days after receiving notice from an employee or otherwise receiving notice of a drug related conviction;
5. Impose sanctions as stated earlier within thirty (30) days of receiving notice from an employee of a criminal drug statute conviction in the workplace.

Below is a list of Support and Treatment Centers available to students and employees at West Virginia University:

WVU Morgantown Campus and Bridgeport Nursing Campus⁸

**WVU Carruth Center for Counseling and
Psychological Services:** (304) 293-4431

**Student Assistance Program (SAP)/
Substance Abuse:** (304) 293-4431

**WVU Faculty and Staff Assistance Program
(FSAP):** (304) 293-5590

Collegiate Recovery Program (CRP):
(304) 293-2547

WVU Potomac State College

**WVU Faculty and Staff Assistance Program
(FSAP):** (304) 293-5590

**PSC Center for Counseling and Psychological
Services:** (304) 788-6976

PSC Student Health Center: (304) 788-6913

**Alcohol and Other Drug (AOD) Prevention
Office:** (304) 788-6910

WVU HSC Charleston Division

**WVU Behavioral Medicine and Psychology
Department:** (304) 341-1500

WVU HSC Eastern Division

**WVU Behavioral Medicine and Psychology
Department:** (304) 264-1230

WVU Institute of Technology

WVU Tech Counseling Services: (304) 293-1237

FMRS Health Systems, Inc. (Beckley):
(304) 256-7100

Brian's Safehouse (Mount Hope):
(304) 763-7655

Pyramid Counseling LLC (Beckley):
(304) 256-0200

Appalachian Regional Healthcare (Beckley):
(304) 255-300

FMRS Health Systems, Inc. (Fayetteville): (304)
574-2100

Charleston Treatment Center (Charleston):
(304) 344-5924

Rea of Hope Fellowship Home (Charleston):
(304) 344-5363

Thomas Behavioral Health (Charleston): (304)
766-3553

This list of treatment facilities and services is not intended to be exhaustive; it is merely a helpful list of some contacts in areas around West Virginia University campuses. West Virginia University is not affiliated with and does not accept liability for any services, treatment, or counseling provided by these third-parties or their employees for any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and their family should conduct reviews of these facilities before accepting their services.

⁸ Programs offered to the WVU Morgantown Campus are also available to employees at the WVU Research Corporation and WVU Innovation Corporation

IV. HEALTH RISKS ASSOCIATED WITH THE MISUSE OF ALCOHOL AND OTHER DRUGS (TAKEN FROM THE NATIONAL INSTITUTE ON DRUG ABUSE)⁹

SUBSTANCE	SHORT-TERM EFFECTS	LONG-TERM EFFECTS
Alcohol	Slurred speech; drowsiness; lowered inhibitions; impaired reactions; impaired judgment; blackouts; distorted vision and hearing; decreased perception and coordination; vomiting; difficulty breathing; passing out; blackouts; potential alcohol poisoning	Trouble learning; cirrhosis of the liver; high blood pressure; memory loss; diminished gray and white matter in the brain; sexual dysfunction; loss of attention span; cancer; cardiomyopathy; stroke; steatosis (fatty liver); Hepatitis; irregular heartbeat
Cannabis (Marijuana)	Slowed reaction time; problems with balance and coordination; increased heart rate; increased appetite; problems with learning and memory; anxiety; enhanced sensory perception and euphoria followed by drowsiness/relaxation	Mental health problems; chronic cough; frequent respiratory infections
Central Nervous System Depressants (Benzos)	Drowsiness; slurred speech; poor concentration; confusion; dizziness; problems with movement and memory; lowered blood pressure; slowed breathing In Combination with Alcohol: Further slows heart rate and breathing, which can lead to death.	Unknown
Cocaine	Euphoria; dilated pupils; elevated body temperature; increased heart rate; increased energy, alertness; insomnia; restlessness; anxiety; erratic and violent behavior; increased blood pressure; heart attack; seizure; stroke; nausea	Loss of sense of smell; nosebleeds; nasal damage and problems with swallowing; infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss; lung damage from smoking
Gamma Hydroxy Butyrate (GHB)	Euphoria, drowsiness; nausea; vomiting; confusion; memory loss; unconsciousness; slowed breathing decreased body temperature; lowered heart rate; lowered blood pressure; seizures; coma; death	Unknown
Heroin	Euphoria; dry mouth; itching; nausea; vomiting; analgesia; slowed breathing and heart rate	Collapsed veins; abscesses; infection of the lining and valves in the heart; constipation; stomach cramps; liver or kidney disease; pneumonia; higher risk of HIV, Hepatitis and other diseases from shared needle use

⁹ National Institute on Drug Abuse, *Commonly Used Drug Charts*, nida.nih.gov/research-topics/commonly-used-drugs-charts (last visited Aug. 25, 2025).

SUBSTANCE	SHORT-TERM EFFECTS	LONG-TERM EFFECTS
Inhalants	<p>Confusion; nausea; slurred speech; lack of coordination; dizziness; drowsiness; lowered inhibitions; lightheadedness; hallucinations/delusions; headaches; sudden sniffing death; asphyxiation; suffocation; convulsions; seizures; coma; choking</p> <p>Nitrites: enlarged blood vessels; enhanced sexual pleasure; increased heart rate; brief sensation of heat and excitement; dizziness; headache</p>	<p>Liver and kidney damage; bone marrow damage; limb spasms; brain damage resulting in problems with thinking, movement, vision, and hearing</p> <p>Nitrites: increased risk of pneumonia</p>
Ketamine	<p>Problems with attention, learning, and memory; hallucinations; confusion; loss of memory; raised blood pressure; unconsciousness; dangerously slowed breathing</p>	<p>Ulcers and pain in the bladder; kidney problems; stomach pain; depression; poor memory</p>
LSD	<p>Rapid mood swings; distortion of reality; hinders rational thinking; raised blood pressure; elevated heart rate; elevated body temperature; dizziness; loss of appetite; tremors; enlarged pupils</p>	<p>Frightening flashbacks; ongoing visual disturbances; disorganized thinking; paranoia; mood swings</p>
MDMA (Methylenedioxy-methamphetamine)	<p>Lowered inhibitions; enhanced sensory perception; increased heart rate; elevated blood pressure; muscle tension; nausea; faintness; chills or sweating; sharp rise in body temperature that could lead to kidney failure or death</p>	<p>Long-lasting confusion; depression; problems with attention, memory, and sleep; increased anxiety; increased impulsiveness; less interest in sex</p>
Mescaline (Peyote)	<p>Enhanced perception and feeling; hallucinations; euphoria; anxiety; increased body temperature; elevated heart rate and blood pressure; sweating; problems with movement</p>	<p>Unknown</p>
Methamphetamine	<p>Increased wakefulness and activity; decreased appetite; increased breathing rate; elevated heart rate; elevated blood pressure; elevated body temperature; irregular heartbeat</p>	<p>Anxiety; confusion; insomnia; mood problems; violent behavior; paranoia; hallucinations; delusions; weight loss; several dental problems; intense itching leading to skin sores</p>
Morphine/Opiates	<p>Pain relief; drowsiness; nausea; constipation; euphoria; slowed breathing; death</p>	<p>Increased risk of overdose or addiction if misused</p>

SUBSTANCE	SHORT-TERM EFFECTS	LONG-TERM EFFECTS
Over-the-Counter Medicines – Dextromethorphan (DXM)	<p>Cough relief; euphoria; slurred speech; increased heart rate and blood pressure; dizziness; nausea; vomiting</p> <p>Other Health-Related Issues: Breathing problems, seizures, and increased heart rate may occur from other ingredients in cough/cold medicines</p>	Unknown
PCP	<p>Delusions; hallucinations; paranoia; problems thinking; anxiety; dissociative experiences</p> <p><u>Low doses</u>: slight increase in breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of hands and feet; problems with movement.</p> <p><u>High doses</u>: nausea; vomiting; flicking up and down of the eyes; drooling; loss of balance; dizziness; violence; seizures; coma; death</p>	Memory loss; problems with speech and thinking; loss of appetite; anxiety
Prescription Stimulants	<p>Increased alertness, attention, and energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages</p> <p><u>High doses</u>: dangerously high body temperature and irregular heartbeat; heart disease; seizures</p>	Heart problems; psychosis; anger; paranoia
Psilocybin	<p>Hallucinations; altered perception of time; inability to tell fantasy from reality; panic; muscle relaxation or weakness; problems with movement; enlarged pupils; nausea; vomiting; drowsiness</p> <p>Other health-related issues: risk of poisoning if poisonous mushroom is accidentally used.</p>	Risk of flashbacks and memory problems

SUBSTANCE	SHORT-TERM EFFECTS	LONG-TERM EFFECTS
Rohypnol (Roofies)	<p>Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation; impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate</p> <p>In Combination with Alcohol: severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death</p>	Unknown
Salvia	<p>Short-lived but intense hallucinations; altered visual perception, mood, and body sensations; mood swings; feelings of detachment from one's body; sweating</p>	Unknown
Steroids	<p>Builds muscles; improved athletic performance; acne; fluid retention; oily skin; yellowing of the skin; infection</p>	<p>Kidney damage or failure; liver damage; high blood pressure; enlarged heart; changes in cholesterol leading to increased risk of heart attack or stroke; aggression; extreme mood swings; anger; extreme irritability; delusions; impaired judgment</p>
Synthetic Cannabinoids (K2/Spice)	<p>Increased heart rate; vomiting; agitation; confusion; hallucinations; anxiety; paranoia; increased blood pressure</p>	Unknown
Tobacco/Nicotine and Vaping	<p>Increased blood pressure, breathing, and heart rate; exposes lungs to variety of chemicals; vaping exposes lungs to metallic vapors created by heating the coils in the device.</p> <p>Other health-related issues: Nicotine: in teens it can affect brain circuitry development [circuitry that controls attention and learning] Vaping products: some are mixed with the filler Vitamin E acetate and other chemicals, leading to serious lung illnesses and deaths</p>	<p>Increased blood pressure, breathing, and heart rate; exposes lungs to variety of chemicals; vaping exposes lungs to metallic vapors created by heating the coils in the device.</p> <p>Other health-related issues: Nicotine: in teens it can affect brain circuitry development [circuitry that controls attention and learning] Vaping products: some are mixed with the filler Vitamin E acetate and other chemicals, leading to serious lung illnesses and deaths</p>

V. DESCRIPTION OF APPLICABLE LEGAL SANCTIONS FOR UNLAWFUL POSSESSION AND DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL¹⁰

A. Local Ordinances

i. **Morgantown.** Intoxication or drinking in public places and illegal possession of alcoholic liquor or beer is prohibited by 521.06 of the Morgantown Municipal Code. A violation of this provision is a misdemeanor for a first offense. Section 529.03 of the Municipal Code addresses controlled substances and provides, in relevant part as follows: “Except as authorized by West Virginia Code Chapter 60A, no person shall manufacture, deliver or possess with intent to manufacture or deliver, a controlled substance[.]” Notably, whoever violates this provision, since there is no specific penalty provided, shall be fined not more than five hundred dollars (\$500.00),¹¹ with the exception of possessing no more than 15 grams of marijuana, which, pursuant to Section 529.99, has a penalty of a fine of no more than fifteen (\$15.00).¹²

ii. **Beckley.** Public intoxication, under Section 10-15 of the Beckley Code of Ordinances, is prohibited as well as underage possession under Section 10-56. Moreover, Section 10-32 of the Beckley Code of Ordinances provides that “[i]t shall be unlawful for any person knowingly or intentionally to possess an amount of marijuana, less than fifteen (15) grams in weight, unless the marihuana was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of such person’s professional practice.”¹³ The penalties for violation of Beckley ordinances is set forth in Section 1-8 and generally provides “the violation of any such provision of this Code or of any such ordinance, resolution, rule, regulation or order shall be punished by a fine not exceeding two thousand dollars (\$2,000.00).”

iii. **Keyser.** The City of Keyser also prohibits the manufacture, delivery or possession with intent to manufacture or deliver a controlled substance classified in Schedule V under West Virginia Code 60A-2-211 or 60A-2-212. If found guilty, Section 501.99 provides that the individual shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than thirty days, or both.¹⁴

iv. **Charleston.** The City of Charleston makes it “unlawful for any person knowingly or intentionally to possess a controlled substance, specifically a drug, substance or immediate precursor in schedules I through V as set forth in W. Va. Code §§ 60A-2-204, 60A-2-206, 60A-2-208, 60A-2-210 and 60A-2-212 (W. Va. Code § 60A-2-204 et seq.), unless the substance was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized.”¹⁵ If convicted, a person will “be guilty of a misdemeanor and be fined not less than \$500.00 nor more than \$1,000.00 for the first offense and succeeding offenses. Each day that such violation shall continue shall be deemed a separate and distinct offense.”¹⁶

v. **Martinsburg.** The City of Martinsburg also prohibits the manufacture, delivery or possession with intent to manufacture or deliver, or knowingly or intentionally possession a controlled or counterfeit controlled substance, except as authorized by W. Va. law.¹⁷ If violated, the penalty is a fine of not more than five hundred dollars (\$500.00) or imprisoned not more than thirty days, or both. Each day such violation continues shall constitute a separate offense.¹⁸

¹⁰ 20 U.S.C. § 1011i(a)(1)(D).

¹¹ City Code of Morgantown, West Virginia. which can be found here: library.municode.com/wv/morgantown/codes/code_of_ordinances

¹² Agenda, Morgantown City Council (Feb. 4, 2020), the link to watch can be found at this website: morgantownwv.gov/AgendaCenter/ViewFile/Agenda/_02042020-1270

¹³ Beckley Code of Ordinances: library.municode.com/wv/beckley/codes/code_of_ordinances

¹⁴ Codified Ordinances of Keyser, West Virginia, Part 5, Article 501: codelibrary.amlegal.com/codes/keyserwv/latest/overview

¹⁵ Code of the City of Charleston, West Virginia § 78-373, which can be found at the following website: library.municode.com/wv/charleston/codes/code_of_ordinances

¹⁶ Id. § 78-383.

¹⁷ Codified Ordinances of the City of Martinsburg, West Virginia § 529.06, which can be found at the following website: codelibrary.amlegal.com/codes/martinsburg/latest/martinsburg_wv/0-0-0-1

¹⁸ Id. § 501-99.

vi. Bridgeport. Finally, the City of Bridgeport prohibits the consumption or use of any controlled substance, including marijuana, on any public place, or in a motor vehicle, while in a public place.¹⁹ In addition, the City prohibits the possession of any controlled substance, including marijuana and substances that were manufactured or acquired in violation of the provisions of West Virginia Code Chapter 60A. Lastly, the City prohibits the possession of “any paraphernalia as listed in West Virginia Code 60A-4-403a, typically associate with consumption of any controlled substance, including marijuana.” Any person found in violation of “possessing any controlled substance, including marijuana, in which the amount recovered is less than fifteen grams as referenced in 521.14 (d) and (e) and /or is in violation of the possession of paraphernalia as referenced in section 521.14 (f), is guilty of a misdemeanor, and will be referred to Bridgeport Municipal Court.” Similarly, “[a]ny person convicted of violation of Section 521.141 above by possession less than fifteen grams of any controlled substance, including marijuana or possessing paraphernalia typically associate with eh consumption of a controlled substance, including marijuana, will be fined not more than five hundred dollars (\$500.00), plus all court costs.”²⁰

B. West Virginia Law

Chapter 60A of the West Virginia Code sets forth the applicable state laws regarding controlled substances. It is known as the West Virginia Uniform Controlled Substance Act and is modeled after the Uniform Controlled Substance Act, which is similar to portions of the Federal Comprehensive Drug Abuse Prevention and Control Act, 21. U.S.C. § 801.²¹

In general, except as authorized by the Act, “it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.” W. Va. Code § 60A-4-401(a).²² Furthermore, “is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by” the Act. W. Va. Code § 60A-4-401(c).²³

The punishment for violations of the Act ranges from imprisonment in a state correctional facility for not less than one year nor more than fifteen years, or fined not more than \$25,000, or both fined and imprisoned for Schedule I or II controlled substances to confinement in jail for not less than six months nor more than one year, or fined not more than \$5,000, or both fined and confined for Schedule V controlled substances. Notably, W. Va. Code § 60A-4-415 prohibits the unlawful manufacture, delivery, transport into the state, or possession of fentanyl, and upon conviction thereof a person shall have committed a felony and be punished, depending on the weight, anywhere from imprisonment in a correctional facility for not less than two nor more than ten years, to potentially imprisoned in a correctional facility for not less than four nor more than twenty years for five (5) grams or more.

¹⁹ Codified Ordinances of Bridgeport, § 521.14 Illegal Possession of Controlled Substances and Marijuana, which can be found here: portal.laserfiche.com/Portal/DocView.aspx?id=2939&repo=r-e2c66e5a

²⁰ Id. § 521-99.

²¹ Chapter 60A, Notes to Decisions, Derivation of chapter (Lexis 2024).

²² Under the Act, there are three types of prohibited acts, A, B, and C. For purposes of this booklet, prohibited acts A contains the prohibitions on possession and distribution, which is based on the schedule of drug involved. See W. Va. Code § 60A-4-402 and -403.

²³ This also applies to counterfeit and imitation controlled substances in some circumstances. See W. Va. Code § 60A-4-401(b), (d).

C. Federal Statutes

The possession and distribution of illegal drugs under federal law is primarily governed by, among other statutes, 21 U.S.C. § 841 and 21 U.S.C. § 844. Under 21 U.S.C. § 841, it is unlawful for any person knowingly or intentionally “to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance” or “to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance,”²⁴ whereas 21 U.S.C. § 844 provides that is unlawful “for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice . . .”²⁵

Specifically, the following controlled substances are mentioned in 21 U.S.C. § 841: heroin, cocaine, ecgonine, cocaine base, phencyclidine (PCP), lysergic acid diethylamide (LSD), N-phenyl-N- [1- (2-phenylethyl) -4-piperidinyl] propanamide, mari[j]uana, and methamphetamine, its salts, isomers, and salts of its isomers.

The penalties for violating federal laws governing controlled substances depends on a variety of factors, such as the controlled substances involved, the amount of controlled substances, where the alleged offense took place, and any other relevant factor under the United States Sentencing Guidelines.²⁶ The penalties range from probation/supervised release, to mandatory minimum sentences of not less than ten years or more, to life in prison. The mandatory minimum increases for factors such as whether death or serious bodily injury results, and whether there have been two or more prior convictions.²⁷



²⁴ 21 U.S.C. § 841(a)(1)-(2).

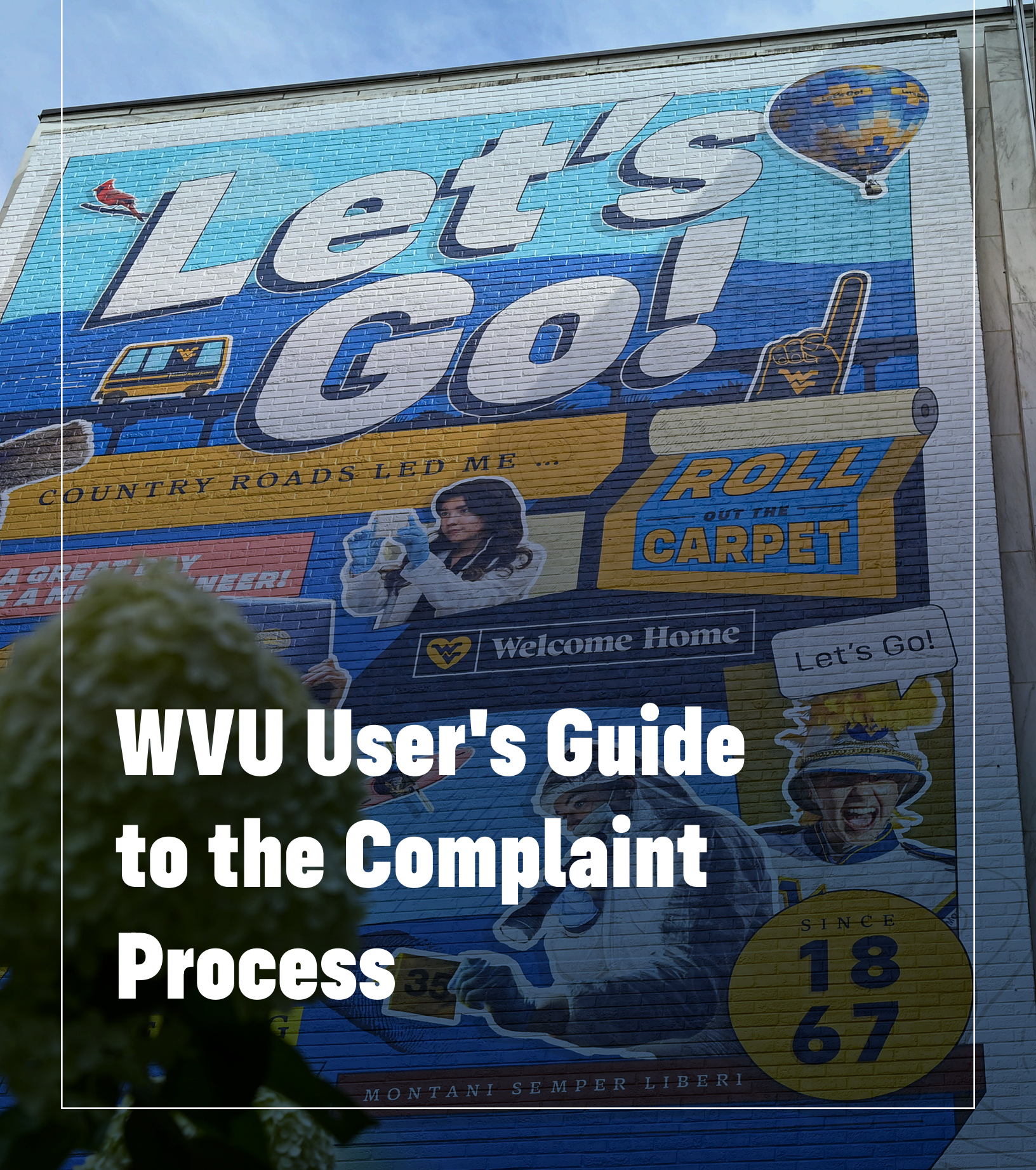
²⁵ 21 U.S.C § 844(a).

²⁶ See, e.g., U.S.S.G. §§ 2D1.1 to 2D3.2 (last visited Aug. 25, 2025), [ussc.gov/guidelines/2024-guidelines-manual-annotated](https://www.ussc.gov/guidelines/2024-guidelines-manual-annotated)

²⁷ 21 U.S.C. § 841(b)(1); see also 21 U.S.C. § 844(a).

APPENDIX 2

WVU User's Guide to the Complaint Process



INTRODUCTION

If you've tried to read the university's new procedures for addressing behavior that is prohibited under [Board of Governor's Rule 1.6](#), we can't blame you if it's been a challenge to understand some of their complexity. This brief guide is intended to help explain the changes and make the new resolution process more transparent to you.

A BRIEF HISTORY

In 2011, the Obama-era Department of Education (ED) perceived that colleges needed to be more victim-centered in addressing sexual violence and should have more transparent and accessible policies and procedures for addressing complaints. At the instigation of then Vice- President Joe Biden, ED issued a set of guidelines for colleges under Title IX in what is known as the Dear Colleague Letter. That letter resulted in investigation-centered approaches that were trauma-informed, confidential, and relatively informal. Almost immediately, accused students and employees began to sue colleges for violations of their due process rights. By 2017, ED under the Trump administration had taken a different perspective and withdrew the 2011 Dear Colleague Letter while also announcing that new Title IX regulations were needed to better safeguard the due process rights of accused individuals. The regulatory process took two years, with new regulations published in May 2020 that took effect on August 14, 2020.



NEW POLICIES AND PROCEDURES

The 2020 Title IX regulations required all colleges to revise or rewrite their policies and procedures for addressing sex offenses, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. West Virginia University has worked diligently to ensure that its newly revised [policies and procedures](#) are now compliant with these regulations. This was not an easy process. The regulations include fifteen pages of new requirements, and more than 2,000 pages of explanation of the provisions within those fifteen pages. They are complex and legalistic. Just trying to explain parts of this new process to you here requires a document that is seven pages long. The bottom line is that the university's policies are not all that different than before - the same types of offenses are still against university policy - but the procedures for resolution of complaints are substantially changed.

To summarize:

- Title IX protects students and employees who are impacted by sexual harassment, sexual assault, domestic violence, dating violence, and stalking. When these behaviors occur, and a formal complaint is made, the University is obligated to address and remedy them and ensure that no one is denied effective access to the educational program of WVU.
- West Virginia University has jurisdiction requirements that must be followed to determine whether a complaint falls within Title IX or is to be addressed within other university policies and procedures.
- Complainants are well-protected by the regulations in terms of supportive measures that are offered by the University to try to address the impact of sex offenses.
- Complainants and respondents are each entitled to an advisor of their choosing (who can be an attorney) throughout the resolution process, and WVU can provide this advisor to each party, if needed.
- The regulations have now created options for informal resolution that were discouraged by the Dear Colleague Letter.
- To protect the due process rights of respondents, colleges are required to use a formal grievance process for certain types of allegations. That formal process includes an investigation, a live hearing, questioning of the parties through their advisors, a determination by an objective decision-maker, and an appeal.

As a result of these changes, WVU's Office of Compliance and Prevention Education has worked hard to balance the rights of all parties, and to create a process that is fair and compliant. However, it isn't an ideal process and isn't particularly user-friendly, and we acknowledge this. This may not be the policy or process WVU would have created if we had the flexibility to define misconduct and the process to respond, but the government has intervened, and the University must comply. To offset the more complex aspects of the process, the University has trained a pool of advisors to help parties through every step of the process. They can guide and advise all parties on how to best protect rights to educational access. We've also created guides like this, and the flowchart in Appendix 3, to help make the process more accessible and understandable.

One last key point to understand is that Title IX isn't the only governing law here. WVU must also comply with the North v. West Virginia Bd. Of Regents, the West Virginia Human Rights Act, the Jeanne Clery Act, and a federal law called the Violence Against Women Act (VAWA), Section 304, which also protects University community members when they experience sex offenses.

NAVIGATING THE NEW RULES TOGETHER

When the Office receives a complaint, there are four possibilities that you should be aware of because they govern how the university will proceed:

1. The complaint falls within Title IX AND is covered by the 2020 Title IX regulations
2. The complaint falls within Title IX but is not covered by the 2020 Title IX regulations
3. The complaint falls within VAWA Section 304¹
4. The complaint does not fall within Title IX or VAWA Section 304

¹ This could be an overlay with 1 or 2, above, or a stand-alone status.

Depending on which of these four possibilities the complaint falls within, the university must apply different policies and/or procedures, accordingly. As shorthand, we call the procedures that comply with the 2020 Title IX regulations (36 CFR Part 106.45) "Process A" and the alternate process to resolve complaints outside of Process A we term "Process B." Like Process A, Process B is a civil rights-based process that is compliant with Title IX and VAWA Section 304 but is less formal because it is outside the jurisdiction requirements of the newly imposed regulations.

Processes A and B cannot both be simultaneously applied by the University. The regulations mandate that if both can apply, Process A must be applied, not B. Thus, if A applies, B cannot. Further the regulations specify that Process B cannot be used to make an end-run to avoid Process A if Process A applies, regardless of what process each party might prefer. For a University to choose Process B when Process A applies would be considered a form of retaliation against the respondent.

Let's take each in turn to better explain this.

1. The complaint falls within Title IX AND is covered by the 2020 Title IX regulations

The complaint will fall in this category when it alleges sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking (as defined by University policy, if proven) AND the conduct:

- ✓ Happened in the United States;
- ✓ Occurred where the university controls the context of the incident (a University program or property, typically);
- ✓ The school has jurisdiction over the respondent as a student or employee; and
- ✓ Happened to a complainant who at the time of the complaint was participating in or attempting to participate in the University's educational program.

These jurisdictional requirements are spelled out by the 2020 Title IX regulations and are rigid. If any of these requirements fails to be met, the Director of Compliance/Title IX Coordinator is required to "technically" dismiss the complaint. More in a bit on what happens if there is a technical dismissal, because that is not the end of the process. If these requirements are met, the resolution process will be the Formal Grievance Process described in Process A (compliance.wvu.edu/policies-and-procedures/title-ix).

2. The complaint falls within Title IX but is not covered by the 2020 Title IX regulations

The complaint will fall in this category if it does not involve sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking, but the allegations pertain to sex discrimination more broadly, such as:

- ✓ Disparate treatment, e.g., discrimination against a pregnant student; denial of access to a program; inequitable funding on the basis of sex);
- ✓ Forms of sexual orientation discrimination;
- ✓ Forms of gender identity/expression discrimination [based on sex stereotypes].

When a complaint is filed under Title IX, the regulations require these types of allegations to be technically dismissed. The university will then address them under Process B. If there is no formal complaint made, they can be addressed using Process B without needing to go through a dismissal first with respect to Process A. A formal complaint is a new requirement of the regulations and is different than a report. For example, responsible employees will still file reports with the WVU's Office of Compliance and Prevention Education/Title IX office, but under the new regulations the complainant (or in some cases the Title IX Coordinator) are required to sign a formal complaint for the matter to continue in Process A.

3. The complaint falls within VAWA Section 304 (this could be an overlay with 1 or 2, above, or a stand-alone status)

The complaint will fall in this category if it is not within the Title IX jurisdiction above (see four bullet points), but still involves sexual violence, dating violence, domestic violence, or stalking. In this case, the university must address the conduct under procedures that comply with VAWA Section 304, and the complaint can be then addressed under Process B. If there is no formal complaint made, the allegations can be addressed using Process B without needing to go through a dismissal first with respect to Process A.

4. The complaint does not fall within Title IX or VAWA Section 304

Finally, in instances when the complaint does not fall within Title IX nor VAWA Section 304, the University is not required by the new Title IX regulations to act on the complaint. However, there will still be instances in which WVU will act with discretionary jurisdiction because it is important to address to maintain safety or action must be taken to remedy any on campus effects the misconduct may have caused. The complaint can be then addressed under Process B. If there is no formal complaint made, the allegation can be addressed using Process B without needing to go through a technical dismissal first with respect to Process A.

Hopefully, what you now understand from this section is that the incidents that fall within Process A occur within a narrow range. They must fit the description of sexual harassment, sexual assault, domestic violence, dating violence, or stalking (as defined by university policy, if proven) in the United States, where the University controls the context of the incident and has control over the respondent and the complainant is participating in or attempting to participate in the university's educational program. Outside of that, all sex offenses or sex discrimination complaints will fall within Process B, including those, for example, that happen between two students, off-campus, on private property. All other forms of discrimination, harassment, and retaliation as prohibited by **WVU's Board of Governor's Governance Rule 1.6** will be resolved under Process B.

The last part of jurisdiction to understand is dismissal. As noted above, the Title IX Coordinator is mandated to and **must** dismiss a formal complaint or any allegations therein if, at any time during the Process A investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute sexual harassment, sexual assault, dating violence, domestic violence or stalking as defined in policy, even if proved; and/or
- The conduct did not occur in an educational program or activity controlled by the school (including buildings or property controlled by recognized student organizations), and/or the school does not have control of the respondent; and/or
- The conduct did not occur against a person in the United States; and/or
- At the time of filing a formal complaint, a complainant was not participating in or attempting to participate in the education program or activity of the University.²

Then there are three permissive dismissal provisions. The Title IX Coordinator may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; or
- The respondent is no longer enrolled in or employed by WVU; or
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

² Unless this complaint is one initiated by the Title IX Coordinator themselves because of some serious risk to the campus community.

Upon any dismissal, the Title IX Coordinator will send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the university's procedures for appeal. The effect of a dismissal (permissive or mandated) is either that the complaint is done, or that the school reinstates it, usually within Process B. Even if a complaint is done, supportive measures are still made available to the parties. Understanding these mechanisms can be helpful, but we know they're complex, so don't hesitate to call on the Title IX Coordinator for further explanation.

University provided advisors may be called on to help determine if someone wants a complaint to be reinstated, or even under what process it should be filed in the first place. Where dismissed, advisors will be able to advise the parties on whether they want to appeal (for example, a complainant may be pleased by a Process A dismissal if they would prefer Process B, whereas the respondent may feel the opposite) and what the effect of dismissal/reinstatement may be.

LIVE HEARINGS

We'll conclude with a short section about live hearings under Process A. The live hearing component has received a lot of attention, so we wanted to take a moment to clarify some important details and hope they will help anyone making a decision about whether to file a formal Title IX complaint. The University has designed the process to be as humane and non-adversarial as possible, while assuring fairness to all participants.

- There are informal resolution options offered by the University. The University cannot and will not force or coerce any student or employee into an informal resolution. Although it is true that a formal complaint must first be filed, that does not mean a live hearing must occur. A formal complaint can also lead to an informal resolution and should an informal resolution fail, the formal resolution process is always still available.
- Live hearings do not have to happen with all parties in the same room. Any or all parties can opt for virtual participation at any time. Even with a virtual hearing, all participants will be able to see and hear each other throughout the hearing.
- Although there is "cross-examination" during the hearing, it may not work the way you think. The parties cannot question each other directly, at all. The advisors to the parties ask the questions, and before they do, the Chair of the hearing rules on each question first. So, there is really only indirect questioning, not a true "cross examination" like you might find in a courtroom.
- Even though advisors get to ask questions of parties and witnesses, you may find that most of the questions are posed by the neutral decision-makers. Once those questions are posed, they cannot be asked again by the advisors, so in most cases, the questions come to the parties from the decision-makers, not from the other party's advisor.
- A written decision is issued, based on the preponderance of the evidence standard (whether a policy violation is more likely than not), and offers a clear rationale for the decision.
- The decision is appealable by all parties.
- The hearing process is kept confidential by the University.

WVU has designed the process to be as humane and non-adversarial as possible, while meeting our obligations under this new law and assuring fairness to all participants. For questions or confidential discussion about any options and university processes, please contact Mr. James Goins, Jr. at james.goins@mail.wvu or 304-293-8386.

APPENDIX 3

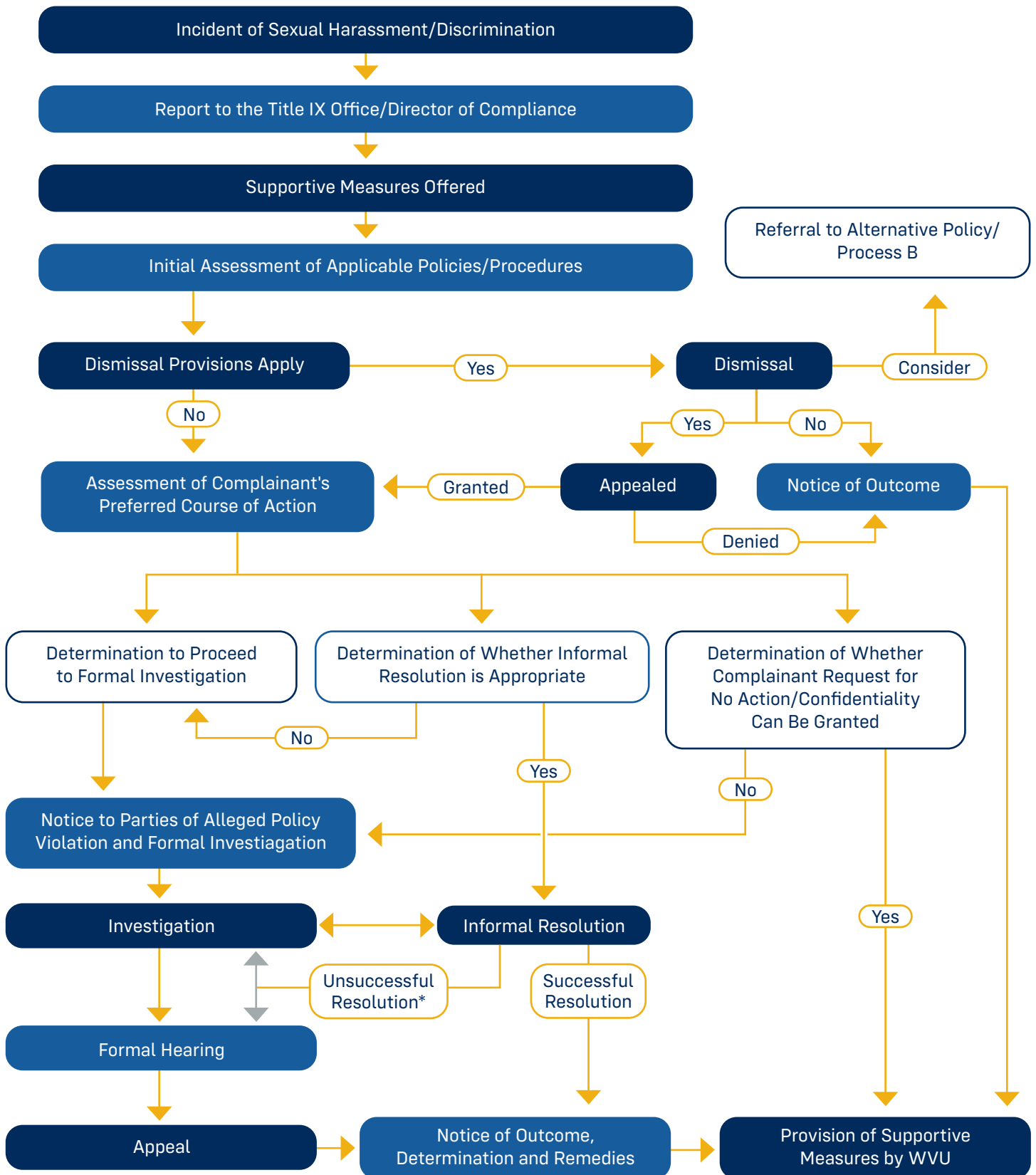
BOG Rule 1.6

Grievance

Process

Title IX Sexual Harrasment

BOG 1.6 GRIEVANCE – PROCESS A:



*Informal resolutions cannot be used in cases where a student has made allegations against an employee.

BOG 1.6 GRIEVANCE – PROCESS B:

