

# COMMUTER STUDENT HANDBOOK

WVU



Commuters  
Class of 2016

WVU Commuter Student Programs  
[http://studentlife.wvu.edu/commuter\\_student\\_programs](http://studentlife.wvu.edu/commuter_student_programs)  
304-293-5611

## WELCOME COMMUTERS!

As a commuter student at West Virginia University, you will likely face greater challenges than those first-year students who reside in the University residence halls. Many of you will try to balance coursework with a job, home life, and social life. While you may find this transition difficult, Commuter Student Programs at West Virginia University can help you transition into a successful WVU student.

We provide commuters with a lounge on the Downtown campus, which is a great place to hang out between classes and meet other commuters like you. We also hold much of our programming in the Commuter Lounge, including social events such as parties, and academic events, such as the Term Paper Clinic and Center for Writing Excellence presentations. We also have a second Commuter Lounge on the Evansdale campus, conveniently located in Mountaineer Station at the base of Health Sciences PRT station.

Transportation and parking are also issues of concern for commuters, which is why Commuter Student Programs provides students with the most up-to-date parking and traffic information via the website, which is located at [http://studentlife.wvu.edu/commuter\\_student\\_programs](http://studentlife.wvu.edu/commuter_student_programs). Whether you are living with your parents and driving to campus or living in an apartment off-campus, it is a great idea to come up with a plan for parking before the semester begins. There are many parking options but limited spaces, so if you plan to bring a car to school, consider parking as soon as possible. Traffic in Morgantown can be heavy during peak periods. If possible, plan on using the PRT and the Mountain Line Bus System, both of which are free to WVU students. Using public transportation can save you money and parking hassles.

So that my assistant and I can stay connected with you, Commuter Student Programs has a listserv with your MIX account address. We will send you messages throughout the school year with information about upcoming events, community service opportunities, and much more. In addition, we have a **WVU Commuter** profile page on Facebook. Add us as a friend!

If you have any questions, send an email message to [brian.walker@mail.wvu.edu](mailto:brian.walker@mail.wvu.edu). Or give us a call at 304-293-5611.

Brian Walker  
Commuter Student Programs  
WVU Office of Student Life  
[http://studentlife.wvu.edu/commuter\\_student\\_programs](http://studentlife.wvu.edu/commuter_student_programs)  
[brian.walker@mail.wvu.edu](mailto:brian.walker@mail.wvu.edu)  
304-293-5611

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## Academic Resource Centers

[http://retention.wvu.edu/academic\\_resource\\_centers](http://retention.wvu.edu/academic_resource_centers)

The Academic Resource Centers are an excellent way for you to receive free, walk-in tutoring for many courses offered at West Virginia University. The University currently operates Academic Resource Centers at four locations throughout the week: Arnold Hall, Downtown Campus Library, Brooke Tower, and WVUp All Night.

### Chemistry Learning Center

304-293-3435

Rooms 408 and 410 Clark Hall

Mon.-Wed. 7:00-10:00 P.M.

### Math Learning Center

304-293-7273

301 Armstrong Hall

Mon. - Thur. 9:30 AM-7:00 PM

Fri. 9:30 AM-4:00 PM

### Writing Center

304-293-3107

100 Colson Hall

Mon. & Wed. 10:00 AM-5:00 PM

Tues. & Thur. 10:00 AM-6:00 PM

Fri. 10:00 AM-3:00 PM

## Add/Drop Period

The first week of classes for each semester is known as the add/drop period. You can drop classes during this time without obtaining a W on your transcript and add other classes. This is a time of flexibility in scheduling so you can determine what classes best suit you.

## Admissions

<http://adm.wvu.edu/>

304-293-2121

Admissions is located on the second floor of One Waterfront Place. Admissions is responsible for assisting you throughout your admission process. If you are an incoming freshman or transfer student, you are required to provide this office with proof of immunization.

## Advising

<http://advising.wvu.edu/>

304-293-5805

The Undergraduate Advising Services Center (UASC) serves more than 7,000 students annually through a variety of different programs. Academic advisors assist students in selecting a major, planning a course of study, pre-registering for classes, answering questions about their academic program and, most importantly, providing students with the tools they need to be more self-sufficient. You must meet with an advisor to obtain a PIN number before you register.

## Africana Studies Program

<http://africana.wvu.edu/>

The Eberly College of Arts and Sciences administers the Africana Studies Program (ASP), which academically explores and analyzes the structure, organization, and problems in the history and cultures of Africans and peoples of African descent in the Diaspora.

## Aging

<http://www.hsc.wvu.edu/coa>

The Center on Aging seeks to initiate, facilitate, and disseminate programs committed to promoting quality of life in later years. The Center offers an undergraduate certificate in gerontology.

## Agriculture, Forestry and Consumer Sciences

[http://www.davis.wvu.edu/about\\_us](http://www.davis.wvu.edu/about_us)

The Davis College of Agriculture, Forestry, and Consumer Sciences is the University's oldest academic unit and was a part of WVU when it was originally known as the West Virginia Agricultural College. The Davis College houses five divisions: Animal and Nutritional Sciences, Design and Merchandising, Plant and Soil Sciences, Forestry, and Resource Management, with varied programs of study and multiple degree options.

## Alcohol (see WellWVU)



## Apartment

See the Off-Campus Housing website for off-campus living: [http://studentlife.wvu.edu/off\\_campus\\_housing](http://studentlife.wvu.edu/off_campus_housing). Also visit the WVU Housing and Residential Education website for Arnold Apartments, Pierpont Apartments, Medical Center Apartments, and Vandalia Hall: [http://housing.wvu.edu/graduate\\_student\\_faculty\\_and\\_staff\\_housing](http://housing.wvu.edu/graduate_student_faculty_and_staff_housing).

## Appeals (see Financial Aid)

## Arboretum

<http://biology.wvu.edu/facilities/arboretum>

The 91-acre Core Arboretum is mostly old-growth forest on steep hillside and Monongahela River flood plain. Three and a half miles of trails provide access to densely wooded areas and three acres of lawn planted with specimen trees. Best known for its “spring ephemeral” wildflowers, the Arboretum is a great place to study, observe, and enjoy trees, plants, and birds. Strictly an outdoor facility, the Arboretum contains benches and a small amphitheater, but no buildings or roofed pavilions.

## Arts & Entertainment

<http://www.events.wvu.edu/index.html>

For a complete listing of concerts, plays, films, and other performances on campus, visit the Arts & Entertainment website.

## Arts & Sciences, Eberly College of

<http://eberly.wvu.edu>

The Eberly College is the largest and most diverse of WVU’s schools and colleges. You will take at least one course in the Eberly College before you graduate. Key areas of scholarship in which the Eberly College leads and excels include:

- African American Literature-English
- Behavioral Psychology-Psychology
- Biomolecular Identification and Synthesis-Biology and Chemistry
- Contemporary Science History-History and Physics
- Crime Prevention-Sociology and Anthropology
- Eastern European Studies-Foreign Languages and History
- Ecosystem Genomics-Biology
- Forensic Biology and Chemistry-Biology and Chemistry
- Geographic Information Systems (GIS)-Geology and Geography
- Geologic Approaches to Carbon Sequestration-Geology and Geography
- Health Communication-Communication Studies and Public Administration
- Homeland Security Preparedness-Public Administration
- Identification and Mitigation of Mining Impacts on Watersheds-Geology and Geography
- Intelligence Analysis and National Security-Political Science
- Legal Policy Analysis-Political Science and Sociology
- Nanotechnology-Chemistry and Physics
- Native Species Development and Conservation-Biology
- Non-linear Dynamics-Chemistry
- Math Education-Mathematics
- Radio Astronomy-Physics
- Rural Labor History-History
- Space and Plasma Physics-Physics
- Welfare Reform-Political Science, Public Admin., Social Work, Sociology

## Athletics

*ESPN The Magazine* ranked WVU’s student section as the third-most-spirited in the nation.

### Men’s Teams

### Women’s Teams

Baseball	Soccer	Basketball	Rowing	Tennis
Basketball	Swimming and	Cross Country	Soccer	Indoor Track/ Outdoor Track
Football	Diving	Gymnastics	Swimming and	Volleyball
Rifle (coed)	Wrestling	Rifle (coed)	Diving	

**ATMs**

**A** PNC Bank supplies the ATMs at various locations on the WVU campuses. The most used ATMs are located beside the PNC Bank office in the Mountainlair and the Mountainlair Parking Garage on Prospect Street.

**Attendance Policy**

**B** There is no university-wide attendance policy. Each instructor or department has complete discretion when developing class attendance policies.

**Auditing a class**

You audit a class when you enroll in but do not wish to receive a grade for a class.

**Band**

<http://wvuband.org>

The award-winning Mountaineer Marching Band is well known for its high energy performances, outstanding musical arrangements, and exciting visual presentations. During the past 20 years, the 390-member "Pride of West Virginia" has performed throughout the United States from nationally televised Bowl games to Presidential inaugurations. Any WVU student is eligible to join the band by auditioning.

**Bicycles**

Many students ride bicycles to and from campus. Bike racks are located beside each PRT station and many major buildings on campus. The Rail-Trail runs along the Monongahela River and is a great path to walk or ride your bike to class.

**Birth Control (see WellWVU)****Bisexual, Gay, Lesbian, and Transgender Students**

<http://qsu.studentorgs.wvu.edu/>

Queer Student Union is the West Virginia University student organization dedicated to providing support and services for bisexual, gay, lesbian, transgender, and allied people, including students, faculty, and staff at WVU and residents of the north central area of West Virginia. They also educate the campus and community concerning bisexual, gay, lesbian, transgender, and ally issues while providing a visible standpoint on such issues.

**Blue and Gold Mine Sale**

[http://wecan.wvu.edu/event\\_calendar/blue\\_and\\_gold\\_mine\\_sale](http://wecan.wvu.edu/event_calendar/blue_and_gold_mine_sale)

304-293-7202

The WVU Office of Sustainability hosts the Blue and Gold Mine Sale each year in late May. Students who are leaving town can donate unwanted items, such as clothing, furniture and household items, electronics, and more at designated locations around campus. This recycling effort is held at the Mylan Puskar Stadium, and the donated items are sold with the proceeds benefitting the United Way.

**Board of Governors (see Student Government Association)**



**Bookstore**

<http://wvu.bkstore.com/>

There are three University bookstores: one on the Downtown campus, beside the Mountainlair; one on the Evansdale campus located in the Evansdale Residential Complex (ERC); and one at the Health Sciences Center.

**Box Office (See Mountainlair)****Building Key**

When searching for classes or looking at your class schedule, you will notice that the location description of your class may look something like G12 WDB-D. This means your class is in room G12 (the bottom floor of the building) in Woodburn Hall on the Downtown campus. To see a complete building key list, refer to the campus maps at the end of the handbook.

**Busses (see Parking and Transportation and Mountain Line Bus System)****Business & Economics, College of**

<http://www.be.wvu.edu/>

The B&E undergraduate curriculum emphasizes the skills you need to successfully shift challenges into opportunity: independent thinking, decision-making, managing information, and adapting to a changing workforce. Based on input from the business community, this curriculum builds a solid foundation in core business principles and the crucial skills needed to compete in the current job market. The College offers two bachelor's degrees: a Bachelor of Science in Business Administration (accounting, finance, business management, marketing, and management information systems) and a Bachelor of Science in Economics.

**Campus Recreation (IM's, rec center, tennis, etc)**

<http://studentreccenter.wvu.edu/intramurals>

The Student Recreation Center on the Evansdale Campus offers many intramural sports. Choose from basketball, bowling, indoor soccer, dodgeball, and other special events sports. Teams usually play once a week for a limited number of weeks.

**Campuses**

West Virginia University has three campuses. For campus maps and building keys, see the Campus Maps section at the end of this publication.

**Downtown campus**

Many students spend most of their time on the downtown campus in residence halls, academic halls, the Mountainlair, and the numerous restaurants.

**Evansdale campus**

The Evansdale campus is a mile from the Downtown campus and is accessible by car, the PRT, and the Mountain Line Transit System. Several residence halls and class buildings are located on the Evansdale campus.

**Health Sciences campus**

The Health Sciences Center is the main focus of this campus.

**Career Services**

<http://careerservices.wvu.edu/>

The WVU Career Services Center, which assists students in identifying meaningful career options and preparing for the world of work, offers a variety of services for students at all levels of career development. You can register for Career Services through MountaineerTRAK, which will allow you to submit your resume for review by a Career Counselor, search for full-time and internship employment, schedule on-campus interviews, and register for career fairs. Career Services also offers 'career advice' via the Career Lifeline on MIX. The Career Services Center is located in the Student Organization Wing of the Mountainlair Building on the Downtown Campus of West Virginia University.

## Carruth Center for Counseling

<http://www.wvu.edu/~cocenter>

3rd floor Student Services Building

Whether you are an undergraduate, graduate, or professional student, full-time or part-time, the Carruth Center services and programs are designed to contribute to your emotional well-being, in order to help you succeed in school and guide you toward a more fulfilling life.

## Catalog, University

<http://coursecatalog.wvu.edu>

The University catalog is your academic guide to WVU. The catalog describes the university and its academic functions and lists the general education curriculum requirements as well as academic requirements for each major. A list of all course descriptions helps students choose classes. The catalogs are categorized by year and type (undergraduate, graduate, and Health Sciences).

## Center for Black Culture & Research

<http://cbc.wvu.edu/>

The mission of the Center for Black Culture & Research is to assist students to college life and to establish a foundation in research. In addition, it strives to provide support to WVU students, particularly African and African American students; a forum for study and research; support of the development of West Virginia; and an intellectual source for the study and research of African and African American life.

## Center for Civic Engagement

<http://cce.wvu.edu>

WVU, throughout its history as an institution, consistently embraces a long tradition of commitment to community involvement through volunteerism, service learning, and outreach efforts. Established in the 1990's, the Office of Service Learning Programs centralized this effort and supported WVU students in completing thousands of service hours to external communities.

## Cheating

WVU defines academic dishonesty as behaviors that include acts such as plagiarism; cheating on exams, papers, or other projects; forgery; misrepresentation; and fraud. See the WVU Student Conduct Code for more information.

## Child Care (See Student Family Resources) \*\*\*\*\*

## Code of Student Rights and Responsibilities (See University Student Conduct Code)\*\*\*\*\*

## Coliseum

Located on the Evansdale campus, the Coliseum is home to the WVU basketball teams and other athletic teams. WVU students and faculty can find several departmental offices and classrooms. Other coliseum events include concerts, commencement, and many more.

## Community Service (see Center for Civic Engagement)

## Commuter Lounges

The Downtown Commuter Lounge is located in 01 Purinton House. Inside you will find a microwave, a refrigerator, a TV, a DVD player, comfortable couches and chairs, wireless Internet access, lockers to store your stuff in between classes, free local and national newspapers, and other commuters just like you! We also have an Evansdale Commuter Lounge, located in Mountaineer Station just above the Parking Management offices.



## Commuter Student Programs

[http://studentlife.wvu.edu/commuter\\_student\\_programs](http://studentlife.wvu.edu/commuter_student_programs)

Having difficulty making the connection to WVU? Commuter Student Programs can help you make your transition a little easier. They provide fun activities where you can meet other students and receive academic progress counseling, referral information, information on campus events and activities, community service opportunities, and a place to relax between classes.

## Commuting Students

Commuters are traditionally defined as any student who does not live in one of the University-operated residence halls. WVU Housing and Residential Education may exempt first-year students from living in the residence halls if they live within a fifty-mile radius of Morgantown; if the first-year student is 21 years of age or older; if the student is married and/or has children, or if the student is an upperclassman or transfer with more than 29 credit hours. There may be other reasons for exemption. Contact WVU Housing at 304-293-4491 for more information on housing exemptions.

## Computer Labs

<http://oit.wvu.edu/labs/>

**Downtown Campus:** The White Hall Computing Lab is located next to the Downtown Campus Library.

**Evansdale Campus:**

- The Evansdale Computing Lab (Evansdale Library G14) is on the ground floor of the Evansdale Library.
- The ERC Computing Lab is in the basement of Bennett Tower in the Evansdale Residential Complex.

**Concerts** (see Band, Box Office, Music, Arts & Entertainment)

**Counseling** (see Carruth Center for Counseling and Psychological Services)

## Craft Center

[http://studentrecenter.wvu.edu/craft\\_center](http://studentrecenter.wvu.edu/craft_center)

304-293-3614

Hours of Operation:

All students, faculty, and staff can create fun crafts at the Craft Center, located in the Braxton Tower Basement of the Evansdale Residential Complex. Participants are responsible for material fees. Crafts offered include pottery, stained glass, tie dyes, beadwork, and candle making.

Sunday - Thursday	12pm- 9pm
Friday	12pm- 6pm

## Creative Arts Center

[http://artanddesign.wvu.edu/facilities/the\\_creative\\_arts\\_center](http://artanddesign.wvu.edu/facilities/the_creative_arts_center)

The Creative Arts Center (CAC) is home to the Division of Art & Design, Division of Music, and the Division of Theatre & Dance. Plays and other events are often held at the CAC.

## Creative Arts, College of

<http://ccarts.wvu.edu>

The College of Creative Arts provides a place where you, as a young artist, can forge a personal understanding between artistic practice and theory, and form personal and professional insights that explore and expand the nature of human creativity. The College consists of the Divisions of Art & Design, Music, and Theatre and Dance with three professionally accredited and nationally recognized programs in the Arts. With more than 100 faculty and staff and nearly 800 students, the college is small enough to give you intimate classes, one-on-one instruction, and a close community of friends in your area of study.

## The Daily Athenaeum

<http://www.thedaonline.com/>

The DA is WVU's award-winning weekday student-run newspaper.

**D****Day Care** (See Student Family Resources)**Days of Special Concern** (see Calendar of Events)**Dean's List**

If you achieve a GPA of 3.5 or higher in 12 credit hours of graded courses with no incompletes or withdrawals, then you will be added to the Dean's List.

**Degrees**

You can earn a degree in a bachelor's, master's, doctoral, or professional program at WVU.

**Delays** (see WVU alert system)**Dentistry, School of**

<http://www.hsc.wvu.edu/sod/>

The School of Dentistry offers a D.D.S. Degree as well as a B.S. Degree in Dental Hygiene. They also offer postgraduate programs in the dental specialties of Orthodontics, Prosthodontics, Oral and Maxillofacial Surgery and Endodontics; a Master's program in Dental Hygiene; Advanced Education in General Dentistry (AEGD) program (Charleston, WV); and a General Practice Residency program (Morgantown, West Virginia).

**Dining Services**

<http://www.wvu.edu/~dining/>

The WVU Dining Service serves hundreds of students balanced and nutritious meals every day. Every dining service location employs its own time restrictions for the meal plan. Locations include:

- Arnold's American Diner
- Bits 'n Bites
- Boreman Bistro
- Brew 'n Gold Cafe
- Burger King
- Cafe Evansdale
- Cavanaugh's
- Eliza's
- Fieldcrest
- Freshens
- Summit Cafe
- Hatfield's
- Lyon's Den
- McCoy's
- Sports Cafe
- The Terrace Room at Stalnaker
- Waterfront Cafe

You must choose and purchase a meal plan if you live in the residence halls. Students living in off-campus housing may also purchase a meal plan. WVU Dining Services offers dining plans to off-campus students and commuter students.

**Directory**

<http://directory.wvu.edu/>

If you need to find contact information for a professor, staff member, or another student, visit the online WVU directory.

**Disability Services**

<http://disabilityservices.wvu.edu/>

The Office of Disability Services is the central service that provides students with accommodations for disability needs at West Virginia University. Because different people have different needs multiple links on this website often provide the same information. In addition to accessing information from this website Disability Services encourages you to make contact with one of the counselors in the office at any time.

**Disciplinary Procedures** (see The Office of Student Conduct)**Discrimination** (see Social Justice Statement)**Dominion Post**

<http://www.dominionpost.com/>

The *Dominion Post* is Morgantown's local daily newspaper.

## **Dorms (see Residence Halls)**

## **Dropping a Course**

You must properly withdraw from a course. Simply not attending a class does not constitute a formal withdrawal. You may withdraw from a course through STAR System or by sending an e-mail to an Extended Learning Customer Service Representative. Include your name, the last four digits of your WVU student identification number, course number, course name, and credit hours.

## **Drug Treatment (see WellWVU)**

### **E-Mail (See MIX)**

## **eCampus**

<http://ecampus.wvu.edu>

eCampus is the online learning system used to distribute materials and assignments for some courses and to conduct online courses.

## **Elizabeth Moore Hall**

When Woodburn Hall was still the Woodburn Female Seminary, Elizabeth Moore, through her hospitality to Confederate soldiers, prevented the destruction of the building. WVU honors Mrs. Moore through E. Moore Hall, which began as a recreational center for women students. Today, E. Moore Hall is home to a variety of WVU Offices, including Student Life, Student Affairs, Commuter Student Programs, Off-Campus Housing, and Student Legal Services.

## **Emergency Loans (Betty Boyd Emergency Loans)**

[http://studentlife.wvu.edu/betty\\_boyd\\_loans](http://studentlife.wvu.edu/betty_boyd_loans)

WVU established the Betty Boyd Loan, in memory of former Dean Betty Boyd, to help students facing a financial crisis. The loan is available in small amounts to full-time students in good academic standing and must be repaid.

## **Emergency Phones**

304-293-COPS (2677)

If an emergency occurs on campus, you can rely on the emergency phones to provide communications between you and a 911 dispatch center. If you cannot locate an emergency phone, you can call Public Safety and Transportation number above.

## **Emergency Response Plan**

[http://www.studentlife.wvu.edu/emergency\\_procedures.html](http://www.studentlife.wvu.edu/emergency_procedures.html)

The purpose of the Emergency Response Plan is to provide a coordinated response to emergency situations of varying magnitudes that can impact the health and safety of West Virginia University and the related community members. Each campus adheres to its own plan in order to meet its specific needs.

## **Emergency Procedures**

[http://studentlife.wvu.edu/emergency\\_procedures](http://studentlife.wvu.edu/emergency_procedures)

In the event of emergencies involving WVU students (such as hospitalization or a death in the family), students and parents should contact the Office of Student Life at 304-293-5611.

If the emergency occurs outside of normal business hours (Monday-Friday, 8:15 a.m.–4:45 p.m.), please call the Department of Public Safety at 304-293-3136 where someone is on call 24 hours a day. Please note that our DPS officers are trained to handle emergencies involving our students and will notify other University personnel to assist with the situation.

Faculty and staff may also refer to the WVU Emergency Procedures website at [http://studentlife.wvu.edu/emergency\\_procedures](http://studentlife.wvu.edu/emergency_procedures) for procedures in handling student emergencies and crises.

## **Employment (see Human Resources and the Office of Student Employment)**

**D****E**

## Engineering and Mineral Resources, College of

<http://www.cemr.wvu.edu>

Located on the Evansdale Campus, the College of Engineering and Mineral Resources is dedicated to the development of engineering practice, science, and research. The College offers degrees at the Bachelor's, Master's, and Doctoral levels with all undergraduate engineering programs accredited by ABET.

## Evansdale Residential Complex

Located on the Evansdale campus, the ERC, also known as "Towers", is a short PRT ride from the downtown campus or Health Sciences Center. Almost 1,800 students live in this coed complex, which shares a central lobby and dining area. All rooms are air-conditioned and carpeted, with laundry rooms and lounges on each floor. The complex includes tennis and basketball courts, a post office, campus bookstore, academic resource center, computer center, classrooms, and the Lyon's Den sandwich shop. Lyon Tower is within walking distance of the Evansdale campus, the Student Recreation Center the Coliseum, Milan Puskar Stadium (home of Mountaineer Field), the Creative Arts Center, and groceries and restaurants.

## Expulsion

Academic dismissal from the University means that you will not be permitted to register for any classes, including those in summer sessions, offered by the University. Academic dismissal can result from repeated failure to make academic progress and/or to meet probationary terms set forth in writing by your college or school. After five calendar years from the effective date of academic dismissal, any student who has been dismissed will, upon written application, be considered for reinstatement to the University, with the terms of reinstatement to be established by the college or school entered. Failure to meet these terms will result in permanent academic expulsion.

## Extended Learning

<http://elearn.wvu.edu/>

Extended Learning offers a wide variety of degrees online and off-campus that are designed for the working adult. Many classes are a blended format of online and face-to-face meetings.

## Extension Service

<http://www.wvu.edu/~exten/>

WVU Extension Service meets the changing lifelong learning needs of people, organizations, and communities by putting knowledge to work in West Virginia. In all 55 counties, teachers and volunteers strive to solve social issues within the community.

## FAFSA

<http://www.fafsa.ed.gov/>

You must complete a Free Application for Federal Student Aid (FAFSA) for every year that you attend college. You must answer questions about your personal information, your taxes (if you're dependent then you must also include your parent's tax information), etc. The federal and state governments use FAFSA to determine yours or your family's expected contribution (the amount of tuition the government expects you or your family to pay). The amount of financial aid WVU offers you depends on these numbers. If you have any questions, contact the Financial Aid Office.

## FallFest

One of the most anticipated events of the year, FallFest welcomes WVU students back to campus with a night full of fun and entertainment. Typically held on the greens of the Mountainlair, thousands of students are invited to an all-night concert comprised of popular bands and musical artists such as Fuel, Trapt and Kanye West. Held during the first week of class, FallFest allows you to reconnect with friends after summer recess and to celebrate the beginning of another school year.

## Fall Family Weekend

<http://familyweekend.wvu.edu/>

WVU encourages your family to visit campus and involve themselves with their your college life. Every

fall, the Mountaineers Parents Club and several others WVU organizations plan a number of events for you and your families. Activities include tours campus and its academic and residence halls, sporting events, visits to state parks, and much more.

If you have any questions, contact representatives of the Mountaineer Parents Club (304-293-2506).

## Fees

<http://adm.wvu.edu/>  
304-293-2121

You may not realize the difference between tuition and fees although the two appear on one bill. Tuition is the amount you pay per credit hour. Typical fees include undergraduate or graduate, library, and labs. You can view a list of tuition and fees by accessing STAR through MIX. Contact the Office of Admissions for more information.

## Festival of Ideas

<http://www.events.wvu.edu/foi/>

The Office of Arts and Entertainment invites speakers with a range of perspectives in academic, political, sport, and cultural fields. Speakers arrive in Morgantown for six weeks in the Spring semester. The Festival of Ideas is a great opportunity for you to learn about professional experiences of others.

## Films (see Movies, Arts & Entertainment)

## Finals

The final week of the semester is the week of final tests. Every class instructor issues a final test or some other final activity, such as a class project. Classes are not held during finals week so you can prepare for exams.

## Financial Aid

<http://www.finaid.wvu.edu>  
304-293-5242

For more information, contact Kaye Widney, the Director of Financial Aid and Scholarships.  
2nd Floor Mountainlair

You can use financial aid as money to pay for expenses related to your academic career. The financial aid award is based on your individual financial need and eligibility (this is determined when you file your FAFSA), and may include various types of aid:

- **Scholarships:** Based on academic, extracurricular, talent, or achievement, the government or other organizations provide aid in which students do not repay.
- **Grants:** When the financial need is great, the government provides money in which students do not repay. Federal pell grants and state grants the most familiar forms.
- **Employment:** Students often work in work study and graduate assistantships within the university in order to earn money.
- **Loans:** Money that students and/or parents borrow for college expenses which must be repaid (usually after college).

## First-Year Seminar (Formerly University 101)

<http://fysis.wvu.edu/>

West Virginia University's **First-Year Seminar and Academy Programs** organize and execute this highly effective transition class, which is required for graduation from WVU. The goal is to assist you in making a smooth transition to college and to provide you with the best opportunity to learn about the many resources and opportunities available on campus.

## Foundation, WVU Student

The WVU Student Foundation dedicates its time to helping you become more involved. Its members organize and participate in these events, such as Fall Family Weekend, usually in conjunction with other WVU

organizations.



## **Fraternities**

<http://greeklife.wvu.edu/>



The West Virginia University Fraternity System offers a wonderful community with a variety of opportunities that will enhance your overall collegiate experience. The Greek System at West Virginia University offers young men fourteen Inter-Fraternity Council (IFC) sanctioned chapters to choose from. While different chapters traditionally cater to different interests and geographic areas, all houses offer young men, the same positive fraternity experience as the others.

## **Free Speech**

Free speech is still expanding across campus. Currently, anyone can engage in free speech in designated areas, such as the free speech zone across from the Mountainlair. People in groups of no more than 15 may only protest during WVU business hours (8:15 a.m. to 4:45 p.m.). Groups of students between 15 to 100 do not need permission; however, groups of students reaching over 100 must obtain permission. Also, those wishing to distribute literature may do so on anywhere on campus except residence halls and medical clinics.

## **Full-time Status**

This is an undergraduate course load of at least 12 credit hours. For graduate students, 9 hours is considered full-time.

## **General Education Curriculum**

<http://www.arc.wvu.edu/courses/GECdetails.html>

The General Education Curriculum (GEC) is designed so you can reason clearly, communicate effectively, and contribute to society through inquiry-based learning across the disciplines. All students must complete a determined number of credits in nine GEC subjects. In conjunction with a major field, and in consultation with your advisor, you should design a program of study that satisfies each of the GEC's objectives. With the exception of Objective 1 (Communication), all GEC courses may also satisfy major course requirements.

## **General Studies (Undergraduate Advising Services Center)**

<http://advising.wvu.edu/>

304-293-5805

For students who cannot yet narrow their interests to one major, the General Studies Program is an option that allows flexibility. Advisors in the Undergraduate Academic Services Center help you define your interests and choose corresponding classes. WVU offers a variety of academic programs that can lead you to the right career path. Because WVU does not offer a general studies degree, you should decide on a major as soon as possible.

## **Grades (see also Academic Probation)**

Achieving high grades is an important part of your academic career, but grades are not the only component employers and graduate schools consider. Extracurricular activities, honors, and job experience are also important.

Each college within the university determines a minimum student GPA. Most programs require you to obtain at least a C average in all classes within their major. Final grades are posted via STAR (on your MIX account) approximately one week after the end of the semester.

## **Graduate Studies**

<http://graduateeducation.wvu.edu/> <http://coursecatalog.wvu.edu>

304-293-7173

201 Stewart Hall

Are you thinking about continuing your studies after your undergraduate career? Choose from one of the 13 graduate certificates, 80 master's degrees, or 42 doctoral degrees. Prospective graduate students



begin the application process as early as possible by taking the required admittance exam for that program. Admittance is determined by each program. Speak with the Provost or the Assistant Vice President for graduate education for more information.

If cost is an issue, you should know that most departments offer graduate assistantships (GA) to any full-time student accepted in a graduate program. Typical duties include researching, teaching, and grading papers. In addition, GAs learn more about their field and enjoy a variety of other benefits, including a partial or full tuition waiver and free housing.



## Graduation

[http://senioryear.experience.wvu.edu/graduation\\_checklist](http://senioryear.experience.wvu.edu/graduation_checklist)

Graduation is your ultimate goal. WVU has May and December convocations one week after finals. Each college within the university has its own graduation and assesses each graduating student. Graduation is not automatic. You should remember that you must apply for graduation within the first two weeks of your final term and pay the graduation fee of \$39. The University Bookstore sells caps, gowns,

and other items needed for graduation.

## Hawley Field

Mountaineers have been watching the WVU baseball team play at Hawley Field since 1971. The field, which is located on the Evansdale Campus, houses 1,000 seats. There have been several renovations, such as a new lighting system and a new surface, in the past few decades.

## Hazing

Every student of WVU and resident of West Virginia has the right to not be hazed. According to the West Virginia Antihazing Law, W. Va. Code Section 18-16-2, hazing is considered to be “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons.” The WVU Code of Student Rights and Responsibilities also prohibits hazing, which applies to anyone affiliated with the university, including students, staff, alumni, and organizations. If you or someone you know is a victim of hazing, report it to the Student Organization Services (293-4397) or the Morgantown Police Department.

## Health Sciences Center

<http://www.hsc.wvu.edu>

The Schools of Dentistry, Medicine, Nursing, and Pharmacy, Allied health, the Mary Babb Randolph Cancer Center, and WVU Hospitals are all a part of the Health Sciences Center.

## Health Services (Also See WellWVU)

<http://well.wvu.edu/>

304-293-WELL (9355)

The doctors at WellWVU are experienced with treating young adults. The following services are available:

- Alcohol & Drugs
- Allergy
- Health Promotion
- HIV Testing
- Immunizations
- International Travel
- Mental Health
- Nurse Triage
- Sexual Assault
- Sexuality and Contraception
- Tobacco Cessation

In addition, the staff recognizes that college students often try new experiences and encourages students to act knowledgeably and safely. The Health Promotion Staff specializes in prevention and education for alcohol and drugs, STI education and contraception for sexual health, and prevention and education about

sexual assault. Various types of birth control and contraceptives are also available.

Appointments are strongly encouraged unless the issue is urgent. Because part of the tuition fee applies to Health Services, you only pay a \$10 fee unless treatment results in hospitalization. Accordingly, you should periodically make sure your insurance is active.

**Help Center** (see Mid-Semester Help Center)

**Help Line** (see Student Help Line and Parents Help Line)

## Holds

If you have an unpaid balance that is past due with the University or Parking Authorities or are involved with an issue in the Office of Student Conduct, you may have a hold on your account. This means that you will be unable to register for classes, drop or add classes, receive grades, request transcripts, or graduate until you resolve the problem or pay the balance. You can view your holds and pay your balance (if the balance is due to the University) through STAR on your MIX account.

Pay the Parking Authorities online: <http://transportation.wvu.edu>  
Phone: (304)293-5502

Contact the Office of Student Conduct: [http://studentlife.wvu.edu/office\\_of\\_student\\_conduct](http://studentlife.wvu.edu/office_of_student_conduct)  
Phone: 304-293-8111

Contact the Office of Student Accounts: <http://studentaccounts.wvu.edu/>  
Phone: (304) 293-4006

## Honors College

<http://www.honors.wvu.edu>  
304-293-2100

If you excel academically, you should consider applying to the Honors College. Honors students enjoy priority registration, advising, independent study, study abroad opportunities, undergraduate research, and smaller classes that provide more opportunities for discussion and getting to know professors. You must complete at least 24 hours of Honors courses to graduate as a University Honors Scholar.

**Housing** (see Housing and Residential Education and Off-Campus Housing Office)

## Human Resources and Education, College of

<http://hre.wvu.edu/>  
304-293 5703

If you are dedicated to teaching or otherwise enhancing the lives of others, then you could be interested in an undergraduate or graduate program in this college. Undergraduate programs include the Speech Pathology and Audiology Program and the Five-Year Teacher Education Program. The College is divided into six departments: Counseling, Rehabilitation Counseling & Counseling Psychology; Curriculum & Instruction/ Literacy Studies; Educational Leadership Studies; Special Education; Speech Pathology & Audiology; and Technology, Learning & Culture.

## ID Cards (see also Mountie Bounty)

<http://www.wvu.edu/~wvucard/>  
304-293-CARD

Hours of Operation:

Evansdale Residential Complex	Room G-118 Bennett Tower	8:15 a.m. – 4:30 p.m.
Mountainlair (closed in summer)	Main floor	12:30 a.m. – 4:30 p.m.

The student ID card serves many functions. It is your pass to Student Health Services, the Carruth Center for Counseling and Psychological Services, the Student Recreation Center, the PRT, most athletic events, WVU computer labs, and a number of other functions on or around campus. If you live in the Residence halls, you will need your ID to eat in the Dining Halls and to enter your dorm after 9:00 p.m. Students can add funds by depositing money on their Mountie Bounty (293-4006 between 8:15 a.m. and 4:30

p.m.). New students receive their ID at orientation. If you lose your Mountaineer Card, you can pay \$20 for another one at the Mountaineer Card Services Office, which is located in the Mountainlair and Bennett Tower on Evansdale Campus.

## Insurance

<http://well.wvu.edu/medical/insurance>

304-293-2315

Most students are listed on their parents' insurance policy. However, if you do not have health insurance and are registered for at least three credit hours, you can enroll in the University insurance program provided through United Health Care. The plan covers \$100,000 per injury or illness and can include a spouse and children. There is a \$250 deductible (except for prescriptions). Contact Student Health (see information above) for additional information.

If you lose a possession due to theft, fire, or water damage, neither WVU nor any off-campus housing landlords will reimburse you. You will need to contact a local insurance agent if you wish to purchase renter's insurance. Many landlords require tenants to purchase renter's insurance. If you plan to live off-campus, and your parents have a homeowner's insurance policy, first check with the company that issued the policy to see if your belongings are covered.

## International Students and Scholars, Office of

<http://oiss.wvu.edu/>

304-293-3519

111 E. Moore Hall

Located in E. Moore Hall, the Office of International Students and Scholars helps students from over 90 countries adjust to student life and succeed at WVU through various programs and events. Students can visit the office for guidance or to mingle with others.

## Intramural sports (see Campus Recreation)

## iTunes U

WVU is now on iTunes! You can download audio and video files and PDF documents of educational and extracurricular information by downloading iTunes for free and visiting WVU at <http://itunes.wvu.edu>.

## Journalism, Perley Isaac Reed School of

<http://journalism.wvu.edu/>

304-293-3505

The Perley Isaac Reed School of Journalism is a hands-on program that teaches you, through real-world experiences, the professional skills you need for a career in mass media. Undergraduate and graduate programs include Advertising, Broadcast News, News-Editorial, Public Relations, Journalism, and Integrated Marketing Communications.

## Judicial Affairs (see Office of Student Conduct)

Lair (see Mountainlair)

## Law, College of

<http://law.wvu.edu>

Contact Janet Armistead: 293 5304

Established in 1878 and ABA approved in 1923, the WVU College of Law combines a traditional curriculum with new courses to provide students with the necessary skills they need to become a lawyer. Over 400 students travel to the College of Law, located on the Evansdale campus, every day.

## Leave of Absence Policy

[http://registrar.wvu.edu/academic\\_information/absence](http://registrar.wvu.edu/academic_information/absence)

Full-time students who are in good standing (see Grades) may submit a leave of absence request, signed by his or her advisor, to the Office of the University Registrar before the start of the corresponding

semester. This is an option for you if you need to leave the University for a period of time but intend to return.

## **Legal Services (see Student Legal Services)**

### **Libraries**

<http://www.libraries.wvu.edu/>

WVU libraries provide a variety of services to students from printing your homework to finding articles on the online databases. The library has many tables and computers available to help you focus on studying. WVU has four libraries among its campuses:

#### **Downtown Campus Library**

7:30am – 2:00am

304-293-4040

Collections include Appalachian, Government documents, maps, media, Periodicals, Reserves, West Virginia Collection and Regional History (10:00am – 5:00pm).

#### **Evansdale Library**

7:30am – 2:00am

304-293-4696

Located next to the Agricultural Sciences Building on top of the Evansdale Campus hill, Evansdale Library materials focus on agriculture, art, computer science, education, engineering, forestry, mineral resources, music, physical education, and theater.

Collections: Myers, Patent and Trademark

#### **Health Sciences Library**

7:30am – 12:00am (Mon.-Thur.)

304-293-1933

Located on the second floor of the Health Sciences building, the Health Sciences Library serves students, faculty, and other health care professionals.

#### **Law Library**

7:30am – 12:00am (Mon.-Fri.)

304-293-5300

The George R. Farmer, Jr. library, located at the WVU College of Law, is open to the public. It is the largest public law library in West Virginia, holding over 300,000 volumes, including all federal and state codes.

### **Lost and Found**

304-293-3701

The Information Desk in the Mountainlair has a lost and found section. However, you should check with the front desk of the building or the closest building in which you lost your belonging.

### **Mail (see Postal Service)**

### **McNair Scholars Program**

<http://mcnair.wvu.edu/>

304-293-4316

You can become a McNair Scholar if you are either a first-generation college student or an under-represented student (Black, Hispanic, American Indian/Alaskan native, Pacific Islander, or Native Hawaiian). McNair scholars are also in financial need and plan to obtain a Ph.D. Being a McNair scholar includes a \$2,500 stipend and several other benefits.

### **Medical Center Apartments**

[http://housing.wvu.edu/graduate\\_student\\_faculty\\_and\\_staff\\_housing/mca](http://housing.wvu.edu/graduate_student_faculty_and_staff_housing/mca)

304-293-5840

Two apartment buildings for graduate students are located on Van Voorhis Road on the Evansdale campus. Each building has 62 efficiency and 20 one-bedroom apartments. Each includes a furnished living area and kitchenette with laundry facilities on the first floor. All utilities are included.

**Medicine, School of**

<http://www.hsc.wvu.edu/som/>

The School of Medicine is located in the Health Sciences Center and on the clinical campus in Charleston. Its goal is to educate students and professionals, treat patients, and conduct basic science and clinical research. Many graduate and undergraduate paths of study are available for you.

**Mid-Semester Courses**

Some classes begin or end at mid-semester. These classes are generally one to two credit hours. You can find the date when a class starts or ends when searching for classes on STAR.

**Mid-Semester Help Center**

[http://retention.wvu.edu/mid\\_semester\\_help\\_center](http://retention.wvu.edu/mid_semester_help_center)

At the halfway point of every semester, WVU organizes a help center for students who are stressed, need help studying, or need other information concerning classes or financial aid.

**Midterm**

Midterm is a time for you to assess your academic progress. The cutoff date for dropping a class follows shortly after the midterm. Also, teachers notify students who have a D or F in the class at the midsemester date with a midterm grade. You have an opportunity to raise their grade or drop the class.

**Milan Puskar Stadium**

Home to the Mountaineer football team, the Milan Puskar Stadium at Mountaineer Field holds 60,000 in its double deck structure.

**MIX**

[www.mix.wvu.edu](http://www.mix.wvu.edu)

The Mountaineer Information Xpress (MIX) is the University's primary means of communication with you. Through Mix, you can check and send email, keep up with your calendar and other University events, and much more. By entering the STAR system in MIX, you can add or drop classes, check grades, pay tuition, and change your personal information.

**Morgantown Fire Department**

<http://www.morgantownfd.org/>  
304-284-7480

The Morgantown Fire Department has 47 full-time firefighters and three locations: South High Street, Hillcrest Street, and on the corner of Jones Avenue and North Street.

**Morgantown Police Department**

<http://www.morgantown.com/policedept.htm>  
304-284-7496  
Sheriff's Office: 304-291-7260

If you live within Morgantown city limits and have a problem that needs addressed by the police, then you should contact the Morgantown Police Department. You can also visit or call the station on Spruce Street. If you have a complaint that stems outside of city limits, contact the Sheriff's Office.

**Mountain Line Bus System**

[www.busride.org](http://www.busride.org)

You do not need a car to get around Morgantown. With a WVU ID, any student can ride the Mountain Line Buses for free.

**Mountaineer**

WVU's mascot is the mountaineer. Since 1936, a Mountaineer Mascot has been selected each year. He or she appears in a buckskin uniform with a coonskin cap and rifle at a variety of athletic events, alumni affairs, and University functions to represent WVU and encourage school spirit.

## Mountaineer Maniacs

<http://maniacs.wvu.edu/>

If you have a lot of WVU school spirit you should join the largest student organization on campus, the Mountaineer Maniacs. Those interested can choose from three membership options that include a variety of benefits: primary seating at football and basketball games, a Maniacs T-shirt, discounts at various businesses, transportation to away games, and watch parties for away games.

## Mountaineer Parents Club

<http://parentsclub.wvu.edu/>

304-293-2506

In 1995, Susan Hardesty established the Parents Club to keep parents and family members connected with information and events at WVU. Any parent of a current or future WVU student can join the Mountaineer Parents Club for free. Today, the Parents Club has grown to over 20,000 members.

## Mountaineer Week

Every fall since 1947, WVU hosts a series of events that occur during Mountaineer Week to celebrate West Virginia's traditions. Events include a Mountaineer Craft Fair, Mountaineer Idol, Black Powder Shootout, student beard shaving competition, a WVU football game, and much more. Most events are open to Morgantown residents but some are limited to students.

## Mountainlair

<http://mountainlair.wvu.edu/>

304-293-2702

The 'lair, located on the downtown campus, acts as the student union and serves several functions to WVU students, faculty, and staff every day. The Mountainlair is also host to a number of WVU events and organizational activities throughout the school year, including Up All Night, a late night weekend program designed to provide activities to students on the weekends. Other features include:

- If you are hungry, the 'Lair is the place to be. The **food court** is home to Hatfields, Chik-Fil-A, Quiznos, Burger King, Taziki's, and Sbarro. JACS has a variety of foods, beverages and other things, including scantrons. Most of these restaurants accept the WVU meal plan and Mountie Bounty and some serve breakfast, lunch, and dinner.
- The **Student ID Office** is located on the first floor. See also ID Cards.
- At the **Lair Box Office** you can buy tickets for Arts and Entertainment events.
- The **Information Desk** is located on the first floor by the main entrance. Staff can answer any of your questions about WVU and Morgantown and provide current information on campus activities and events. Lost and Found, First Aid, and informational brochures are also available. 293 3701
- The **Copy Center** is located between the Vandalia Lounge and Mountaineer Station on the first floor. Its employees can make copies or bind documents.
- The post office is located on the first floor between the Information Desk and the Copy Center.
- The **commons area** and the **Vandalia Lounge** are great places to meet with friends, study, or take a break between classes.
- **Student organizations**, such as the Mountaineer Maniacs, are located on the first floor in the student organizations wing past the Vandalia Lounge.
- Mountaineers have been listening to **U92**, the Campus Radio Station, since 1982. The office is located on the first floor behind J.A.C.S.
- The Mountainlair offers the **Side Pocket** where students can bowl and play games.
- **WVU departments** (such as Financial Aid Office, Career Services, and The Scholars Office) and 16 meeting rooms are located on the second floor. Student organizations can reserve these rooms in the Reservations Office for free.
- Students can find tables, benches, and an outdoor basketball court on **top of the Mountainlair**, which is a great place to relax or get involved with the numerous student groups that gather there.
- An **ATM** and **Add-Value Station** (see Mountie Bounty) is located the main entrance and across from the Information Desk.

## **Mountie Bounty**

[http://wvucard.wvu.edu/debit\\_plans](http://wvucard.wvu.edu/debit_plans)

Mountie Bounty is similar to a debit account. You can deposit money to your account and swipe your student ID to use your money. Businesses that accept Mountie Bounty are WVU dining halls, Hatfields, the Lyon's Den, Bits & Bites, Burger King, Chic-Fil-A, Sbarro, Sports Café, Waterfront Café, Brew & Gold, Eliza's, and the WVU Copy Centers. Also, printers in WVU Libraries, residence halls laundry units, and many others accept Mountie Bounty. You can deposit money by visiting or calling the Office of Student Accounts at 304-293-4006 or Student Affairs at 304-293-3621. You can also use cash to deposit money at any of the thirteen Add-Value Stations, located in the Mountainlair, all four libraries, and several residence halls. Funds carry over every semester and cannot be refunded until the student graduates or withdraws from the University.

## **Movies**

<http://www.libraries.wvu.edu/media/>

Whether you are searching for an educational movie or looking for something to do on the weekend, you can find movies all around campus. The WVU libraries own hundreds of movies. Also, the Gluck Theater in the Mountainlair and several residence halls frequently show movies.

## **Multicultural Programs**

[http://studentlife.wvu.edu/office\\_of\\_multicultural\\_programs](http://studentlife.wvu.edu/office_of_multicultural_programs)  
304 293-0890

With representatives from every state and over 90 countries, everyone in the WVU community needs to be aware of multiculturalism in order to respect one another. The Office of Multicultural Programs is dedicated to creating a successful environment for diverse students and educating the community about the understanding, tolerance, and acceptance other cultures deserve.

## **Music**

<http://music.wvu.edu/>  
304-293-4841

The Division of Music, along with Art & Design and Theatre & Dance, comprise the College of Creative Arts, located at the Creative Arts Center (CAC) on the Evansdale Campus. Many concentrations in the Division of Music exist, but the three basic categories are Performing, Composing and Arranging, and Teaching. The WVU student performing groups include a wide range of opportunities, such as the University Symphony Orchestra that emphasizes on contemporary American music.

## **Natatorium**

304-293-5221

The Natatorium is located by the Coliseum and is home to the WVU Swimming and Diving teams and recreational swimming for students. Call for information and a schedule of operation.

## **New Student Orientation**

<http://orientation.wvu.edu/>  
304-293-2264  
2<sup>nd</sup> Floor Puritan House

The goal of the New Student Orientation staff is to inform prospective students and help new students transition to WVU. When you attend a Mountaineer Visitation Day or New Student Orientation, you will meet faculty and staff, tour the campus, and learn about admission requirements, cost of attendance, financial aid, available courses, housing, campus life, and more.

## **Non-Traditional Student Programs**

[http://studentlife.wvu.edu/non\\_traditional\\_student\\_programs](http://studentlife.wvu.edu/non_traditional_student_programs)  
304-293-5611

Many commuters are nontraditional students. This term generally refers to students who are older than the traditional college age range (18 to 23). Non-traditional students often have responsibilities other than school, so they sometimes enroll part-time and often take classes on the smaller campuses.

## Nursing, School of

<http://www.hsc.wvu.edu/son/>  
304-293-4381

West Virginia University School of Nursing envisions optimal health, enhanced quality of life, and excellent health care for the people of West Virginia and the global community. The program offers cutting-edge educational programs for learners at all levels from baccalaureate through masters to doctoral education in nursing.

### Off-Campus Housing Awareness Week

Several events occur during this week to help raise off-campus awareness among students. Off-campus representatives set up a booth in the Mountainlair and visit residence halls to encourage you to make smart decisions as consumers. Also, panel discussions that often involve landlords and students take place in the residence halls and in the Mountainlair.

### Off-Campus Housing Fair

Every year landlords who own rental property all over Morgantown gather at the Off-Campus-Housing Fair in the Mountainlair to talk with you and distribute their housing information. Representatives from other organizations, such as Student Legal Services, also attend to provide supporting advice for students. The fair takes place in January.

### Off-Campus Housing Office

[http://studentlife.wvu.edu/off\\_campus\\_housing](http://studentlife.wvu.edu/off_campus_housing)

As a commuter, you may already know about off-campus housing. Morgantown has many different housing options to consider should you decide to move closer to campus. As a division in the Office of Student Life, the Off-Campus Housing Office assists students in all aspects of the housing search. On the Student Life website, students can search for housing by property type, number of bedrooms, and furnished or not furnished. The website also offers a listing of landlords and a roommate search.

### Office of Student Employment

<http://studentjobs.wvu.edu/>

The Office of Student Employment, under the division of Human Resources, assists you in finding part-time and seasonal employment while they are in college. You can find listings for a variety of on-campus and off-campus jobs and graduate assistantships on the Student Employment website.

### Office of Student Life

[www.studentlife.wvu.edu](http://www.studentlife.wvu.edu)

304-293-5611

Elizabeth Moore Hall

Like other students, commuters have issues unrelated to class. The Office of Student Life houses many services to help you manage a variety of issues, ranging from legal questions to housing problems. The following services are listed elsewhere in the hand book:

- Student Advocacy Center
- Betty Boyd Loans (emergency loans)
- Commuter Student Programs
- Emergency Procedures
- Office of Student Conduct
- Off-Campus Housing
- Student Legal Services

In addition to these services, you can visit the Betty Boyd Lounge in E. Moore Hall to relax or study. The Office of Student Life also has a wireless laptop program in which students with a valid WVU ID may check out a free laptop for use in the lounge.

**Organizations** (see Student Organization Services)

**Orientation** (see New Student Orientation)

**Parents Club** (see Mountaineer Parents Club)



## Parents Help Line

800-WVU-0096

If parents have a question that WVU offices cannot fully answer, they can call the toll-free helpline and speak with a parent advocate. The advocate will consider or answer any concern, suggestion, or compliment from calls made in the United States. If possible, the advocate will return messages within one business day.

## Parking

As the student body grows each year, so does the number of cars in Morgantown, making parking a challenge. Depending on your budget, you'll need to investigate a number of parking areas around campus:

### Free

Park for free at the Coliseum and catch the PRT at Engineering to travel to any campus. Do not park in restricted lots or leave your car overnight. Also, you may park in University permit lots after 5:00 PM unless a 24-hour restriction applies.

### Public Parking

[www.morgantown.com/parking-authority.htm](http://www.morgantown.com/parking-authority.htm)

304-284-7435

The Morgantown Parking Authority (MPA) offers public garages, lots, and metered on-street parking in the downtown area. All parking is \$.50 per hour. MPA offers student permits and CashKey, which is a cashless alternative to pumping coins in meters. For more information, call the Morgantown Parking Authority or visit their website.

### WVU Parking

<http://transportation.wvu.edu/>

On the Downtown campus, the University offers daily short-term parking for students in the Mountainlair garage, the lot by the Life Sciences Building on Grant Avenue, or the garage on Beechurst. These lots are full throughout the day, but you could take 8:30 classes to beat the traffic. On the Evansdale campus, the University has many short-term lots and the Mountaineer Station Parking Garage. Visit the WVU Transportation and Parking website for more information.

### Private Parking

[http://studentlife.wvu.edu/commuter\\_student\\_programs/parking\\_and\\_traffic](http://studentlife.wvu.edu/commuter_student_programs/parking_and_traffic)

You can rent privately owned lots near the Downtown and Evansdale campuses. Payment is due every month, semester, or year. Prices vary, and availability is extremely limited. For more information, visit the Office of Student Life Parking Info page.

## Parking and Transportation

<http://transportation.wvu.edu/>

Besides driving, you should take advantage of other means of transportation around Morgantown. All students ride buses and the PRT for free with their WVU ID. The Personal Rapid Transit (PRT) connects the Evansdale, Downtown, and Health Sciences campuses. Campus and Mountain Line buses travel all over Morgantown. For more information, visit the Mountain Line website [www.busride.org](http://www.busride.org) or call 304-291-RIDE. Transportation services also include disability services and limited charter bus services.

## Personal Rapid Transit (see PRT)

### Pharmacy, School of

<http://www.hsc.wvu.edu/sop/index.html>

304-293-5101

The mission of the West Virginia University School of Pharmacy is to improve the health and well-being of West Virginians and society at large by educating students and practitioners to provide optimal pharmaceutical care; conducting vital research that advances scientific knowledge, pharmacy practice, and economic development; and providing direct and supportive services to patients, the community, and the profession. Programs include Pre-Pharmacy, Doctor of Pharmacy (PharmD.), and Graduate Ph.D.



## Physical Education, School of

<http://www.wvu.edu/~physed/>  
304-293-4641

Formerly known as the School of Physical Education, the College of Physical Activity and Sport Sciences is actively engaged in enhancing West Virginia University's commitment to teaching, research, and service. Areas of study include nine baccalaureate, four masters, and two doctorate programs.

## Plagiarism

WVU defines plagiarism as "material that has knowingly been obtained or copied in whole or in part, from the work of others..., including (but not limited to) another individual's academic composition." Failing to cite reference works is also considered an act of plagiarism. Plagiarism is a serious academic offense and can result in punishment as severe as receiving an F in the course.

## Police (see University Police Department and Morgantown Police Department)

## Postal Service

The University provides mail service for handling and distributing interdepartmental and intercampus communications, for handling and distributing all federal mail, and for processing all outgoing mail. There are two campus post offices: the main University post office in Braxton Tower, and the Health Sciences post office in the Robert C. Byrd Health Sciences Center. Also, the U.S. Postal Service operates Mountaineer Station in the Mountainlair.

## Probation, Academic

<http://www.arc.wvu.edu/admissions/disciplinary.html>

The University may place you on academic probation if your cumulative GPA falls below the minimum GPA allowed per hours attempted. See the website for more information.

## PRT

Hours of Operation:

Monday – Friday

Saturday

6:30 AM to 10:15 PM

9:30 AM to 5:00 PM

The PRT is generally closed on Sundays,  
University holidays, and break periods.

The electric motor powered and computer operated PRT cars are one of WVU's most unique features. The PRT offers you, faculty, and staff free transportation among its five stations: Walnut Street, Beechurst Avenue (Downtown), the Evansdale Residential Complex, Engineering Sciences, and Medical (Health Sciences). Others wishing to ride the PRT may pay \$0.50 per ride.

## PRT Cram

Every year during Mountaineer week, student organizations compete in the PRT cram. A PRT car is relocated outside the Mountainlair and student orgs must cram as many people as possible (with at least one arm and one leg) in the car. PRT cars typically hold 16 people, but the current record is 97.

## RA (see Resident Assistant)

## Radio Station (see U-92)

## Recreation

<http://boparc.org/>

Take advantage of the beautiful scenery in West Virginia. Morgantown is home to several recreational areas where you can relax or enjoy your favorite hobby. Popular parks and areas include: Cheat Lake (swimming, fishing, canoeing), Krepps Park (swimming, tennis, basketball, picnic, volleyball, playground, exercise trail in Suncrest across from the CAC), Marilla Park (swimming, horseshoes, tennis, picnic,

playground, ballwall courts, basketball, baseball in Sabraton area) Coopers Rock (a state forest with picnic facilities, hiking trails, camping, breathtaking views from atop rock cliffs, and a maze of formations).

## Refunds

Office of Student Accounts

<http://studentaccounts.wvu.edu/>

304-293-4006

B-33 Stewart Hall

You can receive refunds in two ways:

1. Financial aid amount exceeds the balance due or
2. Students drop one or more classes.

If you drop one or more classes during the first week you will be eligible for a full refund of the tuition and fees of the dropped class if the total remaining credit hours falls below 12 for undergrads and 9 for grads. When you withdraw completely from the university, refunds will available based on the following time frames:

Refund Period	Refund
Weeks 1 & 2	
Weeks 3 & 4	90%
Weeks 5 & 6	70%

Refund checks are only mailed to the University recognized address and must be cashed within 180 days of its issue. Summer session refunds are available based on the length of the summer session.

## Registration

Registration begins with pre-registration. You must meet with advisors to discuss their schedules. Your advisor then gives you a PIN number, which you must enter when registering for classes. Priority registration is given to students of higher standing and in organizations, such as the Honors College and athletics. The following is an example of priority registration for the spring semester:

Graduate/Professional	Tuesday, March 24 at 7 am
Seniors (89+ hours)	Tuesday, March 31 at 7 am
Juniors (59 - 88 hours.)	Tuesday, April 7 at 7 am
Sophomores (29 - 58 hours)	Tuesday, April 14 at 7 am
Freshmen (0 - 28 hours)	Tuesday, April 21 at 7 am

## Religion (see Student Organization Services)

<http://www.wvu.edu/~sos/>

304-292-4061

Religion serves several purposes at WVU. Many facilities are available in Morgantown for you to practice your religion. Because of the large diverse student body, you can find over 20 organizations that share your religion. If not, start your own club. For those who wish to learn more about religion, the Religious Studies Department offers many classes. The Yellow Pages of the Morgantown phone book and the Campus Ministry Center are great references to the many religions in Morgantown. The following are a few current religious organizations:

- Bahai Campus Association
- Baptist Campus Ministry
- Campus Crusade for Christ
- Common Ground
- Latter Day Saints Student Association
- Lutheran Student MovementMen In Action
- Mountaineers for Christ
- Muslim Student Association
- Newman Club
- Presbyterian Student Fellowship
- Sigma Theta Epsilon
- United Methodist Student Movement at WVU
- West Virginia University Hillel
- Young Life

## Residence Halls

[http://housing.wvu.edu/residence\\_halls](http://housing.wvu.edu/residence_halls)  
304-293-4491

Also referred to as dorms, residence halls are university owned housing located on the downtown and Evansdale campuses. All residence halls are located in close proximity of campus and encourage academic and social development. You may choose from residence halls on the downtown and Evansdale campuses that offer both coed and single-sex housing in single, double, triple, and suite rooms.

Downtown		Evansdale	
Arnold	Honors	Bennett Tower	Lyon Tower
Boreman North	International House	Braxton Tower	Lincoln
Borman South	Stalnaker	Brooke Tower	Pierpont
Dadisman	Summit	Fieldcrest	

The university requires all first-year students (those with less than 29 completed hours, transfer or not) to live in residence halls. Exceptions include:

- Students who live with their parent or guardian within 50 miles of Morgantown
- Married students
- Students with children
- Students 21 years or older

### Resident Assistant (RA's)

For one academic year, RAs take responsibility of one floor in a residence hall and help its residents adjust to college life. The position provides free housing and a small stipend. Their duties include: providing personal help to others, promoting the growth and development of students, managing and facilitating groups, explaining and enforcing rules and regulations, and keeping students informed.

### Resident Faculty Leaders (RFLs)

Every WVU residence hall has at least one Resident Faculty Leaders (RFL) that works with other residential staff to build a community for students. RFLs are important figures in residence halls because they act as academic and social role models, plan activities, and assist you with your needs. Living in homes adjacent to residence halls is one way RFLs make themselves available to students.

### ROTC

If you are interested in a career with the military, you should consider one of the two ROTC programs, which partially or fully cover tuition and other expenses. Learn important leadership and development skills as you progress academically.

#### Air Force ROTC

<http://www.wvu.edu/~afrotc/>  
293-5421

Graduate from college as an officer in the United States Air Force. Choose from a four-year program (General Military Course or Professional Officer Course) or a Two-year program.

#### Army ROTC

<http://armyrotc.com/edu/wvauniv/index.htm>  
685-7766

Become an officer in the Army by graduating from college and completing the ROTC program.

### Scholarships

Financial aid awarded to you on the basis of academic merit.

### Service Learning Programs (Center for Civic Engagement)

<http://cce.wvu.edu/>

You can participate in academically based and credit bearing service learning courses through the Gold Program. The CCE offers many service learning courses ranging from 1-6 academic credits and from 10-90 hours of service project work. Through the Gold Program, the CCE assists in building and implementing service learning components in courses across disciplines.

## Sexual Assault Education and Prevention

[http://well.wvu.edu/sexual\\_assault](http://well.wvu.edu/sexual_assault)

A part of WellWVU, the Sexual Assault Education and Prevention office provides a variety of information and services for victims of sexual assault.

## Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

## Shell Building

Many physical activities, such as club baseball, occur in the Shell Building, located by the Coliseum on the Evansdale campus.

## Soccer Complex

Completed in 2004, renovations to Dick Dlesk Soccer Stadium (formerly the Mountaineer Soccer Complex) have made the home of men's and women's soccer at West Virginia University one of the nation's finest facilities. The 1,650-seat stadium features grandstand bleachers, a five booth press box, an on-site locker room, restrooms and concession booths.

## Social Justice Statement

<http://socialjustice.wvu.edu/>

West Virginia University is committed to social justice. The faculty joins with our colleagues throughout this campus to promote learning in a positive environment. We support open inquiry and communication between faculty and students in every aspect of our course. Inappropriate discrimination of any kind violates the principles of mutual fairness and respect that are necessary to maintain a positive learning environment. We welcome suggestions on ways to improve, enhance or protect the rights of our students and faculty.

## Sorority

A Greek letter organization for women. West Virginia University has ten Greek sororities and two national Pan-Hellenic sororities.

## Standing

Your standing depends on the number of credit hours you have completed.

Freshman	28 or less credit hours
Sophomore	29-58 credit hours
Junior	59-88 credit hours
Senior	89 or more credit hours

## Stansbury Hall

Stansbury Hall is home to the Departments of Philosophy, Humanities, and Religious Studies, as well as ROTC programs and study abroad offices. Can't find Stansbury? This building is located across the Beechurst PRT located across the walking bridge on Beechurst Avenue.

## Student Accounts

<http://studentaccounts.wvu.edu/>

304-293-4006

The Office of Student Accounts is dedicated to making the financial part of each student's educational experience as convenient and as seamless as possible.



**Student Advocacy Center**

[http://studentlife.wvu.edu/student\\_advocacy\\_center](http://studentlife.wvu.edu/student_advocacy_center)

The goal of the Center is to assist you with non-academic questions and concerns and to make the proper referrals when necessary. The Student Advocacy Center is part of the Office of Student Life, a Division of Student Affairs. The WVU Student Advocate is Kim Mosby, the Assistant Dean of Student Life. Her office, located in Elizabeth Moore Hall, may be reached at 304-293-5611 or through the Student Help Line at 304-293-5555. The Center is also comprised of Student Legal Services, the Off-Campus Housing Office, Commuter Student Programs, Non-Traditional Student Programs, and the Student Help Line.

**Student Affairs**

<http://studentaffairs.wvu.edu/>

The Student Affairs Division supports West Virginia University's student-centered learning environment, allows you to fully develop, and, in partnership with our University colleagues, offers the highest quality programs, services, and opportunities, based on a foundation of values and the Mountaineer Creed.

**Student Conduct Office**

[http://studentlife.wvu.edu/office\\_of\\_student\\_conduct](http://studentlife.wvu.edu/office_of_student_conduct)

304-293-8111

Located in 84 Boreman North, The Office of Student Conduct provides leadership to ensure the University is a living-learning community. This office fosters a campus community that protects the health, welfare, safety, property, and rights of all members. Staff members are available to assist students in understanding and applying the University Student Conduct Code.

**Student Government Association (SGA)**

<http://sga.wvu.edu/>

SGA serves as your direct voice to the WVU administration. They meet several times a year with the President to voice the opinions of the student body to him. SGA encourages students to inform us of your concerns so that we can better serve you. The SGA meetings are held every Wednesday night at 7:30p.m. in the Mountainlair Rhododendron Room. Anyone is welcome to attend and we encourage all students to attend at least one meeting.

**Student Health Service (See WellWVU)****Student Help Line**

304-293-5555

Someone is available to take calls during regular business hours. After hours, you may leave a message and someone will return your call the next business day.

**Student Legal Services**

[http://studentlife.wvu.edu/student\\_legal\\_services](http://studentlife.wvu.edu/student_legal_services)

304-293-4897

Student Legal Services (SLS), established in 1973, provides legal advice and representation to eligible students at West Virginia University. SLS is available to educate you about their legal rights and responsibilities and to provide services to all undergraduate students and eligible graduate students with legal matters including leases, contracts, landlord/tenant issues, consumer problems, and expungements. SLS provides referrals for cases that they choose not to handle directly.

**Student Life (see Office of Student Life)****Student Organization Services**

<http://sos.wvu.edu/>

The Student Organization Services office offers over 300 student-led clubs and organizations.

## Student Recreation Center

<http://studentreccenter.wvu.edu/>

The modern 177,000 square-foot facility includes weight/fitness equipment, courts for basketball, volleyball, badminton, squash, and racquetball; six-lane fitness and leisure pools; an elevated jogging track; a whirlpool that seats 20; and an outdoor recreation center where you can rent ski, camping, and other equipment. The focal point of the facility is a 50-foot indoor climbing wall featuring more than 1,000 interchangeable hand-holds attached to 3,500 square feet of simulated rock surface.

## Student Support Services

<http://sss.wvu.edu/>

Open to students with disabilities, students who are income eligible, and first-generation college students, Student Support Services (SSS) addresses the unique challenges this student population faces. Free tutoring, academic advising, and financial aid assistance are just a few of the services SSS offers. Student Support Services is part of TRiO, a series of programs established by Congress to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life.

## Study Abroad

[http://studentaffairs.wvu.edu/study\\_abroad](http://studentaffairs.wvu.edu/study_abroad)

A study abroad experience is an ideal complement to any major. Studying abroad provides you with an opportunity to learn more about the world in which they live, as well as help prepare students for a global economy by creating cultural competence in diverse learning environments. Students at WVU are strongly encouraged to take advantage of the learning experiences that studying abroad will provide.

## Syllabus

A course syllabus is a summary of the course that usually contains specific information about the course: how to contact the instructor, the instructor's office location and office hours, an outline of what will be covered in the course, a schedule of test dates and the due dates for assignments, the grading policy for the course, and specific classroom rules. It is usually given to each student during the first class session. **By accepting a course syllabus, a you are agreeing to abide by the terms set forth in the syllabus.**

## Theatre and Dance (see Entertainment)

## Towers (see Evansdale Residential Complex)

## Trademarks

<http://tls.wvu.edu/>

WVU has registered trademarks with the United States Patent and Trademark Office (USPTO) and with the West Virginia Secretary of State's Office. WVU's protected trademarks are listed and displayed on the trademark licensing official logo sheet. As indicated on the logo sheet, any use of the WVU trademarks requires licensing approval from WVU and CLC.

## Transportation

<http://transportation.wvu.edu/>

Provides on-campus parking and fleet maintenance for University vehicles, operates shuttle and charter bus services to and around campus, and operates WVU's world famous Personal Rapid Transit system known as the PRT.

## Tuition/Fees

[http://www.arc.wvu.edu/admissions/tuition\\_fees.html](http://www.arc.wvu.edu/admissions/tuition_fees.html)

Fixed costs for any given academic year. Specific tuition and fee amounts for all undergraduate and graduate programs can be found at the Tuition and Fees webpage.



**Tutoring (see Academic Resource Centers)****T U-92 (WWVU-FM)**

<http://u92.wvu.edu>

U-92 is college radio at West Virginia University and is found at 91.7FM. U92 has been on the air since 1982 and is the best source of new music, giveaways and what's going on around campus!

**Undergraduate Advising Services Center**

<http://www.wvu.edu/~advising>

The UASC serves over 7,000 students annually through a variety of different programs. Academic advisors assist in selecting a major, planning a course of study, pre-registering for classes, answering questions about your academic program and providing you with the tools you need to be more self-sufficient.

**University 101 (See First-Year Seminar)****University Arts Series**

<http://www.events.wvu.edu/uas/>

See theater productions and musical performances in the Creative Arts Center.

**University Police Department (UPD)**

<http://police.wvu.edu/>

The University Police Department maintains law and order on the West Virginia University campuses by working to prevent crime and by apprehending perpetrators when crimes do occur. This department is one of the largest police departments in the state and focuses on service and protection.

**Upward Bound**

<http://upwardbound.wvu.edu/>

Upward Bound is a federally-funded TRiO program. Upward Bound was established to help high school students overcome class, social, academic, and cultural barriers to higher education. The primary goal is to help students prepare for college, and stay enrolled once they get there. The program provides a variety of individualized academic and social support services.

**Visitors Center**

<http://visit.wvu.edu>

As unique as WVU itself, the WVU Visitors Resource Center provides an experience unlike anything you have ever seen before. We combine cutting-edge video and digital technology, campus tours with friendly, knowledgeable guides, and traditional West Virginia hospitality.

**WellWVU (Formerly Student Health Services)**

<http://well.wvu.edu/>

304-293-WELL (9355)

Board certified physicians with academic appointments, as well as certified mid-level health care practitioners, diagnose and treat medical and psychiatric conditions of University students, such as homesickness and culture shock, learning disabilities, and conditions caused by stress and chosen life styles of students. In addition medical and mental health, the Student Assistance Program helps students with alcohol or drug problems. Additionally, they have an outreach program to provide effective education that will motivate students to maintain or adopt behaviors to improve health, prevent disease, and assist in achieving their academic goals.

**Withdrawing from WVU**

[http://registrar.wvu.edu/current\\_students/withdrawal\\_policies](http://registrar.wvu.edu/current_students/withdrawal_policies)

If you withdraw from WVU, you must contact the Office of the University Registrar to drop all classes.



## Withdrawing from a class

You have the option of dropping courses for the majority of each semester. If you drop a class during the add/drop period, you will not be given a W on your transcript. After this time, you may drop a class until the drop period ends (contact the Office of the University Registrar) and will be given a W permanently on your transcript. You may no longer drop classes after this point unless you withdraw from the university.

## Women's Studies, Center for

<http://wmst.wvu.edu/>

The Center for Women's Studies at West Virginia University is dedicated to the mission of creating, evaluating, and disseminating knowledge based on feminist scholarship. They recognize diverse approaches to gender studies and the intersection of gender with other social identities such as class, race, sexual orientation, ability, age, and ethnicity in all that we do. The Center for Women's Studies is committed to expanding access to education about women beyond the classrooms and campuses of West Virginia University and do so connecting the people of our state and region to sources of feminist scholarship worldwide.

## Woodburn Circle

With all of its historical and sentimental value to those affiliated with WVU, Woodburn Circle is often a focal point of the downtown campus. The appeal of Martin Hall, Woodburn Hall, and Chitwood Hall together deems Woodburn Circle worthy of the National Register of Historic Places list. Students can often find many guest speakers and activities in Woodburn Circle. Don't forget to look for the majestic Woodburn lights during winter.

## Work Study (also see Financial Aid)

<http://www.finaid.wvu.edu/aid/employment>

You can choose to be eligible for the federal work study program when filing a FAFSA. If awarded a work study position, you typically work part-time in an office or department on-campus. Although work study is a form of financial aid, students should be aware that the earnings are taxable income.

## WVU Alert System

WVU now sends text messages to notify users of time-sensitive information, such as emergencies and weather-related closings. You can sign up for WVU Alert by clicking on the emergency alert system icon on your MIX account.



## WVUp All Night!

<http://mountainlair.wvu.edu/wvupallnight>

As a WVU student, you'll have no excuse to be bored on a weekend night. Just head to the Mountainlair for the University's premiere weekend entertainment alternative! WVUp All Night begins each Thursday, Friday, and Saturday night at 7 p.m. All activities are free or very low cost.

## Zip Code

The official WVU zip code is 26506. Note that each department has a specific four-digit mailbox number. When sending mail to a WVU address, this four-digit number should proceed the zip code, as in this example: 26506-6411

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Z

# University Student Conduct Code

## SECTION 1. GENERAL.

### 1.1. Scope

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

### 1.2. Authority

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

### 1.3. Effective Date

August 15, 2006; Amended September 8, 2006

### 1.4 Rationale for the University Student Conduct Code

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

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

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

The university will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the university.

Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

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

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

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

### 1.5 The Office of Judicial Programs

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

1. Advise any segment or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Governors and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate

dispensation and signature;

5. Assist in the appointment of the hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

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

## 1.6 Definitions

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

## ARTICLE II: JUDICIAL AUTHORITY

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

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

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

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

## ARTICLE III: PROSCRIBED CONDUCT

### A. Jurisdiction of the University Student Code

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

### B. Conduct – Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
  - a. Plagiarism: Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:
    - i. Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;
    - ii. Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.
  - b. Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:
    - i. Obtaining help from another student during examinations;
    - ii. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her

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

hearing for violations of the University Code of Student Conduct.

- b. b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. d. Institution of a student conduct code proceeding in bad faith.
  - e. e. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the University Student Code of Conduct.
  - f. f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the judicial proceeding.
  - g. g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a judicial proceeding.
  - h. h. Failure to comply with the sanction(s) imposed under the student code.
    - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Actions which cause or attempts to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or intentionally failing to evacuate university buildings during a fire alarm.

### C. Violation of Law and West Virginia University Discipline

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

## ARTICLE IV: STUDENT CONDUCT CODE POLICIES

### A. Charges and Hearings

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Student Code Administrator. Any charge should be submitted as soon as possible after the event takes place or the discovery of the same, but in no event later than ninety (90) days after the event takes place or the discovery of the same.
2. In cases where suspension or expulsion is a possible outcome, the Student Code Administrator shall refer the case to the Student Conduct Board. In all other cases, the Student Code Administrator shall seek to determine whether the charges can be disposed of administratively by mutual consent or refer the matter to the Student Conduct Board. In the event that the charges are disposed of by mutual consent, that decision shall be final and there shall be no subsequent proceedings.
3. All charges shall be presented by the Student Code Administrator to the Accused Student in written form. Unless the matter is disposed of administratively pursuant to IV, A, 2 above, a time shall be set by the Student Code Administrator for a hearing, not fewer than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Code Administrator, where adherence to such limits would be impracticable.
4. Hearings shall be conducted by the Student Conduct Board according to the following guidelines except as provided by article IV (A)(7) below:
  - a. Hearings shall be conducted in private except as otherwise authorized by the Student Code Administrator.
  - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberation). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or the Student Code Administrator.
  - c. In hearings involving more than one Accused Student, the chairperson of the Student Conduct Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - d. The Complainant and the accused shall each have the right to bring, at his or her own expense, an advisor to the hearing. Except as otherwise expressly set forth herein, the advisor must be a member of the University community. Each of the Complainant and the Accused Student is responsible for presenting his or her own case and, except as otherwise expressly set forth herein, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. In cases where expulsion is likely to be sought, the advisor may

be an attorney who may directly participate in the hearing, provided the Student Code Administrator is notified of such at least two weekdays in advance of the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- e. The Complainant, the Accused and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will make all reasonable efforts to arrange the attendance of relevant witnesses who are identified by the Complainant, Accused Student and/or Student Conduct Board at least two weekdays prior to the Student Conduct Board Hearing. The Complainant, the Accused and the Student Conduct Board may ask relevant questions to a witness, or a party to the hearing. This will be conducted in a format identified by the chairperson of the Student Conduct Board. The chairperson of the Student Conduct Board shall have the authority to decide any questions regarding relevancy or admissibility that may arise during the hearing.
  - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a Student Conduct Board at the discretion of the chairperson.
  - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - h. After the hearing, the Student Conduct Board shall determine, by majority vote, whether the student has violated each section of the Student Code for which the student has been charged.
  - i. In cases where expulsion is likely to be sought, the Student Conduct Board's determination shall be made on the basis of whether there is clear and convincing evidence that the Accused Student violated the Student Code. For all other cases, such determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. This Code prescribes the rules of process, procedure and evidence applicable to Student Code proceedings. Such proceedings shall not be subject to federal, state or local rules of process, procedure and evidence, such as are applied in criminal or civil court. The Vice President for Student Affairs or his/her designee shall have the authority to develop guidelines related to such proceedings, to the extent not inconsistent with this Code. Similarly, the chairperson of the Student Conduct Board shall have the authority to determine questions of process, procedure and evidence at a hearing, in a manner not inconsistent with the rules and guidelines referenced above.
5. There shall be a single record, such as a tape recording or summary notes, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University. Access thereto shall be provided only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and in accordance with any other applicable terms set forth by the Vice President for Student Affairs or his/her designee.
  6. Except in the case of a student charged with failing to obey the summons of a Student Conduct Board or University official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Board. In all cases, the evidence in support of the charges shall be presented and considered.
  7. The Student Conduct Board may accommodate concerns for the personal safety and/or well-being of the Complainant, Accused Student, and/or a witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by videophone, closed circuit television, video conferencing, videotape, or other means, where and as determined in the sole judgment of the Vice President of Student Affairs or his/her designee to be appropriate.
  8. If the charge involves an organization allegedly engaged in unlawful activity, the case may be referred to the Office of Student Organization Services. Procedures which may be followed in such instances will be identified by that office. If in the judgment of the Assistant Dean of Student Organizations, individual members of any such organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges – Denial of specified privileges for a designated period of time.
  - d. Fines – Previously established and published fines may be imposed.
  - e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions – Work assignments, service to the University or other related discretionary assignments (such assignments must have the prior approval of the Student Code Administrator).

- g. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
  - i. West Virginia University Suspension – Separation of the student from the University for a definite period of time not to exceed one year, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. West Virginia University Expulsion – Permanent separation of the student from the University.
  - k. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
  - l. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - m. The Grade of Unforgivable Failure (UF).
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Other than University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, disciplinary sanctions imposed hereunder shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure, upon application to the Student Code Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion, revocation or withholding of a degree, or the grade of unforgivable failure shall be expunged from the student's confidential record seven (7) years after final disposition of the case.
  4. The following sanctions may be imposed upon team, group, or student organization:
    - a. Those sanctions listed above in Section B., 1., a through f.
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
  5. The role of the Student Conduct Board will be to determine whether or not a student has violated the Student Code of Conduct and to impose sanctions as set forth in this Code. The Chair of the Student Conduct Board shall advise the accused in writing of its determination and the sanction(s) imposed, if any.

### C. Interim Suspension

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

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

### D. Appeals

1. A decision reached by the Student Conduct Board concerning acts of academic dishonesty, as described in III, B, 1, a, b and c of this Code, may be appealed by Accused Students or Complainants to the University Provost or his/her designee within five (5) school days of the decision. All other decisions or sanctions, including those concerning violations of III, B, 1, c which do not involve academic dishonesty, may be appealed by Accused Students or Complainants to the Vice President of Student Affairs or his/her designee within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Code Administrator or his or her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether jurisdiction as established in the Student Code was properly asserted.
  - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - c. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the



student was found to have committed.

- e. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. The University Provost or his /her designee, or the Vice President of Student Affairs or his/her designee, as applicable, shall respond to the appeal, and deliver his/her decision thereon, within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.
4. If an appeal is upheld by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, the matter shall be remanded to the original Student Conduct Board and Student Code Administrator for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, the matter shall be considered final and binding upon all involved.
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the University Provost or his/her designee, or the Vice President of Student Affairs or his/her designee, as applicable, may not result in more severe sanction(s) for the Accused Student.

## ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student Affairs or his or her designee for final determination.

B. The Student Code shall be reviewed and/or revised under the direction of the Student Code Administrator.

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

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

# CODE OF ETHICAL STANDARDS

WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 15  
STUDENT ACADEMIC RIGHTS  
West Virginia University and Regional Campuses

## SECTION 1. GENERAL.

### 1.1. Scope.

Policy regarding academic rights and responsibilities of students

### 1.2. Authority.

W. Va. Code §18-26-8

### 1.3. Effective Date.

September 5, 2003

## SECTION 2. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

### 2.1.

The institutions and their constituent academic units shall define and promulgate the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

### 2.2.

A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

## SECTION 2. ACADEMIC RIGHTS.

### 3.1.

Concomitant with the academic standards and responsibilities established pursuant to Section 3 of these rules, each student shall have the following academic rights:

## SECTION 4. APPLICATION OF POLICTY TO STUDENTS

### 4.1. Student

Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the Rules, Regulations, or policies of the Board of Governors or the institution.

### 4.2.

A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent academic units according to Section 2.1 of these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

## SECTION 5. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS.

### 5.1.

The institution and its constituent academic units shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of these rules above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

### 5.2.

A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent academic units according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

### 5.3.

Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

### 5.4.

A student may appeal any penalty according to the procedures in Section 6 of these rules below. Each institution and its constituent academic units shall determine and specify the point at which penalties, excluding those specified in Section 6.3.1 of these rules, may be imposed. Each instructor determines the point at which the penalties specified in Section 6.3.1 of these rules may be imposed. Each institution and its constituent academic units shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

## SECTION 6. APPEALS.

### 6.1.

Each institution and its constituent academic units shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one (1) of its constituent academic units, including those described in Section 5.2 of these rules above.

### 6.2.

Additional procedures may include but not be limited to:

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

### 6.3.

Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

# POLICY REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

## SECTION 7. APPEALS PROCEDURES FOR ACADEMIC DISMISSAL

### 7.1.

The appeal will be subject to the following conditions:

3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.

3.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her institution, reviewed.

3.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

3.1.4 The instructor of each course is responsible for assigning grades to students enrolled in the course.

5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2. Academic probation as determined and defined by the institution and its constituent academic units.

5.2.3. Academic suspension as determined and defined by the institution and its constituent academic units.

6.2.1. Appeals of a grade penalty or exclusion from class;

6.2.2. Appeals of final course grades;

6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from graduate programs;

6.2.7. Appeals of dismissal from professional degree programs; and

6.2.8. Appeals of dismissal from the institution.

6.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

6.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.

6.3.4. An opportunity to appeal to the president of the institution or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgment.

6.3.5. The decision of the president or his/her designee regarding an academic appeal is final.

7.1.1. The appeal must be filed within thirty (30) calendar days after written notice of the decision.

7.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

7.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4. Witnesses may be called by any of the parties involved.

7.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6. The decision of the president or his/her designee regarding academic dismissal is final.

## SECTION 8. PUBLICATION

**8.1.**

All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

Should you have any questions or concerns, please e mail Dr. Melanie Cook at [mcook@mail.wvu.edu](mailto:mcook@mail.wvu.edu) or LiDell Evans at [llevans@mail.wvu.edu](mailto:llevans@mail.wvu.edu). You can also speak with someone at the Office of Student Conduct.

**Office of Student Conduct**

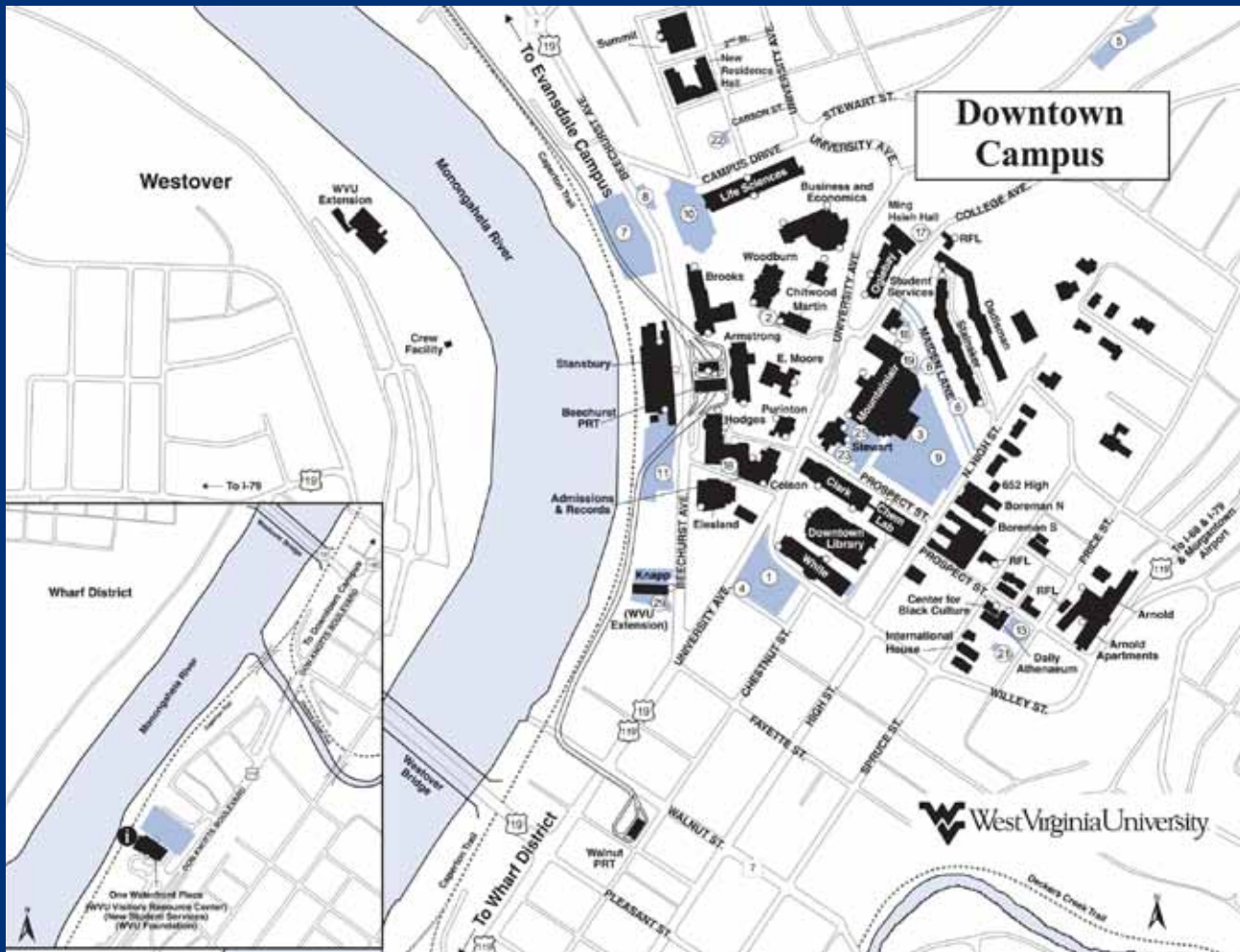
Phone: 304-293-8111

Fax: 304-293-8017

## Important Phone Numbers

Learning Resources:	304-293-2316
Admissions:	304-293-2121
Athletic Ticket Office:	800-WVU-GAME
Campus Operator:	304-293-0111
Career Services:	304-293-2221
Carruth Center for Counseling and Psychological Services:	304-293-4431
Creative Arts Center Box Office:	304-293-3020
Financial Aid:	304-293-5242
Health Services:	304-293-2311
Housing and Residence Life:	304-293-4491
Morgantown Fire Department:	304-284-7480
Morgantown Police Department:	304-284-7496
Mountainlair Box Office:	304-293-7469
Office of Student Life:	304-293-5611
Parents Help Line:	800-WVU-0096
Parking and Transportation:	304-293-7433
President's Office:	304-293-5531
Registrar's Office:	304-293-5355
Student Accounts:	304-293-4006
Student Affairs:	304-293-5811
Student Health Services:	304-293-2311
Student Help Line:	304-293-5555
Student Rec Center:	304-293-7529
Student Support Services:	304-293-6629
Undergraduate Advising Services Center:	304-293-5805
University Police Department:	304-293-3136
WVU Bookstore (Downtown):	304-293-7461

# Campus Maps & Building Keys



## WVU Building Codes

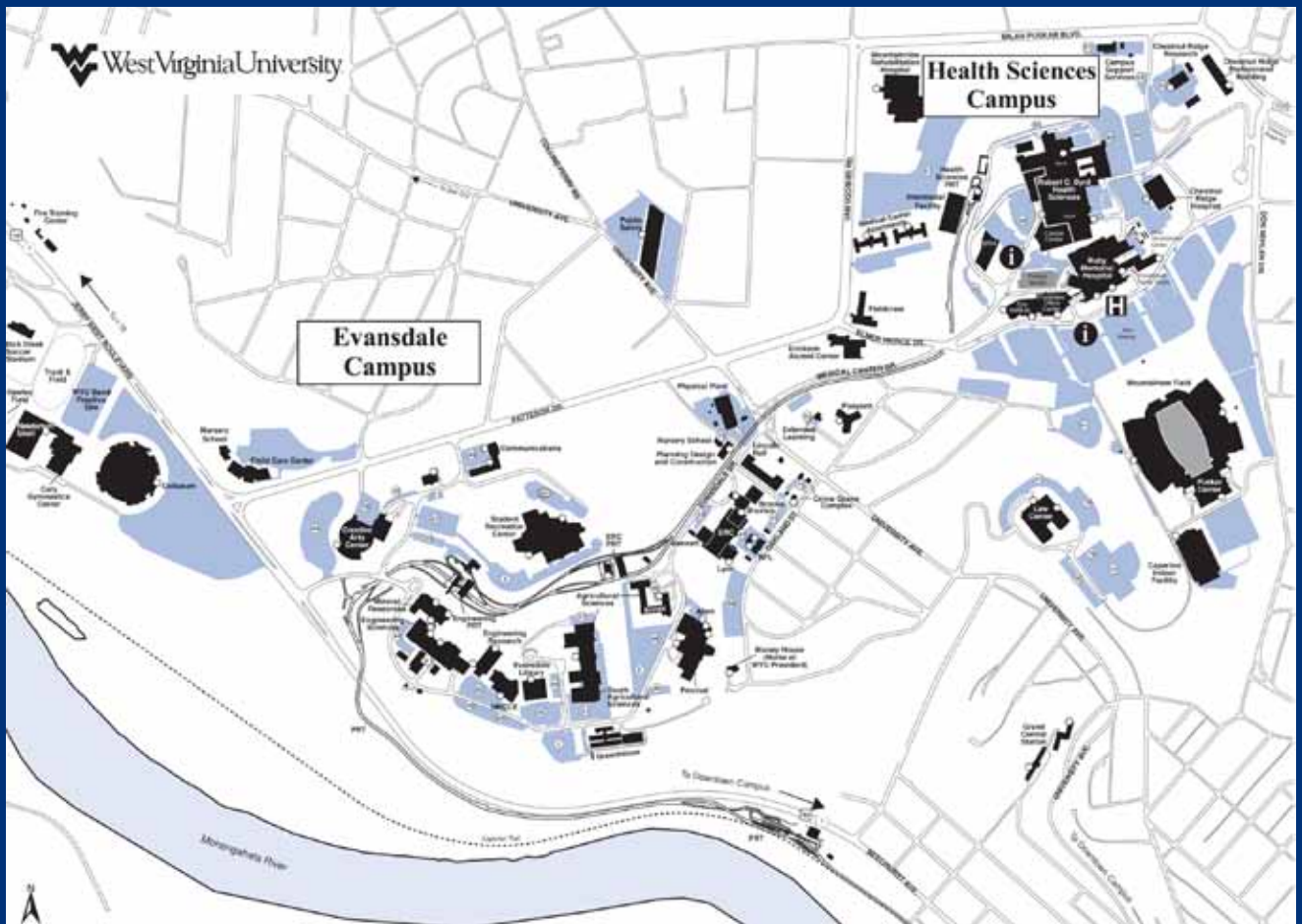
## WVU Downtown Building Description

## WVU Class Room

## WVU Dorm Room

ARH-D	Arnold Hall	X	X
ARM-D	Armstrong Hall	X	
ARN-D	Arnold Apartments		X
BKH-D	Brooks Hall	X	
BRF-D	Boreman Residential Faculty	X	
BRN-D	Boreman Hall North	X	X
BRS-D	Boreman Hall South		X
BUE-D	Business & Economics Building	X	
CHI-D	Chitwood Hall	X	
CKH-D	Clark Hall	X	
CLN-D	Colson Hall	X	

CRL-D	Chemistry Research Laboratory		X	
DAD-D	Dadisman Hall			X
EIE-D	Eiesland Hall		X	
EMH-D	Elizabeth Moore Hall		X	
HOD-D	Hodges Hall		X	
KNP-D	Knapp Hall		X	
LIB-D	Downtown Campus Library		X	
LSB-D	Life Sciences Building	X		
MAR-D	Martin Hall	X		
MHH-D	Ming Hsieh Hall	X		
MTL-D	Mountainlair	X		
HON-D	Honors Hall			X
OGH-D	Oglebay Hall	X		





<b>WVU Building Codes</b>	<b>WVU Evansdale &amp; Health Science Building Description</b>	<b>WVU Class Room</b>	<b>WVU Dorm Room</b>
AEL-E	Aerodynamics Laboratory	X	
AGS-E	Agricultural Sciences Building	X	
ALH-E	Allen Hall	X	
ASA-E	Agricultural Sciences Annex	X	
BIC-E	Bicentennial House	X	
BRT-E	Brooke Tower	X	X
BTT-E	Bennett Tower	X	X
BXT-E	Braxton Tower	X	X
CAC-E	Creative Arts Center	X	
COL-E	Coliseum	X	
CS1-3-E	Crime Scene House 1	X	
CSG-E	Crime Scene Garage	X	
CRP-E	Chestnut Ridge Prof Building	X	
CRR-E	Chestnut Ridge Research Bldg	X	
ERA-E	ERC RFL Annex Office Bldg	X	
ERB-E	Engineering Research Building	X	
ESB-E	Engineering Sciences Building	X	
EVL-E	Evansdale Library	X	
EXT-E	Pierpont Extended Hsg		X
FAA-E	Faculty Apartment A		X
FAB-E	Faculty Apartment B		X
FCH-E	Fieldcrest Hall	X	X
FRM-E	Animal Science Farm	X	
GRH-E	Greenhouse-1	X	
HSA-H	Health Sciences Addition	X	
HSN-H	Health Sciences North	X	
HSS-H	Health Sciences South	X	
LNC-E	Lincoln Hall	X	X
LWC-E	Law Center	X	
LYT-E	Lyon Tower	X	X
MCA-E	Med Center Apt-Bldg K		X
MCB-E	Med Center Apt-Bldg J		X
MCJ-E	Med Center Apartment J		X
MCK-E	Med Center Apartment K		X
MRB-E	Mineral Resources Building	X	
NAT-E	Natatorium-Shell	X	
NIO-E	NIOSH Building	X	
NRC-E	National Research Center	X	
NSH-E	North Street House		X
NUR-E	Nursery School	X	
PER-E	Percival Hall	X	
PSK-E	Milan Puskar Center	X	
SRC-E	Student Recreation Center	X	
SAS-E	South Agricultural Sciences	X	
SLG-E	College Park - The Ridge		X
SUM-E	Summer School Housing		X
TMP-E	Temporary Housing-Hotel		X
USC-E	University Services Center	X	
WRS-E	Wrestling Structure	X	