



**BEARFACTS
2019-2020**

**Community Expectations
&
Campus Information**

Division of Student Life
505 S. Kanawha Street
304-929-1232

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Greetings from the Dean of Students

Dear Students:

Welcome! All of us in the Division of Student Life are delighted that you have chosen WVU Tech as your college home. You will find the campus to be small enough that you will be recognized by name and big enough that you will receive a true university experience. You will have many rewarding experiences and build lifelong friendships during your time at Tech.

The Division of Student Life is responsible for many programs designed to make your college experience successful. The departments within Student Life include the Dean of Students Office, Campus Life (Housing and Student Activities), Student Government Association, Dining Services, Campus Police, Student Success Programs, Student Health, Career Services and Cooperative Education, Student Support Services, Upward Bound, and Accessibility Services. Each department is dedicated to helping you succeed. We are here to serve you. I strongly encourage you to take advantage of our many services.

It is well-proven that engaging in the full range of activities of a college campus increases students' chances of graduating. There is much to learn outside the classroom, and we are here to provide you those learning opportunities so you may benefit fully from your education at Tech.

My office is located in the Student Life House at 505 S. Kanawha Street, and I can be reached by telephone at 304-929-1232 and via email at Richard.Carpinelli@mail.wvu.edu. If there is ever anything I or another member of the Student Life team can do to assist you in any way, please do not hesitate to contact me.

Welcome once again to WVU Tech. We look forward to having you as a part of our family. We care about your success and look forward to serving you throughout the year.

Sincerely,

Richard Carpinelli
Dean of Students

Compliance Statement

It is the policy of West Virginia University Institute of Technology to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merits without regard to race, color, religion, sex, marital status, disability, veteran status, sexual orientation, national origin or age. This policy is in compliance with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and all other applicable federal, state and local statutes, ordinances and regulations.

Information on the implementation of the policy may be obtained by contacting:

Chief Diversity Officer
West Virginia University
Morgantown, West Virginia 26506
304-293-5600
diversity@mail.wvu.edu
<http://diversity.wvu.edu/>

Non-Discrimination Statement

West Virginia University Institute of Technology (WVU Tech) and is an Equal Opportunity/Affirmative Action Institutions. WVU Tech does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of our educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the WVU Tech Equal Opportunities Policy/Affirmation Action Plan. Inquiries regarding the WVU Tech non-discrimination policy may be directed to the Director, Affirmation Action/Equal Employment Opportunity, at West Virginia University.

Contact:
304-293-5600
diversity@mail.wvu.edu
<http://diversity.wvu.edu/>

Sexual Harassment

West Virginia University is committed to provide faculty, staff and students with a work and educational environment free from all forms of sexual harassment. Therefore sexual harassment, in any manner or form, toward West Virginia University students, faculty and staff is a violation of University policy and expressly prohibited.

For further information contact:
Division of Diversity, Equity, and Inclusion
304-293-5600
diversity@mail.wvu.edu
<http://diversity.wvu.edu/>

Americans with Disabilities Act

The Americans with Disability Act (ADA) and the Rehabilitation Act of 1973 were established in order to provide a clear comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

For further information contact:
Division of Diversity, Equity, and Inclusion
Email: access2@mail.wvu.edu
304-293-6700
<http://diversity.wvu.edu/>

Accessibility Services

As a division of West Virginia University, WVU Tech partners with the main campus, to help WVU Tech students achieve success regardless of any physical, learning, psychological, sensory or other documented disability in compliance with guidelines of the Americans with Disabilities Act (ADA), Section 504, of the Rehabilitation Act of 1973, and current case law. For more information about available services, call 304.929.1342, email TechStudentLife@mail.wvu.edu, or visit <http://students.wvutech.edu/accessibility>.

Academic Calendar

2019-2020 Academic Calendar

FALL SEMESTER - 2019

Sunday, August 18.....	New Student Move-In
Sunday, August 18.....	Bear's Den Opens
Sunday, August 18 – August 20.....	New Student Orientation
Tuesday, August 20.....	Returning Student Move-In
Wednesday, August 21.....	On Campus First Day of Classes
Monday, September 2.....	Labor Day Recess: University Closed
Friday, September 27 thru Saturday, September 28 7.....	Homecoming
Thursday, October 10.....	Mid-Semester Reports Due
Thursday and Friday, October 10-11.....	Fall Break
Friday, November 22.....	Bear's Den Closes at 3:00 pm
Saturday, November 23.....	Halls Close at noon for Thanksgiving Break
Saturday, November 23 thru Sunday, December 1.....	Fall Recess
Sunday, December 1.....	Bear's Den Reopens at Noon
Sunday, December 1	Halls Reopen
Thursday, December 12.....	Last Day of Classes
Friday, December 13.....	Prep Day for Finals
Monday, December 16 thru Friday December 20	Final Exam Week
Friday, December 20	Bear's Den Closes at 3:00 pm
Friday, December 20	Winter Recess Begins
Saturday, December 21	Residence Hall Close at noon
Saturday, December 21.....	Commencement

SPRING SEMESTER - 2020

Friday, January 10New Student Orientation
Sunday, January 12.....Bear’s Den Opens at 4 pm
Sunday, January 12.....Residence Halls Open at 8 AM
Monday, January 13 On Campus First Day of Classes
Monday, January 20.....Dr. Martin Luther King Jr. Day: University Closed
Friday, March 6.....Mid-Semester Reports Due
Friday, March 13Bear’s Den Closes at 3:00 pm
Saturday, March 14.Halls Close for Spring Break at noon
Saturday, March 14 thru Sunday, March 22.....Spring Recess
Sunday, March 22Bear’s Den Opens at Noon
Sunday, March 22Halls Reopen at 8 AM
Friday, April 10..... Spring Holiday: University Closed
Friday, May 1.... Last Day of Classes
Monday, May 4 thru Friday, May 8 Final Examination Week
Friday, May 8.....Bear’s Den Closes at 3:00 pm
Saturday, May 9Halls Close at 2 PM
Saturday, May 9Commencement

Summer 2020

Monday, May 18On-Campus First Day of Classes
Monday, May 25Memorial Day Recess: University Closed
Monday, June 29.....2nd session classes begin
Friday, July 3Independence Day Recess: University Closed
Friday, August 7.....Final Exam for Second Six-Week Session and Twelve Week Session

Academic Information

For information specific to WVU Tech academics please refer to academic catalogues at:
<http://techregistrar.wvutech.edu/academic-calendar>

BOG STUDENT LIFE RULE 6.1

STUDENT RIGHTS AND RESPONSIBILITIES; STUDENT CONDUCT

SECTION 1: PURPOSE & SCOPE.

- 1.1 West Virginia University encourages students to engage in proactive and intentional efforts to build connections and relationships with their community. The University expects that every member of its academic community shares its historic and traditional commitment to honesty, integrity, and the search for truth.
 - 1.2 This Rule establishes general guidelines on student life at the University, including a statement on student rights and responsibilities. Additionally, this Rule establishes student conduct expectations for all University students and provided guidelines when student discipline is appropriate.
 - 1.3 This Rule applies to all students of West Virginia University, West Virginia University Institute of Technology, and West Virginia University Potomac State College.
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SECTION 2: STUDENT RIGHTS.

- 2.1 ***Freedom of Expression and Assembly.*** Students enjoy the freedoms of expression and assembly. In exercising these freedoms, students have certain rights and responsibilities, including, but not limited to, the following:
 - 2.1.1 To have access to campus resources and facilities, in accordance with applicable University policies and University operational needs;
 - 2.1.2 To espouse causes;
 - 2.1.3 To inquire, discuss, listen to, and evaluate;
 - 2.1.4 To listen to any person through the invitation of organizations recognized by the institution;
 - 2.1.5 To have a free and independent student press which adheres to the canons of responsible journalism;

- 2.1.6 To not violate the rights of others in matters of expression and assembly; and
 - 2.1.7 To abide by policies, rules and regulations of the Board of Governors and the University as well as any federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.
- 2.2 **Freedom of Association.** Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, University recognition of student organizations shall be at the University's sole discretion and shall be limited to those whose purposes comport with the educational mission of the institution.
- 2.3 **Right to Privacy.** Students are entitled to several rights of privacy, including, but not limited to, the following:
- 2.3.1 Confidential communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional staff as permitted and in accordance with other University policies;
 - 2.3.2 Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;
 - 2.3.3 Confidentiality of academic and disciplinary records in accordance with the Family Educational Rights and Privacy Act of 1974 and implementing regulations.

SECTION 3: ADMINISTRATION AND JURISDICTION FOR CODE OF STUDENT CONDUCT.

3.1 *Code of Student Conduct Administrator.*

- 3.1.1 The President shall appoint a University employee on each campus to serve as the University's Code of Student Conduct Administrator.
- 3.1.2 The Administrator shall design and administer a comprehensive student conduct program that:
 - 3.1.2.1 Develops and administers a Code of Student Conduct that contain written rules and regulations concerning the University's expectations for student conduct and when student discipline is appropriate;
 - 3.1.2.2 Reviews and investigates potential violations of the Code of Student

Conduct;

- 3.123 Identifies and addresses systemic patterns of student conduct violations;
- 3.124 Develops appropriate training, education, and communication regarding this Rule and the Code of Student Conduct to Members of the University Community, including the prohibited conduct, the process for review, investigation, and implementation of discipline and developmental education for students.

3.2 *Jurisdiction.*

- 3.2.1 The Code of Student Conduct shall apply to all Students enrolled in undergraduate, graduate, and professional programs.
 - 3.2.2 The Code of Student Conduct shall apply to student conduct that:
 - 3221 occurs on University premises or in connection with a University sponsored activity;
 - 3222 occurs off-campus and would unreasonably interfere with the educational or orderly operation of the University community, its mission, or its objectives determined by a reasonable person; or
 - 3223 occurs off-campus and in light of all of the facts and circumstances, would endanger the health and safety of the University community.
 - 3.2.3 The Code of Student Conduct shall apply to student conduct that occurs from the time of application for admission through the actual awarding of a degree, even if conduct occurs before classes begin or after classes end, during the academic year, or during periods between terms of actual enrollment.
 - 3.2.4 The Code of Student Conduct also shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending, and even if the student's conduct is not discovered until after a degree is awarded.
- 3.3 ***Additional Academic or Professional Requirements.*** Academic and professional standards of conduct may also apply to Students enrolled in programs that have adopted such standards.
- 3.4 ***Academic Dishonesty or Misconduct.*** The President may establish a separate policy and procedure than the Code of Student Conduct for violations of academic dishonesty or misconduct.

- 3.5 **Residence Life.** The President may establish a separate resolution procedure for violations of the Code of Student Conduct that occur within University supervised housing, whether committed by residents or nonresidents. This resolution procedure may include sanctions, with the exception of expulsion or suspension.
- 3.6 **Student Organizations.** The President may establish a separate resolution procedure for violations of the Code of Student Conduct that involve a student organization. This resolution procedure may include sanctions, including the student organization's loss of University recognition.
- 3.7 **Classroom Behavior.** The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in behavior that results in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period.
- 3.7.1 However, this provision shall not be used to punish classroom dissent. The lawful expression of a disagreement with a faculty member is not in itself disruptive behavior. A Student who believes that he or she has been treated in an arbitrary manner in this regard should contact the Dean of Students.
- 3.7.2 Longer suspensions from a class, or dismissal on disciplinary grounds, must be consistent with the Code of Student Conduct.
- 3.8 **Involuntary Withdrawal of a Student.** The President may establish a process to address any Student who poses a direct threat and immediately require that the Student withdraw from the University. The process shall ensure due process to the Student, including giving the Student a reasonable opportunity to be heard and respond before a final decision can be made. The process shall be implemented in a nondiscriminatory manner with all determinations based on an individualized assessment of a Student's observed conduct, actions, and statements, and not merely on knowledge or belief that a Student is or may be an individual with a disability. Further, all determinations to remove a Student will be made in consultation with a qualified healthcare professional to interpret all available information, and will not be based on a slightly increased, speculative, or remote risk of substantial harm.

SECTION 4: REQUIREMENTS OF CODE OF STUDENT CONDUCT.

- 4.1 **Prohibited Conduct.** The Code of Student Conduct shall list specific acts of prohibited conduct by Students that may result in sanctions. At minimum, all Students are required to obey applicable laws, to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations, with directives

issued by any University faculty, staff, or official acting in the course of his or her authorized duties, and to observe standards of conduct appropriate for an academic institution.

42 **Reporting.** The Code of Student Conduct shall establish a manner by which allegations of a Student's prohibited conduct are to be reported to the Administrator.

43 **Investigation.** The Code of Student Conduct shall establish a process by which allegations of a Student's prohibited conduct are thoroughly investigated by the Administrator.

43.1 Members of the University Community shall cooperative with the Administrator during the investigation and any subsequent hearing or procedure regarding allegations of prohibited conduct.

44 **Threshold Standard for Bringing Charges.** The Code of Student Conduct shall establish a minimal threshold standard for allegations to proceed through the conduct process.

45 **Applicable Sanctions.** The Code of Student Conduct shall include, at minimum, the following sanctions: Expulsion; Suspension; Probation; Warning; Community Service; Loss of Privileges; and Restitution. Any imposed sanction should be fair under the circumstances. Based on the facts and evidence obtained during the investigation, the Administrator will determine the sanction to seek, in consultation as appropriate with other University officials, so that any impact on a student's current academic program is considered.

46 **Complaints Seeking Suspension or Expulsion.** The Code of Student Conduct shall provide a process for determining responsibility for allegations, if true, would justify a suspension or an expulsion. At minimum, this process shall include:

46.1 notice of the charge, which shall include a brief, but detailed, statement of facts that support the allegation and put the accused Student on notice of the alleged conduct and the potential sanction(s) which may result if it is determined that the accused Student is responsible for the alleged prohibited conduct, and also clearly articulates whether past code violations will be considered in determining a sanction for the alleged current conduct;

46.2 an opportunity for an agreed resolution;

46.3 a hearing process procedure, including the opportunity to present evidence;

46.4 the procedure for selecting an impartial decision maker(s), which should ensure that both the due process rights of any accused Student and the fairness of the process are preserved;

46.5 a notice of outcome, which at a minimum, shall plainly state the decision and

shall plainly state the rationale for the decision;

4.66 in the event that the Student is found responsible for violating the Code of Student Conduct, the notice of outcome should include a brief statement of the facts relied upon by the decision maker, the assigned sanction, the impact that the Student's past conduct may have had on the determination of the assigned sanction, and an explanation of any appeal rights;

4.67 the right to counsel (at the Student's expense); and

4.68 an appeal.

4.7 ***Complaints Not Seeking Suspension or Expulsion (Conduct Conference)***. The Code of Student Conduct shall have a process for the administrative disposition of complaints not seeking suspension or expulsion through an informal conference ("Conduct Conference").

4.7.1 The Conduct Conference will be used for determining responsibility and a sanction for allegations, if true, that would not justify a suspension or an expulsion.

4.7.2 This process shall, at minimum, include: notice of the charge; an opportunity for an agreed resolution; opportunity to present evidence; notice of outcome; and appeal.

4.8 ***Complaints Involving Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, and Retaliation***. For complaints involving Prohibited Conduct as defined in West Virginia University Board of Governors Governance Rule 1.6, the interests of the complainant and the accused must be equally protected. Moreover, the disposition process shall complement BOG Governance Rule 1.6 and any procedure implemented in support of that Rule and shall be administered to achieve a prompt and equitable resolution.

4.9 ***Interim Suspension and Other Temporary Measures***. The Code of Student Code shall establish a process for the interim suspension of students and any other necessary temporary measures prior to a formal hearing or other disposition of allegations against a Student.

4.9.1 Such immediate interim action may be taken as is appropriate under the circumstances for a time period and under those conditions as necessary to ensure the safety and well-being of members of the University community or to preserve University property; to ensure the student's own physical or emotional safety and well-being; or to deter a threat of disruption or interference with the normal operations of the University.

- 4.92 At a minimum, the process for the interim suspension shall require written notice (electronic or hard copy) be given as soon as possible to a Student issued an interim suspension and that the matter be promptly brought to hearing or other disposition.
- 4.10 **Appeal.** The Code of Student Conduct shall allow for an appeal and include appropriate parameters for such an appeal.
- 4.11 **No Reprisal or Retaliation.** The Code of Student Conduct shall provide that no reprisal or retaliation of any kind shall be taken by any Member of the University Community against any Student who asserts his or her rights under this Rule or applicable law.
- 4.12 **Withholding Transcripts, Grades, and Degrees and Other Account Holds.** The Code of Student Conduct shall provide that the Administrator may direct the Registrar (or other appropriate campus office) to withhold the issuance of an official transcript, grade, diploma, certificate, or degree to a Student or issue another enrollment or account hold to a Student, pending conclusion of a Code of Student Conduct proceeding. If such an action is taken, the Administrator shall inform the Registrar as soon as practical of the conclusion of the proceedings and shall remove the hold, if consistent with the final disposition of the proceedings.

SECTION 5: DEFINITIONS.

- 5.1 “Administrator” mean the Code of Student Conduct Administrator or his or her designee.
- 5.2 “Member of the University Community” means (i) an individual engaged in any University activity or program, whether on or off campus; (ii) any individual lawfully on University property; (iii) any individual that is a University student, faculty, staff, University official, University volunteer, or a University visitor; and (iv) any vendor or contractor, including that vendor’s or contractor’s employees and independent contractors, who are working on campus.
- 5.3 “President” means the President of West Virginia University or his or her designee.
- 5.4 “University Premises” means all land, buildings, facilities, and other property owned, leased, operated, used, supervised or controlled by the University (including adjacent streets and sidewalks).
- 5.5 “University Official” means any person employed by, or acting on behalf of, the University, performing assigned academic, administrative or professional

responsibilities.

- 5.6 “Student Organization” means any number of students who have complied with the formal requirements for University recognition.
- 5.7 “Student” means all persons taking or auditing 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; or persons who are living in University supervised housing at any time, even if not enrolled at the University. A person will continue to be a “Student” until such status is terminated upon the occurrence of one or more of the following events:
- a. Graduation (without any indication of intent to pursue post graduate activities at the University during the following semester);
 - b. Voluntary withdrawal of the student from West Virginia University; or
 - c. Involuntary dismissal (or other withdrawal of the student initiated by the University) from all programs and activities of the University, and the exhaustion of all internal grievance procedures to redress the dismissal or withdrawal (if applicable).

SECTION 6: DELEGATION.

- 6.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule, including sufficient latitude and authority to implement any reasonable process necessary for the fair and efficient administration of this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 7: AUTHORITY.

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

SECTION 8: SUPERSEDING PROVISIONS.

- 8.1 This Rule supersedes and replaces former Board of Governors Policy 10 and Policy 31 and any other Rule of Higher Education Policy Commission which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes and replaces any internal University policy or procedure which relates to the subject matter contained within this Rule

WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY

DIVISION OF STUDENT LIFE

**STUDENT CONDUCT CODE AND DISCIPLINE PROCEDURE
FOR WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY**

Section 1: General.

- 1.1. Purpose: To establish written rules, regulations, and procedures concerning student conduct and discipline for West Virginia University Institute of Technology.
- 1.2. Authority: Board of Governors Rule 6.1
- 1.3. Scope: This code applies to all students associated with West Virginia University Institute of Technology, which is a divisional campus of West Virginia University under the authority of the West Virginia University Board of Governors.
- 1.4. Effective Date: August 12, 2013; amended August 21, 2015; October 17, 2018.

Section 2: Definitions.

- 2.1 “Tech” means the divisional campus of West Virginia University known as West Virginia University Institute of Technology.
- 2.2 The definitions set forth in Section 4 of West Virginia University Board of Governors Rule 6.1, University Student Conduct and Discipline Policy, are incorporated by reference as if fully set forth herein.

Section 3: Establishment of Student Code.

- 3.1 The President of West Virginia University Institute of Technology, as the President’s designee for Tech, hereby establishes the following written rules, regulations, and procedures concerning student conduct and discipline (the “Student Code”).

Section 4: Student Code Administrators.

- 4.1 The professional staff members of the Office of Campus Life shall serve as the Student Code Administrators for Tech and shall be available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying the Student Code.

- 4.2 The Office of Campus Life is located at 505 S. Kanawha Street; this office shall be the official repository for all conduct-related materials concerning students associated with Tech.
- 4.3 Requests for conduct-related materials concerning students associated with Tech should be made to the Dean of Students who is the custodian of such materials.
- 4.3 The Student Code Administrators are charged with the following duties, which shall be undertaken in a manner to ensure the fair administration of this Student Code:
- (1) Provide information to any segment or individual within the University wishing to bring charges against one or more students;
 - (2) Inform any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
 - (3) Instruct 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 Tech 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 provide and/or coordinate training opportunities for all members, both student and faculty;
 - (6) Attend hearings, present the facts and information obtained from the investigation on behalf of Tech, ask questions of witnesses, and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

Section 5: Jurisdiction of the Student Code.

- 5.1 This Campus Student Code shall apply to conduct that occurs on University premises; at University sponsored activities; to conduct that does not occur on University premises but adversely affects or interferes with the educational or orderly operation of the University, its mission, or the pursuit of its objectives; to conduct that does not occur on University premises but, in light of all of the facts and circumstances, would endanger the health, safety, or property of the University, the University Community, or its neighboring communities; and to conduct that occurs on or off of University premises or property

which violates federal, state, or local laws, policies of the West Virginia University Board of Governors, institutional or campus rules or regulations, directives of University officials, including failing to observe standards of conduct which are appropriate for an academic institution.

- 5.2 Conduct from the time of application for admission through the actual awarding of a degree, even if conduct occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment is subject to this Student Code. The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending, and even if the student's conduct is not discovered until after a degree is awarded.
- 5.3 This Student Conduct Code shall apply to all students enrolled in undergraduate, graduate, and professional programs. Academic and professional standards of conduct will also apply to students enrolled in programs that have adopted such standards, i.e., all students are subject to this Student Code and some students may be concurrently subject to additional standards as determined by the respective academic programs.

Section 6: Prohibited Conduct.

6.1 General.

All students of the University and, to the extent applicable, all student organizations are expected and required to obey federal, state, and local laws, to comply with the policies of the West Virginia University Board of Governors, with institutional or campus rules and regulations, with directives issued by any University official, and to observe standards of conduct appropriate for an academic institution.

6.2 Specific Acts.

A student and, to the extent applicable, any student organization that commits any of the following acts is subject to action by the University under the Campus Student Code:

- a) *Sexual misconduct.* "Sexual misconduct" is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means "Sexual Assault" or "Sexual Exploitation."
- b) *Prohibited drug related conduct.* "Prohibited drug related conduct" means (1) possessing; (2) manufacturing; (3) producing; (4) distributing; (5) selling; (6) possessing with the intent to distribute or sell; or (7) being under the influence of any illicit drug, synthetic drug, or other controlled substance. It also means (8) using any prescribed drug in a manner inconsistent with the prescription; (9) driving or operating a vehicle while

under the influence of any illicit drug, synthetic drug, or other controlled substance; or (10) intentionally or recklessly inhaling, ingesting, or using in any manner inconsistent with its purpose any chemical, liquid, substance or other compound.

- c) *Prohibited alcohol related conduct.* “Prohibited alcohol related conduct” means violating West Virginia University Board of Governors Policy 18 (or its successor) or being a student (1) under the age of twenty-one, who consumes or possesses alcohol; (2) who gives alcohol to a person under the age of twenty-one; (3) who drives or operates a vehicle while under the influence of alcohol; (4) who is in public or on University premises in an intoxicated condition; (5) who possess an open container of alcohol, regardless of their age, in or on any public sidewalk, street, or other place; or (6) failure of a student organization to take all necessary steps to ensure that no person under the legal drinking age is provided alcoholic beverages at a function it sponsors or within any property or transportation it owns, operates, or rents.
- d) *Impermissible burning.* “Impermissible burning” means (1) setting fire to; (2) causing a fire to be set to; or (3) aiding, inciting, enticing, or soliciting any person to set fire to furniture, vehicles, garbage, dumpsters, garbage receptacles, construction material, rubbish, debris, brush, or any other material, unless specifically permitted. “Impermissible Burning” also means contributing or adding furniture, vehicles, garbage, dumpsters, garbage receptacles, construction material, rubbish, debris, brush, or any other material to a fire that has already been set, unless specifically permitted.
- e) *Riotous behavior and hooliganism.* “Riotous behavior and hooliganism” means participation in a disturbance of two or more persons acting with the common purpose to commit or incite any action that threatens, presents a danger to, or terrorizes the public. However, riotous behavior and hooliganism does not mean peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
- f) *Aiding, abetting, assisting, or facilitating prohibited behavior.* “Aiding, abetting, assisting, or facilitating prohibited behavior” means to be actively associated with or actively encouraging another person or persons whose behavior is in violation of this Student Code, University policy, or the law.
- g) *Attempting or Causing Physical Harm to Another.* “Attempting or Causing Physical Harm to Another” means attempting to commit a violent injury to another person or committing an act that places another person in reasonable apprehension of immediately receiving a violent injury. It also means intentionally making physical contact of an insulting or provoking nature with another person or intentionally causing physical harm to another person.
- h) *Misconduct at Tech athletic events, concerts, or other events.* For purposes of this section only, “misconduct” means failing to follow event or venue rules or

guidelines or interfering in any way with the athletic event, concert, or other event, including but not limited to throwing objects into a crowd, at another person, or onto a playing field, court, or stage, or acting in a manner that reasonably interferes with others' enjoyment of the athletic event, concert, or other event.

- i) Violating West Virginia University Board of Governors policies, institutional rules and regulations, or campus rules and regulations. "Violation of West Virginia University Board of Governors policies, institutional rules and regulations, or campus rules and regulations" means engaging in conduct that violates West Virginia University Board of Governors policies, institutional rules and regulations, or campus rules and regulations. A charge alleging a violation of a University policy, rule, or regulation shall identify the policy, rule, or regulation violated.
- j) Violation of federal, state, or local law. "Violation of federal, state, or local law" means engaging in conduct that violates federal, state, or local law whether such conduct takes place on campus or off campus or whether civil or criminal penalties may also be imposed for such conduct. A violation of this provision is not predicated upon a final determination by a court of law. In other words, it is not necessary for a student to have been actually found to have violated a federal, state, or local law by a court of law in order to be disciplined under this Student Code. It is only necessary that a student be found to have engaged in such prohibited acts by processes under the Student Code. It is specifically noted here that the standard of proof in the Student Code process is distinct and different from what is applied in criminal federal, state, and local law violations. A charge alleging a violation of a federal, state, or local law shall identify the federal, state, or local law violated.
- k) Endangerment. "Endangerment" means engaging in conduct that endangers the health or safety of any person, or causes a reasonable person to fear for his/her safety or the safety of another.
- l) Obstruction or disruption. "Obstruction or disruption" means acting alone or in concert with others to unreasonably obstruct, disrupt, or interfere with a teaching, educational, research, administrative, disciplinary, public service, other activity or public performance authorized to be held or conducted on or off campus, or the duties or actions of public safety officials. Obstruction or disruption includes, but is not limited to, (1) misconduct in the classroom or other university setting; (2) any act that interrupts, modifies, or damages the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions; (3) any act that damages or interferes with a utility service or equipment, such as on the University's PRT, communication service or equipment, University computers, computer programs, computer records or computer networks accessible through the University's computer resources; or (4) any action of a student that fails to comply with lawful directions of University officials or law enforcement officers acting in the performance of their duties.

- m) Indecent exposure. “Indecent exposure” means exposure of the private or intimate parts of the body in public or in private premises when such exposure may be readily observed by others without consent.
- n) Obscene conduct “Obscene conduct” means conduct which the average individual applying contemporary University standards would find (i) taken as a whole, appeals to the prurient interest; (ii) depicts or describes in a patently offensive way ultimate sexual acts, normal or perverted, actual or simulated; and (iii) the matter, taken as a whole, lacks serious literary, artistic, political or scientific value.
- o) Theft “Theft” means the taking of possession of the property of another without consent.
- p) Damage, vandalism, or misuse of property.
- q) Prohibited computer or electronic activity. “Prohibited computer or electronic activity” means (1) unauthorized entry into a file to use, read, change the contents, or other purpose; (2) unauthorized transfer of a file; (3) unauthorized use of another individual’s identification and password; (4) use of a computer or other electronic device to unreasonably interfere with the work of another student, faculty member, or University official; (5) use of a computer or other electronic device to send obscene or abusive messages; (6) use of a computer or other electronic device to unreasonably interfere with the normal operation of the University’s network; or (7) use of a computer or other electronic device in violation of copyright laws.
- r) Tampering with emergency response equipment. “Tampering with emergency response equipment” means interfering with or unnecessarily using a fire-alarm system, sprinklers, smoke detectors, fire-fighting equipment, or any other public safety or emergency call device.
- s) Making false reports. “Making false reports” means reporting an emergency, crime, fire or that a bomb or other explosive has been placed on premises when knowing such a report is wrong or inaccurate.
- t) Hazing. “Hazing” means any action or situation which (1) endangers or adversely affects the mental or physical health or safety of another person or persons; (2) would cause extreme embarrassment or adversely affect the dignity of another person or persons; or (3) causes another person or persons to destroy or remove public or private property. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, alcohol, drug or other substance, any activity which would subject an individual or individuals to extreme mental stress, such

as sleep deprivation or forced exclusion from social contact. Hazing with or without the consent of a student is prohibited. Initiations or activities of student organizations are prohibited from including any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. Any student who knowingly witnesses or acquiesces in the presence of hazing is also subject to discipline.

- u) Stalking. “Stalking” is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: (i) fear for his or her safety or the safety of others; or (ii) suffer Substantial Emotional Distress.

- v) Harassment. “Harassment” is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means conduct that creates a Hostile Environment and is based upon an individual’s race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression. In no event shall this provision be used to discipline a student for speech protected by the First Amendment.

- w) Discrimination. “Discrimination” is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means conduct that is based upon an individual’s race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression and excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a University program or activity.

- x) Domestic Misconduct. “Domestic misconduct” is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means “Domestic Violence” and “Dating Violence.”

- y) Retaliation. “Retaliation” is defined in West Virginia University Board of Governors Governance Rule 1.6. The definition can be found here, in full, here: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>. In summary, it means to take an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with that individual’s

educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further Governance Rule 1.6.

- z) Academic dishonesty. The term “academic dishonesty” means plagiarism; cheating and dishonest practices in connection with examinations, papers, and/or projects; and forgery, misrepresentation, or fraud as it relates to academic or educational matters.
- 1) The term “plagiarism” means the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including, but not limited to, the unacknowledged use of materials prepared by another individual engaged in the selling of term papers or other academic materials.
 - 2) The terms “cheating and dishonest practices in connection with examinations, papers, and/or projects” means (i) giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade; (ii) depending upon the aid of sources beyond those authorized by the instructor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (iv) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - 3) The terms “forgery, misrepresentation, or fraud as it relates to academic or educational matters” means (i) wrongfully altering, or causing to be altered, the record of any grade or other educational record; (ii) use of University documents or instruments of identification with the intent to defraud; (iii) presenting false data or information or intentionally misrepresenting one’s records for admission, registration, or withdrawal from the University or from a University course; (iv) knowingly presenting false data or information or intentionally misrepresenting one’s records for personal gain; (v) knowingly furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation; or (vi) knowingly furnishing false statements in any University academic proceeding.
- aa) Tampering with or falsifying an official record. “Tampering with or falsifying an official record” means altering or assisting in the altering of any official record of the University or submitting false information or omitting requested information that is required for or related to an application for admission, the awarding of a degree, or

any official record of the University. This conduct may result in a prohibition against readmission, revocation of degree, and/or withdrawal of diploma.

- bb) Intrusion of Privacy. “Intrusion of privacy” means unreasonably invading the private domain or seclusion of another by any means, including observation, videotaping, audio taping, photographing, or capturing the actions, image, audio, or likeness of any other member of the University community without permission or knowledge, when such member of the University community has a reasonable expectation of privacy.
- cc) Possession of deadly weapons or destructive devices. “Possession of deadly weapons or destructive devices” means possessing or using any type of deadly weapon, firearm, imitation firearm, ammunition, explosive, firework, dangerous chemical, or other destructive device while on University premises. “Firearm” means any item which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. “Deadly weapon” means any device, instrument, material, substance, or object, whether animate or inanimate, designed to be used to produce serious bodily injury or death or is readily adaptable to such use. This provision does not apply to those individuals specifically permitted by University policy or procedure to possess such items.
- dd) Unauthorized Entry or Use. “Unauthorized Entry or Use” means to enter or remain without consent or lawful purpose in any building, room, structure, facility, vehicle, construction area, roof top, or other premises.
- ee) Unauthorized Use of Keys or Other Access Devices “Unauthorized use of keys or other access devices” means to possess, duplicate, or use a key or other access device, including an electronic keycard or other device used to grant access, to any Tech building, room, structure, facility, vehicle, construction area, roof top, or other Tech related premises without proper authorization.
- ff) Attempting to engage in an act prohibited by the Student Code. An “attempt” is defined as conduct that, if successful, would constitute or result in the prohibited conduct. Any student who abandons an attempt or prevents the prohibited conduct from occurring under circumstances that demonstrate a complete and voluntary renunciation of the prohibited conduct will not be subject to disciplinary action.
- gg) Deceptive Organizational Practices. “Deceptive Organizational Practices” means (1) fraudulently or improperly holding out an organization as being recognized by the University when in fact the organization is not officially recognized by the Division of Student Life and has not followed the applicable recognition requirements; (2) any behavior that utilizes deception to mislead any student regarding the organization; or (3) failing to utilize organization funds or dues consistent with the purpose in which those funds or dues were collected.

hh) Abuse of the Student Code. A student who engages in any of the following actions is subject to discipline for abuse of the Student Code:

1. Failure to obey the notice from a Student Code Administrator or other Tech official to appear for a meeting or hearing concerning violations of the Student Code.
2. Falsification, distortion, or misrepresentation of information at any point in the student conduct process.
3. Disruption or interference with the orderly conduct of a Student Code proceeding.
4. Initiating a Student Code proceeding in bad faith.
5. Attempting to discourage or discouraging an individual's proper participation in, or use of, Student Code proceedings.
6. Retaliating against an individual because of the individual's participation in, or use of, Student Code proceedings.
7. Attempting to influence or influencing the impartiality of a member of a Hearing Panel prior to, and/or during the course of, a Student Code proceeding.
8. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Panel prior to, during, and/or after any Student Code proceeding.
9. Influencing or attempting to influence another person to commit an abuse or violation of the Student Code.
10. Failing to comply with one or more sanctions imposed under the Student Code.
11. Knowingly violating the terms of a disciplinary sanction imposed in accordance with the Student Code.

Section 7: Sanctions.

- 7.1 It is expected that the University will impose or seek a sanction that is fair under the circumstances. To that end, a student found responsible for a violation or violations of the Campus Student Code shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including the student's conduct record. A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension. Sanctions available for violations of the Campus Student Code include any of the following:

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

- g) Restitution: Students may be required to make payment to Tech or to other persons, groups, or organizations for loss, damage, or injury incurred as a result of a violation of any Student Code. This may take the form of appropriate service and/or monetary or material replacement. Once restitution is satisfied, the student must provide documentation to the Office of the Student Conduct.
- h) Revocation: Admission to the University may be revoked for a violation of the Code if the violation was committed before the student arrives on campus. Likewise, a degree awarded from the University may be revoked for a violation of the Code if the violation was committed before the student graduates.
- i) Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified. For example, students may be subject to dismissal from Tech housing for disciplinary violations which occur in the residence halls. Likewise, community service, educational classes, and other work or research projects may also be assigned.
- j) No Contact Order: Students may be issued a permanent no contact order, which is a directive to refrain from any intentional contact, whether direct or indirect, with one or more designated persons or group(s) through any means, including, but not limited to, personal contact, e-mail, telephone, social media or third parties.

7.2 Attempts to commit acts prohibited by a Student Code may be punished to the same extent as completed violations.

7.3 Repeated or aggravated violations of any section of this Student Code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

7.4 Sanctions for prohibited conduct occurring off campus shall not be more severe than for similar on-campus conduct.

7.5 Misconduct, other than constitutionally protected expression, motivated by bias based on race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression should be considered an aggravating factor for sanctioning.

Section 8: Interim Suspension.

8.1 Imposition of Interim Measures: When the alleged actions of a student threaten the operations or safety of the University, interim measures may be put into place. Interim measures are administrative directives that are intended to insure the safety of the University and prevent a situation from escalating; they are not disciplinary in nature. Interim measures may be made at any point after a referral is received and may include, but are not limited to:

- i. Administrative directives for no contact;
- ii. Temporary or permanent re-assignment of university housing; and/or
- iii. Restriction of access to particular areas of campus.

The Campus Student Conduct Administrator will make decisions on interim measures after appropriate consultation. Professional staff in housing and residence life may initiate an immediate residential move in the case of allegations of sexual misconduct, violence, or threats of violence. They may also issue temporary administrative directives for no contact under the same circumstances. Housing and residence life will notify Office of Student Conduct in writing of any interim measures they initiate as soon as possible. All interim measures described above will be documented in writing and will be made on an individualized basis.

8.2 Imposition of Interim Suspension. The Campus Student Code Administrator may impose an interim suspension prior to a formal hearing or other disposition of allegations against a student when the Campus Student Code Administrator has reasonable cause to believe that a student's presence on University premises presents: (a) a significant risk of substantial harm to the student, other individuals, or property; or (b) an ongoing threat of disrupting the normal operations of the University.

8.3 Conditions of Interim Suspension. Such immediate interim disciplinary action may be taken as is appropriate under the circumstances for a time period and under those conditions as may be determined by the Campus Student Code Administrator in order to ensure the safety and well-being of members of the University community or to preserve University property; to ensure the student's own physical or emotional safety and wellbeing; or to deter a threat of disruption or interference with the normal operations of the University. During an interim suspension, the suspended student may be denied access to all or some of the property owned or controlled by the University and to some or all other University activities or privileges for which the student might otherwise be eligible, provided that such restrictions are stipulated in the interim suspension notice.

8.4 Procedure for Interim Suspension.

- a) Notice. If the Campus Student Code Administrator imposes an interim suspension, then the student will receive written confirmation of the interim suspension. The notice will state the facts and circumstances warranting the interim suspension, the conditions of the interim suspension, that an administrative hold will be placed on the student's account, and the student's review rights.

b) Review. Within three (3) academic days of the imposition of the interim suspension, the student may petition the Dean of Students or designee to review the reliability of the information concerning the alleged harm or ongoing threat. The petition for review must be in writing and may include evidence supporting the student's position that the student does not pose or no longer poses a significant risk of substantial harm to the individual, others, or property or an ongoing threat of disrupting the normal operations of the University.

c) Final Determination. If, after considering the petition for review and evidence, the Dean of Students or designee affirms the decision to interim suspend, the matter will proceed promptly to a hearing without undue delay, unless additional time is requested by the student. However, if, after considering the petition for review and evidence, the Dean of Students or designee determines that the student has established by a preponderance of the evidence that the student does not pose or no longer poses a significant risk of substantial harm to the individual, others, or property or an ongoing threat of disrupting the normal operations of the University, the interim suspension will be lifted and the matter will proceed according to the normal process, up to and through a hearing, if required.

Section 9: Conduct Process. ¹

9.1 Complaints or Allegations of Misconduct.

- 9.1.1 Any member of the Tech community who believes that a violation of the Student Code has occurred may file a complaint with the Office of the Dean of Students. Complaints of student misconduct should be submitted to the Office of the Dean of Students as soon as possible following the alleged misconduct or the date on which the individual knew or should have known of the misconduct.
- 9.1.2 Regardless of whether a formal complaint is ever filed, allegations of student misconduct, from any credible source, will be reviewed by the Student Code Administrator, or other appropriate personnel.
- 9.1.3 No complaint or allegation of student misconduct will be investigated more than one (1) year after the alleged misconduct took place or after the alleged misconduct should have been discovered, unless good cause is shown for the delay.

¹ Note: Certain modifications apply in cases where the complaint or allegation involves discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation, as defined in Rule 1.6. Please see Section 10 for more details.

9.2 Investigation.

- 9.2.1 The University or, in certain circumstances, an investigator appointed by the University, shall investigate each formal complaint or allegation of student misconduct from a credible source. The investigator may summon by written or electronic request any member of the Tech community for a meeting for the purposes of investigating and/or discussing allegations of prohibited conduct, whether such allegations have been formally submitted or have otherwise been made known to the investigator.
- 9.2.2 If, after investigating the complaint or allegation of student misconduct, the University finds that it is reasonable to believe that the accused student violated the Campus Student Code, then, subject to 9.2.2.1, charges will be brought against the student.
- 9.2.2.1. Before charges are brought against a student, the Office of Student Conduct, the Accused Student, and a Complainant (if applicable) may agree to an Agreed Resolution consistent with Section 9.4.
- 9.2.3 If, after investigating the complaint or allegation of student misconduct, the Student Code Administrator does not find that there are reasonable grounds to conclude that the student violated the Student Code, then the complaint or allegation will be dismissed. In the event the complaint or allegation is dismissed, the Student Code Administrator shall indicate the reason for the dismissal and notify the accused student in writing.

9.3 Notice of the Charge.

- 9.3.1 If there are reasonable grounds to conclude that a violation of the Student Code has occurred, then the Student Code Administrator shall prepare a formal written charge of alleged prohibited conduct (the "Charge").
- 9.3.2 The Charge shall be provided to any student suspected of prohibited conduct as soon as possible after the investigation is concluded.
- 9.3.3 The Charge shall be addressed to the student who allegedly violated the Student Code (the "Accused Student") and shall include a brief outline of the facts upon which the Charge is based and potential sanctions which may result if the Accused Student is found responsible.
- 9.3.4 In deciding which sanctions to seek, the Student Code Administrator may consult with the appropriate Tech officials and ensure that the sanctions sought are commensurate with the alleged violations and the Accused Student's prior student code of conduct violations, if any.
- 9.3.5 The Charge shall be delivered electronically to the Accused Student through Tech's designated student e-mail system regardless of where the student resides. Additionally, a copy of the Charge shall be sent via campus mail to any student who resides on campus or via regular mail to any student who resides off campus.

- 9.3.6 The Charge shall include written notice to the Accused Student that prior student code violations may be considered in the determination of sanctions and that the Accused Student will be provided an opportunity to address any such information.
- 9.3.7 The Charge shall identify a date and time for the Accused Student to meet with the Student Code Administrator, or other appropriate personnel, to discuss the Student Code, its procedures, and the remedial options available to the Accused Student, including whether the Student Code Administrator and the Accused Student can agree on the facts and, if warranted, identify a mutually-agreeable sanction to be imposed.

9.4 Agreed Resolution.

- 9.4.1 In all situations, including where suspension or expulsion is an available sanction, the Student Code Administrator and the Accused Student may agree on the facts and, if warranted, identify a mutually-agreeable sanction(s) to be imposed. In such a case, the agreed upon facts and sanction(s) shall be reduced to writing, dated, and signed by the Accused Student (“Agreed Resolution”).
- 9.4.2 An Agreed Resolution shall be final and not subject to any subsequent proceedings, unless the Accused Student submits a written objection to cancel the Agreed Resolution to the Student Code Administrator within one (1) calendar day of the date it was signed. If the Accused Student objects to the Agreed Resolution and no further agreement can be reached, the matter shall proceed in accordance with 9.4.3 or 9.4.4 below.
- 9.4.3 In situations where the Student Code Administrator and the Accused Student cannot agree on the facts and the sanction(s) to be imposed and neither expulsion nor suspension is sought as a sanction, the case shall continue to a Conduct Conference.
- 9.4.4 In situations where the Student Code Administrator and the Accused Student cannot agree on the facts and the sanction(s) to be imposed and expulsion or suspension is sought as a sanction, the case shall be referred to a Hearing Panel for formal review.

9.5 Conduct Conference.

- 9.5.1 The administrative disposition of complaints not seeking suspension or expulsion shall be handled by an informal conference between the Accused Student and the Student Code Administrator (“Conduct Conference”). The Conduct Conference will be used for determining responsibility and a sanction for matters or situations in which the alleged actions, if true, would not justify a suspension or an expulsion.
- 9.5.2 **Opportunity to Present Evidence.** During a Conduct Conference, an Accused Student will be given an opportunity to present evidence to the Student Code Administrator to determine whether the Accused Student is responsible for violating the Student Code as accused.
- 9.5.3 **Notice of Outcome.** After consideration of the evidence, the student is entitled to written notification of the outcome of the Conduct Conference (“Outcome Letter”). The Student

Code Administrator's determination of responsibility shall be based on a preponderance of the evidence. Each Outcome Letter shall plainly state the decision and shall plainly state the rationale for the decision; in the event that the student is found responsible for any part of the Charge, the Outcome Letter will include a brief statement of the facts relied upon by the Student Code Administrator, the assigned sanction, and an explanation of appeal rights.

9.5.4 **Appeal.** The Outcome Letter that is issued following a Conduct Conference may be appealed in accordance with Section 10 below.

9.6 Pre-Hearing Procedures for Charges Seeking Expulsion or Suspension.

9.6.1 **Scheduling.** When necessary, a hearing shall be scheduled by the Student Code Administrator not fewer than ten (10) days following the attempt to reach an Agreed Resolution. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Code Administrator.

9.6.2 Hearing Notice.

- a) The Student Code Administrator shall prepare a written notice of hearing (a "Hearing Notice") that sets forth the date, time, location of the scheduled hearing, and anticipated witnesses that will be relied upon by the University to prove the alleged conduct.
- b) Identification of witnesses by the Campus Student Code Administrator is not a guarantee or assurance that such witnesses will appear or be called at the hearing.
- c) The Hearing Notice shall be delivered electronically using the University's designated student e-mail system to the Accused Student and any other student-witnesses or, if necessary, by any other means reasonably designed to ensure the appropriate individuals receive notice.

9.6.3 **Request for Separate Hearings.** For matters involving more than one Accused Student, the students may request separate hearings; such requests shall be granted by the Student Code Administrator unless such arrangements cannot be accommodated for good cause.

9.6.4 Evidence & Witnesses.

- a) At least five (5) academic days prior to the scheduled hearing, the Accused Student shall submit to the Student Code Administrator and the Student Code Administrator shall send to the Accused Student the names and purpose of any witnesses that they intend to rely on at the hearing.
- b) At least five (5) academic days prior to the scheduled hearing, the Accused Student shall submit to the Student Code Administrator and the Student Code Administrator

shall submit to the Accused Student all documentary evidence (pertinent records, information, and written statements) that is to be considered by the Hearing Panel.

- c) Prospective witnesses, other than the Complainant(s) or other Accused Students, may be sequestered from the hearing during other witnesses' testimony. Cell phones and other electronic devices may be secured by reasonable means determined by the Hearing Adjudicator prior to hearing in order to eliminate texting or e-mailing information about the hearing to other witnesses. The devices will be returned to each witness after they have been excused from the hearing.

9.7 Selection of the Hearing Panel for Charges Seeking Expulsion or Suspension.

- 9.7.1 The Faculty Assembly shall constitute the pool of potential members of the University community who will ultimately evaluate the facts and circumstances related to each specific matter of student misconduct ("Hearing Panel"). This pool consists of: one faculty chairperson; no less than eleven additional faculty members; and no less than eleven students, who are nominated by the President of the Student Government Association in the fall of each year to serve a one-year term, from October 1 to September 30. For so long as the membership of these Faculty Assembly appointments is consistent with this section, that members shall serve as the pool for each Hearing Panel.
- 9.7.2 Each Hearing Panel shall be composed of three or five members chosen from University Committee of Student Rights and Responsibilities.
- 9.7.3 Individuals selected to serve on a Hearing Panel shall maintain high ethical standards and in so doing, agree to be bound by a Code of Ethical Standards prepared by the Student Code Administrator, and attached here as Appendix 1.
- 9.7.4 At a minimum, each Hearing Panel shall be comprised of at least one student and a faculty majority.
- 9.7.5 One faculty member on a Hearing Panel shall serve as the Chair of the Hearing Panel (the "Chair").
- 9.7.6 Prior to the hearing, the Accused Student will have an opportunity to review a list of the University Committee on Student Rights and Responsibilities members and will be given an opportunity to strike a maximum of two members from consideration for the Hearing Panel that will hear the Accused Student's case. 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.
- 9.7.7 Notwithstanding anything else in this Code, Tech reserves the right to select appropriate individuals to serve on a Hearing Panel in order to ensure that both the due process rights of the Accused Student and the fairness of the process are preserved.

9.8 Hearing Procedures for Charges Seeking Expulsion or Suspension.

Hearings shall be conducted according to the following:

- a) Hearings shall be conducted in private.
- b) The Student Code Administrator will present the facts and information obtained from the investigation to the Hearing Panel on behalf of Tech.
- c) The Accused Student and Student Code Administrator may make statements and ask questions of witnesses.
- d) All procedural questions are subject to the final decision of the Chair of the Hearing Panel.
- e) Formal rules of evidence shall not apply, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student or Tech results. Rather, the Chair shall have the authority to decide any issues regarding relevancy or admissibility that may arise during the hearing.
- f) The Chair shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
- g) The Hearing Panel may ask questions of a witness. Questioning of witnesses will be conducted in a format identified by the Chair.
- h) Consideration of all evidence by the Hearing Panel shall be at the discretion of the Chair.

9.9 Attendance.

If an Accused Student, after receiving a Hearing Notice, does not appear for a hearing, the hearing will proceed without the Accused Student. However, no inference may be drawn against an Accused Student for failing to attend a hearing and no decision shall be based solely on the failure of the Accused Student to attend the hearing.

9.10 Legal Counsel or Advisors.

The Accused Student and any other student participating in the conduct process, if any, may have an advisor accompany him or her to a hearing for charges seeking suspension or expulsion. The advisor may be an individual that is either a member of the faculty, staff, or a student at West Virginia University. Advisors may participate in the proceedings consistent with the Hearing Adjudicator's instructions.

Instead of or in addition to an advisor, the Accused Student may be represented by legal counsel at a hearing for charges seeking suspension or expulsion. Any lawyer appearing at a hearing on a student's behalf must be licensed to practice law in the State of West Virginia and can actively participate in the hearing.

A student should select an advisor or legal counsel whose schedule allows attendance at the scheduled date and time for the hearing. Delays will not normally be allowed due to the scheduling conflicts of an advisor or legal counsel. Further, failure to secure an advisor or legal counsel will not cause a hearing to be postponed or canceled.

9.11 Deliberations.

After the portion of the hearing concludes in which all pertinent information has been received, the Hearing Panel shall privately deliberate whether the Accused Student is responsible as charged. After determining whether the student is responsible, by a majority vote, for the alleged conduct by the Hearing Panel, the Accused Student shall be notified of the finding by the Hearing Panel.

9.12 Standard of Proof.

The Hearing Panel's determination of responsibility shall be based on a preponderance of the evidence. "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

9.13 Imposition of Sanctions.

In the event that an Accused Student has been found "Responsible" on any charge, the Hearing Panel shall receive additional information regarding the student's academic transcript and student conduct history, request proposed sanctions from both the Accused Student, and hear impact statements by both the Accused Student and the victim(s) (if any). After receiving the aforementioned information, the Hearing Panel shall deliberate and agree, by majority vote, on the sanction(s) in private. After a sanction has been determined by the Hearing Panel, the Accused Student shall be notified of the sanction(s) by the Hearing Panel.

9.14 Outcome Letter.

After a decision is made, the student is entitled to written notification of the outcome of the hearing ("Outcome Letter"). Each Outcome Letter shall plainly state the decision and shall plainly state the rationale for the decision; in the event that the student is found responsible for any part of the Charge, the Outcome Letter will include a brief statement of the facts relied upon by the Hearing Adjudicator, the assigned sanction(s), and an explanation of any appeal rights.

9.15 Transcript of the Proceedings.

9.15.1 All hearings will be recorded. The University will maintain the audio recordings of all hearings (not including deliberations) which remain the property of the University. Participants are prohibited from making their own recordings. Upon written request, an Accused Student shall be provided access only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g (2012)) and pursuant to any other conditions for access as may be deemed necessary by the Dean of Students or his/her designee.

- 9.15.2 All hearings are recorded using technology chosen by the Student Code Administrator; however, alternative recording methods, i.e., a court reporter, may be requested by an Accused Student, provided, however, that the Accused Student shall bear the full expense of the alternative recording method. To accommodate such a request, all involved students must provide written consent in advance of the scheduled hearing.

Section 10: Appeals Process.

- 10.1 Students who have violated the Student Code, as determined by a Hearing Panel or a Student Code Administrator, may appeal the decision and/or the imposed sanction within five (5) days from the date that the Outcome Letter is sent. If the student does not submit an appeal within the prescribed time, the sanction(s) will be applied, no appeal will be considered and the matter will be concluded.
- 10.2 A written appeal and supporting documents, if any, shall be submitted to the Dean of Students with a copy to the Student Code Administrator.
- 10.3 Subject to Section 11/3(g), sanctions are stayed pending the appeal outcome. However, if there is a perceived danger to Tech property or to the Tech community, interim sanctions such as residence hall removal or suspension from Tech may remain in place until the appeal process is complete.
- 10.4 The Dean of Students or designee, shall review the record and supporting documents to consider only the following:
- a) To determine whether jurisdiction was properly asserted under this Student Code;
 - b) To determine whether the underlying proceeding was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, such that no significant prejudice to a student or Tech resulted;
 - c) To determine whether the decision reached was clearly unreasonable based on the information presented; and
 - d) To determine whether the sanction(s) imposed were appropriate.
- 10.4.1 The Dean of Students or designee shall consider the appeal and deliver a decision within thirty (30) days of 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.
- 10.4.2 The Dean of Students or his/her designee may decide to:
- a) Deny the appeal;
 - b) Modify, reduce or otherwise limit the sanction(s) imposed (more severe sanctions may not be imposed on appeal by the Dean of Students or his/her designee);

- c) Direct the Office of Campus Life to provide a new proceeding, or allow the student to have his or her case handled beginning at any specific stage of the Student Conduct process; or
- d) Remand the matter to the original decision maker with specific instructions that shall be carried out.

10.4.3 If an appeal is not upheld by the Dean of Students or his/her designee, as applicable, the matter shall be considered final and binding upon all involved.

Section 11: Complaints or Reports of Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation.

11.1 This Campus Student Code is intended to complement West Virginia University Board of Governors Governance Rule 1.6, Policy Regarding Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships any procedure implemented in support of Governance Rule 1.6.

11.2 In matters involving discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation, as defined in Governance Rule 1.6, the Complainant is granted the same rights afforded to the Accused Student under this Student Code in order to achieve a prompt and equitable resolution.

11.3 Discrimination, harassment, sexual or domestic misconduct, staking, or retaliation charges will be handled in accordance with the provisions set forth above, except to the following extent:

- a) Advisors.

Both the Complainant and the Accused Student shall have the right to have an advisor of their choice present at any meeting during the conduct process.

- b) Investigation.

Allegations of a student's alleged discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation, from any credible source, will be thoroughly investigated by the University or an appointed investigator. Such an investigation will take place in the same manner set forth in Section 9.2, except that the decision of whether it is reasonable to believe that the Accused Student committed discrimination, harassment, or sexual or domestic misconduct, or stalking will be made jointly by the Title IX Coordinator and the Student Code Administrator.

If it is not reasonable to believe that the Accused Student committed discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation, the University will notify, in writing, both the Accused Student and the Complainant and the matter will be closed.

c) Charge.

1. If, after investigating the complaint or allegation of discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation it is reasonable to believe that the Accused Student violated the Student Code, the Student Code Administrator, under the direction of WVU's Title IX Coordinator, will apprise the Accused Student and the appropriate University departments, offices, units, or employees of the allegation by providing a written notice of the Charge.
2. In the Charge, the Student Code Administrator, under the direction of WVU's Title IX Coordinator, shall notify the Accused Student and all other applicable University departments, offices, units, or employees that retaliation is prohibited and that it should be reported if it occurs.
3. The Charge will also be provided to the Complainant.

d) Interim Support for Complaints of Discrimination, Harassment, Sexual or Domestic Misconduct, Stalking, or Retaliation Against Students.

If a complaint against a student is received and it is apparent that immediate action must be taken to stop the sexual misconduct or alleviate any issues that arise as a result of the complaint, then, following the issuance of the Charge or as soon as necessary, the appropriate WVU Tech departments, offices, units, or employees shall implement interim remedial measures immediately. Such measures shall continue until the sexual misconduct investigation is complete or until the measures taken are deemed no longer necessary. Such measures may include, but are not limited to, interim suspension from the institution for the Accused Student; temporary removal from residence halls or other University sponsored events and activities for either the Accused Student or the Complainant, as appropriate; altering academic, housing, or other employment arrangements for either the Accused Student or the Complainant; issuance of a temporary trespass warning to the Accused Student; and "no contact" orders whereby the parties may be directed to refrain from contact with one another.

e) Agreed Resolution.

In non-violent discrimination, harassment, sexual or domestic misconduct, stalking or retaliation allegations, there will be an opportunity for an Agreed Resolution in situations where an Accused Student elects not to dispute facts upon which the charge or investigation of discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation is based and both the Accused Student and Complainant agree to the sanctions which are assessed, subject to the approval of the President's designee.

f) Hearing Procedures.

At any hearing, both the Accused Student and the Complainant must have an equal access to information and opportunity to present relevant witnesses and other

evidence. However, the Accused Student is not permitted to question the Complainant directly. Rather, the Accused Student must submit all questions that the Accused Student wishes to ask of the Complainant to the Chair of the Hearing Panel, who will then ask the questions. Or, in the alternative, the Accused Student's legal counsel may question the Complainant directly.

In addition to notification that is provided to the Accused Student, the Complainant shall receive an Outcome Letter that specifies the outcome of the hearing, and any sanctions relevant to the Complainant.

g) Legal Counsel.

At any hearing where the Accused Student is provided the opportunity to have legal counsel present, the Complainant may also be represented by legal counsel. Any lawyer appearing at a hearing on a student's behalf shall be licensed to practice law in the State of West Virginia and can actively participate in the hearing.

h) Sanctions

The available sanctions for a student found responsible for discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation are set forth in Section 7.

i) Appeal.

Both the Accused Student and the Complainant may file an appeal as set forth in this Student Code.

If the Accused Student is found responsible for discrimination, harassment, sexual or domestic misconduct, stalking, or retaliation, sanctions will not be stayed pending the outcome of the appeal, unless good cause is shown.

Section 12: Withholding Transcripts, Grades, and Degrees.

The Student Code Administrator may direct the Registrar to withhold the issuance of an official transcript, grade, diploma, certificate, or degree to an Accused Student, pending a hearing or conference, agreed resolution, and/or exhaustion of appellate rights if in the opinion of the Student Code Administrator, the best interests of the University would be served by this action. In the event that such action is taken pending the conclusion of the proceedings, the Student Code Administrator shall inform the Registrar of the action within five (5) consecutive days of the conclusion of the proceedings and shall withdraw or continue such withholding, as is determined by the Hearing Panel or in any other agreed-upon disposition.

Section 13: No Reprisal or Retaliation.

No reprisal or retaliation of any kind shall be taken by any member of the University community against any student who asserts his/her rights under this Campus Student Code or will be subject to discipline under this Code.

Section 14: Disclosure of Final Results.

If a student is found to have violated a specific act set forth in this Campus Student Code and that act constitutes a crime of violence or non-forcible sex offense, as defined by 34 C.F.R. § 99.39 (2018), then, pursuant to 34 C.F.R. § 99.31(a)(14)(i) (2018) and the University's Family Educational Rights and Privacy Act notification, the University may disclose the final results of the proceedings to anyone. For purposes of this disclosure, "final results" means the name of the student, the basic nature of the violation the student was found to have committed, and a description and duration of any sanction imposed against the student.

Further, consistent with 34 C.F.R. § 99.31(a)(15) (2018), in certain circumstances, the University may disclose final results to a parent regarding a student's violation of Federal, State, or local law, or of any rule or policy of the institution, governing use or possession of alcohol or a controlled substance if student is found responsible under this Campus Student Conduct Code and the student is under the age of 21.

Section 15: Student Organizations.

15.1 For purposes of this Student Code, the term "student organization" means any group of students who have complied with the formal requirements for Tech recognition.

15.2 Authority of the Office of Student Conduct. If a student organization is alleged to have engaged in specific acts of prohibited conduct or violations of other University policies or organizational policies, including but not limited to rules promulgated by the respective student governance organization, the matter may be referred to the Office of Student Conduct.

a) Investigation of the Alleged Conduct. The Office of Student Conduct, or its designees, will investigate alleged violations of University policies by student organizations pursuant to Section 9.1 and as set forth below.

i. During the investigation, the ranking or other designated representative(s) of the student organization will be notified of the allegations in writing and given an opportunity to meet with the investigator to explain the organization's side of the incident prior to the issuance of the final investigative decision.

ii. The student organization representative(s) also has the opportunity to submit documents and other relevant evidence to the investigator and identify witnesses who may have relevant information.

iii. Nothing prohibits the Office of Student Conduct from simultaneously investigating an individual student(s) and a student organization. The Office of Student Conduct will determine whether an alleged policy violation was committed by a student organization or by an individual

student(s); such determination will be made on a case-by-case basis by considering the following:

- How many of the members of the student organization were involved in the incident?

- Did the incident occur at a sponsored event of the organization?

- Did a member(s) of the organization violate University rules at an event sponsored by the organization or in the course of the organization's affairs, and the organization failed to exercise reasonable preventive measures?

- Did the organization's leadership have knowledge/notice that the event was going to occur?

- What was the nature of the incident?

iv. Investigations of student organizations should be completed as promptly as possible under the circumstances

b) Interim Sanctions. Based on information available at that time, interim sanctions may be placed on the student organization by the Office of Student Conduct.

- i. The student organization will be notified within five (5) academic days if interim sanctions are being placed on the student organization.
- ii. The student organization will have five (5) academic days after receipt of the notice of an interim sanction to request a review and reconsideration of the interim sanctions to the issuer of the interim sanctions.

15.3 Resolution of Allegations

- a) If the investigator determines that it is not reasonable to believe that the student organization violated the Student Code, the student organization and any complainant will be notified and the matter will be closed.
- b) If the investigator determines that it is reasonable to believe that the student organization has violated the Student Code, then the case will be resolved as set forth below:
 - a. The Office of Student Conduct will schedule a time to meet and discuss the case with the student organization representative(s) following the investigation.
 - b. The student organization representative(s) will be given five (5) academic days to schedule this meeting. If a meeting is not scheduled within five (5) academic days, then the Office of Student Conduct may issue a decision in the case and impose sanctions
 - c. The Office of Student Conduct's decision shall be based on a preponderance of the evidence.

15.4 Sanctions Applicable to Student Organizations

- a) Sanctions will vary based upon the facts and circumstances of any specific offense. Sanctions are usually progressive in nature and include the probability of more severe disciplinary sanctions if the student organization or student organization representative(s) are found to violate the same or any other University policies.
- b) To the extent applicable, Section 7.1 will apply to student organizations; additionally, student organizations may also face the following non-exclusive list of sanctions that may be utilized individually or in combination:
 - a. Disciplinary Reprimand: A written notice to the student organization or explaining that the violation of institutional policy warrants an official record be kept in the Office of the Dean of Students
 - b. Educational Sanction: A student organization may be required to provide an identified service or participate in a particular program, receive specific instruction, or complete a designated assignment. The student organization is responsible for any related expenses, including expenses for education, counseling, and/or services.
 - c. Attainment of Standards: A student organization or student organization representative(s) may be required to attain a specific standard(s) over the course of a designated period of time. Examples of these standards include, but are not limited to, the following: organizational grade point average, organizational arrest and citation rate, organizational member retention, organizational member certifications/trainings.
 - d. Disciplinary Probation: A written admonishment for a violation of specified regulations. With respect to the non-academic disciplinary system, a student organization on disciplinary probation is not considered to be in good standing for a designated period of time. If the student organization or its representative(s) are found to violate any institutional regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the student organization will be considered in good standing; however, a record of the sanction will be kept in the Office of the Dean of Students.
 - e. Restitution: A student organization may be assessed reasonable expenses related to the misconduct. This may include, but is not limited to, the following: the repair/replacement cost for any damage to property or any related expenses incurred by the complainant.
 - f. Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
 - g. Full or Limited Suspension of University Recognition: Temporary severance of the organization's recognition by the University for a specific period of time, not to exceed five (5) years. This may include loss of University funding, loss of use of allocated University space, and restricted access to campus and/or other specified activities. Some of the restrictions that may be placed on the student organization during a limited suspension for the suspension period include, but are not limited to barring or limiting some or all of the organization's activities and/or privileges (including, but not limited to: social activities; intramural competition; organizational competition; Homecoming; eligibility to receive any University award or honorary recognition; privilege to occupy a position of leadership or responsibility in any University student organization governing body, publication, or activity; or ability to represent the University in an official capacity or position), entrance into University residence halls or other areas of campus, or contact with another specified person(s). While on full suspension the student organization loses

it University recognition and/or registration for the suspension period; in such instances, it may not use University resources or participate as an organization in any University activities or events. Rerecognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University. If a sanction issued by the National or other governing bodies exceeds that of the University, the University may concur with that sanction.

- h. Deferred Suspension of University Recognition: The sanction does not go into effect as long as the student organization complies with all requirements during the interim period. In those cases where the student organization completes all expectations during the interim period, the student organization's record will show that the sanction was never imposed. In the event that a student organization or student organization representative(s) fail to comply with a sanction and the Office of Student Conduct has decided to impose a suspension, the student organization will be notified of the apparent failure to comply and of the intent to suspend, and provided an opportunity to meet and explain the circumstances prior to a final decision
- i. Revocation of University Recognition: Permanent severance of the organization's recognition by the University

15.5 Appeals Regarding Student Organizations

- a) The accused student organization may appeal the decision by filing a written notice of appeal within ten (10) academic days following the receipt of the decision. The notice of appeal shall be filed with the Office of the Dean of Students. Grounds for appeal:
 - a. To determine whether jurisdiction was improperly asserted under this Student Code;
 - b. To determine whether the underlying proceeding was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, such that no significant prejudice to the student organization, a student, or the University resulted;
 - c. To determine whether the decision reached was clearly unreasonable based on the information presented;
 - d. . To determine whether the sanction(s) imposed were appropriate.
- b) On appeal, the decision may be affirmed, reversed, remanded back with instructions for further investigation, or modified as deemed appropriate by the Dean of Students.
- c) The Dean of Students, or designee, shall consider the appeal and deliver a decision within thirty (30) days of receipt of such appeal, except where adherence to such time period would not be feasible, in which case such time period shall be extended as warranted by the particular circumstances
- d) The Dean of Students may forward the decision on appeal to appropriate University offices. In cases involving allegations of sexual misconduct, dating violence, or stalking, the Dean of Students will forward the appeal decision to the Title IX Coordinator.

Section 16: Drug or Alcohol Amnesty

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

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

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

Additional resources for alcohol and drug education, can be found here:

<http://well.wvu.edu/resources/drug-alcohol>

This provision only applies to violations of this Code. As it relates to any criminal prosecution, students should see the West Virginia Alcohol and Drug Overdose Prevention and Clemency Act, W. Va. Code §§ 16-47-1 to -6, which can be found here:

<http://www.legis.state.wv.us/wvcode/Code.cfm?chap=16&art=47#47>

Section 17: Campus Discretion.

Subject to Board of Governors Rule 6.1 and the prior approval of the President or the President's Designee, the Dean of Students shall have sufficient latitude and authority to implement any reasonable measures necessary for the fair and efficient administration of this Student Code.

An Accused Student and the Student Code Administrator may agree in advance to minor deviations from this Policy. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be materially harmful to the Accused Student.

Campus Programs and Services

Athletics

The Athletic Department sponsors both intercollegiate and intramural athletics for its students. Men and women may compete in such sports as basketball, volleyball, softball, baseball, cross country, swimming, and wrestling. West Virginia University Institute of Technology is a proud member of the National Association of Intercollegiate Athletics Division 1 (NAIA), River States Conference, and the Appalachian Athletic Conference (AAC)

Contact:

503 S. Kanawha St.

304-929-1500

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

University Police

The University Police is a community-oriented department committed to providing a safe environment in pursuit of WVU Tech's educational activities through problem solving, proactive policing, enforcement of state and local laws, and a high level of preparedness for our community.

Officers are armed, uniformed and vested with law enforcement authority both on campus and in the City of Beckley, WV. Our training, as with other agencies in the state begins with 16 weeks at the WV State Police Academy followed by yearly training exceeding state requirements.

We offer an ever-expanding number of programs for the protection of our students and their property as well as education and information to assist them during and beyond the college experience. The divisions of Student Life work closely together in the identification of both positive and problem areas to provide the best in customer service.

Please view the [Safety Resources](#) page to view the Annual Clery Report.

Contact:

Non-emergency calls: 304-929-2667 (COPS) or 304-575-8998

Emergency calls: 304-929-2667 (COPS), 304-575-8998 or 911

<https://police.wvutec.edu/>

Career Services and Cooperative Education/Internship Programs

The Career Services and Cooperative Education office provides students with career development and employment services to meet their educational and professional goals.

- Job Search Assistance – Resume and cover letter reviews, mock interviewing, and assistance with identifying potential employers.
- Mountaineer-TRAK - Online career management system provides employment and internship/co-op opportunities, career development workshops, career fairs, resume distribution, and networking. Students should login using their MIX username and password. <https://wvu-csm.symplicity.com/students/>
- Career Coaching and Advising - One-on-one help with choosing the right career and the right academic major. Career services also provides access to free career assessments.
- Career and Job Fairs - Career Services hosts multiple events throughout the academic year to connect students to employment opportunities.
- Graduate and Professional School information - Assistance in selecting a graduate school, writing personal statements.

Cooperative Education/Internship

The cooperative education (co-op) and internship program provides an opportunity for students to apply what they learn in the classroom to career-related experiences and employment.

- Explore career opportunities
- Enrich their classroom learning through real-world experience
- Accumulate actual career-related work experience
- Enhance their marketability after graduation
- Establish valuable professional contacts
- Improve their communication and interpersonal skills

Students who elect cooperative education (co-op) program alternate longer periods of full-time study with periods of full-time paid employment. Students who elect the internship program gain the same valuable paid work experience but for shorter periods of time.

Career Services and Cooperative Education Office is located in the Student Life House at 505 S. Kanawha Street. For more information: Call 304.929.1232, email: techcareerservices@mail.wvu.edu, or visit <http://careerservices.wvutech.edu/>.

Dean of Students

The Dean of Students is responsible for the administration of programs and services dedicated to student out-of-classroom learning and growth including the Office of Student Programming and Organizations, Housing, Student Government Association, Dining Services, Campus Police, Student Success Programs, Student Health, Counseling Services, Career Services and Cooperative Education, Student Support Services, Upward Bound, and Accessibility Services. Dean of Students staff are committed to assisting students resolve any issues that may interfere with their ability to be successful at WVU Tech.

Contact:

505 S. Kanawha St.

304-929-1232

<http://students.wvutech.edu/dean-of-students>

Dining Services

WVU Tech Dining Services in partnership with Sodexo provides a variety of culinary options in an inviting and lively environment in the Bears' Den and the Tech Spot. Dining Services provides high-quality customer service, uses the finest products, and operates two dining venues on campus to meet the demands of busy WVU Tech students. Students living in WVU Tech operated residence halls are required to enroll in a resident student dining plan as an integral part of the on-campus living experience. Details about dining options, meal plan requirements, and more services may be accessed online.

The Bear's Den, located on the ground floor of the Robert C. Byrd Learning Resource Center, is a buffet style dining facility. Hours of operations include: Monday thru Friday 7:00 AM – 7:00 PM; Saturday & Sunday, Brunch 11:30 AM – 1:00 PM. Dinner, 4:00 PM – 6:00 PM.

Contact:

304-929-1226

<http://dining.wvutech.edu/>

Student Health Services

The Student Health Clinic is conveniently located in the Life Sciences Building, Suite 108 and is open to all students for walk-in and by-appointment visits. From acute visits to allergy shots and immunizations, doctor referrals, sports physicals and checkups, the clinic offers a full range of essential medical services to keep students healthy and productive. The WVU Tech Student Health Clinic is an authorized Family Planning site, offering various options of contraception. STED testing is offered confidentially and free at the clinic. All clinic visits are free of charge. Students with chronic health issues should schedule an initial visit so the clinic may establish a treatment plan for emergency situations.

Appointments are encouraged, but walk-ins will be seen as the schedule allows. Hours of operation are Monday/Tuesday: 9:00 am to Noon; Wednesday: 9:00 am to Noon and 1:00 pm to 4:00 pm; Thursday: Closed; Friday: 9:00 am to Noon.

Students must present a valid student ID in order to receive services.

Contact:

304-929-1241

<http://students.wvutech.edu/health-wellness/student-health-clinic>

Counseling Services

A student's time at WVU Tech may be filled with transitions, self - exploration and change. Whether a full - or part - time residential or commuter student, WVU Tech wants to help students complete their education. Services and programs are designed to support students through these experiences, help students succeed in college and guide them toward a more fulfilling life. Services are provided in an atmosphere that is welcoming, comfortable and multiculturally sensitive for all students, faculty and staff.

Contact:

505 S. Kanawha St.

304-929-1237

Tech-counseling@mail.wvu.edu

<http://students.wvutech.edu/health-wellness/counseling>

Identification Cards/Parking permits

IDs may be purchased at the One Stop Shop in the Benedum Center.

Student Identification Cards (IDs) are distributed to all new students during the registration period of each semester. Any student who loses their ID Card should report the loss immediately to the One Stop Shop. A replacement fee of \$20.00 will be charged for any replacement ID

Parking is available by permit only. Permits may be purchased online at transportation.wvu.edu or at the One Stop Shop.

Contact:

304-929-0333

Benedum Center 110

<https://studentaccounts.wvutech.edu/>

Student Success Center

Opened in April 2013, the Student Success Center (SSC), located in the Robert C. Byrd Learning Center, is a powerful tool in every WVU Tech student's academic success toolbox. The SSC provides academic advising for first-year students and free peer tutoring and skill building workshops for all WVU Tech students. Among the most popular destinations on campus, the SSC proudly hosted more than 12,000 student visits during its first year of operation.

The Student Success Center at WVU Tech is dedicated to providing programs and advice to students from orientation to graduation.

Contact:

Robert C. Byrd Learning Resource Center, Library

304-929-0346

<http://studentsuccesscenter.wvutech.edu/>

TRIO Student Support Services

TRIO Student Support Services (SSS) is a federally funded program through the United States Department of Education. It is designed to assist eligible WVU Tech students on their path toward degree completion. Services provided include but are not limited to academic, career, financial aid and graduate school advising as well as professional and peer tutoring, peer mentoring, workshops, computer lab with free printing, career opportunities and cultural activities. Services are provided free of charge to those who qualify.

Eligibility requirements for SSS include:

- U.S. citizenship
- Enrolled full time at WVU Tech

And one or more of the following:

- First generation college student (neither parent received a four year degree)
- Pell eligibility
- Verification of a documented disability through the West Virginia University Office of Accessibility Services.

Students can apply at any time during their undergraduate career at Tech, regardless of the semester. Participation in the program is on a first-come, first-served basis.

For more information about the services and operations of the SSS program please contact the program at 304.929.1293 or Tech-SSS@mail.wvu.edu.

Contact:
Benedum Center 130
304-929-1293
<http://trio.wvutech.edu/>

Library

The library provides volumes, electronic resources, and study spaces. The Beckley Campus Library is located on the 2nd floor of the Learning Resource Center (LRC), at 512 South Kanawha Street.

Contact:
304-929-0340
<https://lib.wvu.edu/beckley>

Bookstore

The bookstore at WVU Tech is managed by Barnes & Noble, Inc. This affiliation enables Tech to offer both new and used print textbooks, the eTextbook option, textbook rentals, and a wide variety of merchandise. The bookstore is located on the library level of the Learning Resource Center and is open on business days year-round. For more information about the WVU Tech Bookstore call 304.929.1360. You can access the online bookstore at wvutech.bncollege.com.

Office of Student Programming and Organizations

WVU Tech strives to provide students with a memorable college experience through healthy and supportive social, recreational, and educational programs.

The Office of Student Programming and Organizations oversees student meeting and activity rooms located in The B.E.A.R. (Benedum Events and Activities Rooms), student organizations, student organization storage, campus programming/activities, and intramurals. Student organizations include a variety of opportunities for students to become engaged in campus life. Organizations include: professional/honorary societies, fraternity and sorority life, faith based, student government, student activities, and other special interest/social groups. Active membership in student organizations affords opportunities to expand friendships, develop professional networks, pursue personal interests and hobbies, and cultivate talents as leaders and project managers. The Office of Student Programming and Organizations is located at in The B.E.A.R (Benedum Events and Activities Rooms), located in the Benedum Center. Details about programs and services are posted at <http://students.wvutech.edu/> or 304-929-1310.

Student Organizations

WVU Tech extends recognition to a wide variety of student organizations; permitting students to join together to pursue common interests. Organizations on the Tech campus include fraternities, sororities, professional, and special interest groups. For a list of organizations, please visit the Student Life website at <http://students.wvutech.edu/> or contact the Office of Student Programming and Organizations at 304.929.1310 located in the B.E.A.R in the Benedum Center.

Contact:

Michael Sheldon

Benedum Center G10B

304-929-1310

<http://students.wvutech.edu/student-organizations>

Service and Learning

WVU Tech Service and Learning works to build a campus and community that supports meaningful service that creates active citizenship and engaged students. Service and Learning coordinates major service events on campus such as Martin Luther King, Jr. Day of Service, New Student Orientation Service Projects, WVU Tech Service Week, and more. Students, faculty/staff, and community partners have access to iServe, volunteer management program, to log service hours and make connects to community partners. For more information, visit <https://students.wvutech.edu/service-learning> or <http://iserve.wvu.edu> or call 304.929.1247.

Residence Life

Residence Life strives to provide living-learning facilities that support students in their educational goals while providing a safe and secure living environment.

Who Lives On Campus?

All single first and second year students with fewer than 59 credit hours (including transfer credits) are required to live in University housing. The following exceptions apply with verification:

- students who will be residing with parent(s) within commuting distance (50-miles of Beckley, WV) (see Commuter Students below);
- married students;
- students with children;
- students with 59 or more earned credit hours;
- students 21 years of age or older;
- students who are classified as veterans

The above students are required to live on campus but we also have a large number of junior and senior students that choose to live on campus. Nationwide, students that live on campus connect better to their college and make higher GPAs than those students that commute from home or live off campus. Give yourself the best opportunity to succeed and move on campus.

Commuter Students

If you qualify and wish to commute, please fill out the housing application at: myhousing.wvu.edu and make sure that you are selecting “Yes, you wish to commute.” Even as a commuting student, you are welcome to stop by the residence life office and we will help you, if we can.

Contact:

505 S. Kanawha Street

Beckley, WV 25801

304-929-1232

<http://housing.wvutec.edu/>

Residence Hall Councils

There is one residence hall council for both residence halls. Members of both University and Maclin are encouraged to participate with hall council. Hall Council reviews Residence Life and individual hall policies and makes suggestions for change; they also assist the residence hall staff with programs and activities.

Residence Hall Staff

Each hall will be assigned a Resident Director (RD), and a paraprofessional student staff of 5 to 8 Resident Assistants (RA) to help facilitate students’ personal growth and aid in their adjustment to college.

Room Inspections

The University reserves the right to enter and inspect rooms without notice for purposes of (1) repairs, maintenance, facility improvements; (2) recovery of University/state/local government owned property not authorized for use in the assigned space; (3) fire, health, and safety inspections made periodically, as well as at hall closing/vacation periods; (4) when there is a reasonable basis for believing that an emergency exists (including but not limited to fire, accidents, sickness, or danger to the health and welfare of residents); and (5) when there is a reasonable basis for believing that a University policy is being violated.

Rules and Regulations

The residence hall policies of WVU Tech are designed to protect the individual within an environment that promotes personal and academic achievement. The following policies, procedures, and guidelines are designed to enhance your living environment. Violation of these policies, procedures, and guidelines may result in disciplinary action against the resident.

a) *Alcohol and Other Controlled Substances*: Possession and consumption of beer, wine, and other alcoholic beverages is prohibited. Dangerous drugs, narcotics, and other harmful materials, as defined and prohibited by state and federal statutes are also prohibited. This includes any paraphernalia (bottles, bongs, etc) used to consume alcohol and other controlled substances paraphernalia

b) *Appliances*: Personal electrical equipment authorized for use in the residence halls includes UL-approved lamps (no halogen lamps), hairdryers, computers, radios, stereo equipment, fans, and coffeemakers with a lighted on/off indicator. Use or possession of open flame and open element appliances including but not limited to toasters, hot plates, crock pots, and hot pots in residence hall rooms or unauthorized areas is prohibited. Microwave ovens and refrigerators are not permitted in student rooms. Each residence hall room is equipped with a Microfridge.

c) *Computers/Data Connectivity*: Residents who wish to use the WVU Tech computer network must first follow certain policies and procedures as outlined in the Bear Facts.

d) *Fire Safety*: Arson or the setting of fire, tampering with or misuse of fire safety equipment (including automatic door closures, smoke detectors, sprinkler heads), fire-alarm systems, fire-fighting equipment, or building security systems is prohibited, extremely dangerous, and illegal. Immediate evacuation when an alarm sounds is mandatory, and reentry into a building before an alarm is silenced or staff authorization is given is prohibited. The burning of candles and incense is prohibited. Tapestries and other room decorations affixed or suspended from the ceiling and the use of extension cords or multi-receptacle outlet, with the exception of UL listed power strips with surge protectors, are prohibited.

e) *Firearms/Weapons*: The possession of firearms, ammunition, and any weapons including but not limited to knives, hunting bows, guns, BB guns, slingshots, paintball guns, nunchakus, or launching devices is prohibited in the residence halls. This also extends to any projectile objects, firecrackers, gunpowder, and other explosive or similar and potentially dangerous objects.

f) *Furniture*: Misuse of University property, including possession of common area furniture in Resident rooms, is prohibited and will result in a minimal charge of \$25 to return the property.

g) *Gambling*: Gambling in the residence halls is prohibited. The conducting of any business or commercial enterprise for personal profit is prohibited in University-owned facilities unless conducted by recognized student activities and student government or under the sanction of properly designated University personnel.

h) *Harassment of Students and Staff*: Physical or mental harassment, which may be verbal or written, or conduct that intimidates, threatens, or endangers the health or safety of self or others, is prohibited.

i) *Identification/Failure to Comply*: Residents are expected to provide proper identification when requested by a staff member or other University officials and comply with their directions in the performance of their official duties, Residents are further expected to comply with the terms and sanctions imposed as a result of disciplinary action.

j) *Guest visitation*: In all residence halls, guests must be escorted throughout the hall in order to ensure the right to a reasonable degree of privacy for each resident. Residents are responsible for the conduct of and adherence to policies by any guests or visitors. Inappropriate behavior and damage caused by guests becomes the responsibility of the host Resident. Residents inviting guests/visitors should consult with their roommates concerning any possible objections. **No Resident student will be allowed more than two guests at one time.**

Overnight Guests: Residents are permitted to have overnight guests (of the same sex) in the residence halls by advance arrangement through residence hall staff. All Residents and guests must follow appropriate registration procedures, and any overnight guest requires the approval of the roommate(s). The Resident must accompany his/her guest at all times. Overnight guests may be registered for no more than two consecutive nights. No overnight guests under the age of 17 are permitted without the prior approval of the Resident Director.

Persons who have been removed from the residence halls for any reason may not return as overnight guests following their removal.

k) *Lounges and Recreation Areas*: Lounges and recreation areas are for the exclusive use of the hall Residents and their guests.

l) *Tobacco Use*: WVU Tech is a "tobacco free" campus. Accordingly, the use of tobacco products in residence halls is prohibited, this includes the use of chewing tobacco, e-cigs, or vapor pens.

m) *Pets*: Pets and animals of any kind (with the exception of fish kept in a maximum 10-gallon aquarium) are prohibited for health, safety, and sanitation reasons.

n) *Water-Filled Furniture*: Water-filled furniture is not permitted due to the potential problems of water damage.

o) *Quiet Hours*: Residents must observe reasonable quiet hours at all times, both inside and outside the residence halls. Even when quiet hours are not in effect, the noise level must not interfere with the rights of Residents who want and need to study at that time. Quiet hours are established by individual halls/floors, and minimally will be in effect from 10:00 pm until 10:00 am the following day, Sunday through Thursday. Twenty-four hour quiet hours are in effect during the last week of classes and during finals week of each semester.

p) *Roofs, Ledges*: Unauthorized presence on rooftops, ledges, or areas marked for restricted access in any residence hall facility is prohibited.

q) *Security*: Residence hall security is a shared responsibility of the University staff and students. The front (main) door of each hall will be secured 24 hours per day. Visitors to residence halls must be met outside the building. Residents who leave by locked exterior doors are responsible for leaving the doors in a locked position. (For reasons of safety and security, it is important that Residents do not engage in leaving room doors unlocked, lending keys, “propping” of doors, etc.)

r) *Solicitation*: Door-to-door solicitation and operating a business within the residence halls is prohibited. See the *Bear Facts* for further details.

s) *Theft*: Theft or possession of stolen goods, including the illegal possession of or damage to University property or property of a person in residence halls, is prohibited.

t) *Weight-Lifting Equipment*: Weight-lifting is not permitted in individual rooms because of noise and potential damage to floors.

u) *Windows, Screens, and Objects from Windows*: Window screens are not to be removed under any circumstances for safety reasons. Dropping, throwing, or projecting solid or liquid objects out a window is prohibited.

Note: The Housing Contract, along with the student’s housing Application/Contract, serves as a legally binding commitment to Residence Life and Dining Services.

Consolidation Policy

For a number of reasons, some people who may have signed up for a double room find that they are without a roommate during the course of the school year. In that instance, Residence Life expects that students will abide by a consolidation policy (also stated on the Housing and Food Service Contract.) This policy requires that a resident who signed up for a double room, but has no roommate, to select one of the following three options:

- Find another person to move into their room.
- Move into another room either through personal choice or by Residence Life placement,
- Reside in the room as a private and pay a prorated single room occupancy rate for that room.

Staff from the department of Residence Life will notify you if it becomes necessary for you to comply with this policy.

Keys

Each residence hall student is issued a room key upon check in. The key must be turned in at the end of each academic year or whenever the student vacates the room. Failure to return the key will result in a lock change and the resident responsible will be assessed a \$75.00 lock change and new key charge. Similarly, a \$75.00 lock change fee will be initiated for lost room keys. Lost mailbox keys will be \$25.00. New keys may be picked up at the residence hall office. Duplicating ANY Tech key is strictly prohibited and grounds for judicial action. Student room keys are not transferable.

Breaks

When residence halls are officially closed because of semester breaks or end of the year closings, residents may not remain in the building without special permission from the department of Residence Life. Residents failing to comply with this regulation will be subject to disciplinary action. In addition, after an official close date and time, students will be given, with special permission, a grace period of 24 hours to vacate their room. After this grace period, students will be charged a \$25 per evening lodging cost. When Tech is not officially in session, it is the policy of the University to allow use of the residence halls only by special contractual arrangement and permission by the department of Residence Life.

Fire Emergency Policy

Whenever you hear the fire alarm sound you are to vacate the building immediately -IT IS THE LAW. Failure to leave not only endangers your life and the lives of others, but also could result in disciplinary and legal action. Here are the procedures to follow when a fire alarm sounds:

1. Close the windows and turn off electrical appliances.
2. Turn off lights and leave draperies open.
3. Put on substantial shoes, not just slippers.
4. Carry a towel in case you encounter smoke.
5. Close and lock your room door.
6. Quickly exit building but do not run.
7. Stay at least 50 feet from the building and do not block street so fire equipment can get through.
8. Comply with the directives of law enforcement officials, fire safety professionals and residence life and other university staff.
9. Above all else -DON'T PANIC. When there is a fire alarm, the RD may have the RA's check residents' rooms. No one may re-enter the building until given clearance by the Housing staff.