2014 – 2015
West Liberty University
Student Handbook

The University reserves the right to update or change the contents of this document. Members of the University community are urged to check the University’s web site periodically for updates.

Every student is held responsible for knowledge of the regulations and policies described in this Handbook. Questions regarding interpretation of rules and regulations should be directed to the Office of the Student Services located in Shaw Hall.
WEST LIBERTY UNIVERSITY • ACADEMIC YEAR CALENDAR FOR 2014-15

FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence halls open for new students – freshmen and transfers (10:00 a.m.)</td>
<td>22 August</td>
</tr>
<tr>
<td>Freshman orientation</td>
<td>22-29 August</td>
</tr>
<tr>
<td>Highlands Center First-Half Saturday classes begin</td>
<td>23 August</td>
</tr>
<tr>
<td>Residence halls open for upperclassmen (10:00 a.m.)</td>
<td>24 August</td>
</tr>
<tr>
<td>Registration (7:30 a.m. - 8:30 a.m.)</td>
<td>25 August</td>
</tr>
<tr>
<td>Classes begin (9:00 a.m.)</td>
<td>25 August</td>
</tr>
<tr>
<td>Labor Day – no classes – day or night</td>
<td>1 September</td>
</tr>
<tr>
<td>Last day to enroll or add class schedule</td>
<td>4 September</td>
</tr>
<tr>
<td>Last date to apply for December graduation</td>
<td>26 September</td>
</tr>
<tr>
<td>Homecoming</td>
<td>11 October</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>17 October</td>
</tr>
<tr>
<td>Highlands Center Second-Half Saturday Classes Begin</td>
<td>18 October</td>
</tr>
</tbody>
</table>

Second Half Classes Begin........................................................................... 20 October

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Last day to add second-half classes</td>
<td>23 October</td>
</tr>
<tr>
<td>Fall Holiday – No Classes</td>
<td>24 October</td>
</tr>
<tr>
<td>Pre-registration for spring term &amp; summer</td>
<td>27 Oct.–14 Nov.</td>
</tr>
<tr>
<td>Fall Open House</td>
<td>1 November</td>
</tr>
<tr>
<td>Two-thirds point of semester – last day to withdraw with a grade of “W”</td>
<td>7 November</td>
</tr>
<tr>
<td>Classes end at 9pm for Thanksgiving Break</td>
<td>25 November</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>26–28 Nov.</td>
</tr>
<tr>
<td>Last day of classes and last day to drop a class</td>
<td>5 December</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>8–12 December</td>
</tr>
<tr>
<td>Last day to apply for May graduation without late fee</td>
<td>12 December</td>
</tr>
<tr>
<td>Commencement (11:00 a.m.)</td>
<td>13 December</td>
</tr>
</tbody>
</table>

SECOND SEMESTER **

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlands Center First-Half Saturday Classes begin</td>
<td>10 January</td>
</tr>
<tr>
<td>Residence halls open for students (1:00 p.m.)</td>
<td>11 January</td>
</tr>
<tr>
<td>Registration (7:30 a.m. - 8:30 a.m.)</td>
<td>12 January</td>
</tr>
<tr>
<td>Classes begin (9:00 a.m.)</td>
<td>12 January</td>
</tr>
<tr>
<td>Martin Luther King Day - no classes - day or night</td>
<td>19 January</td>
</tr>
<tr>
<td>Last day to enroll or add classes</td>
<td>22 January</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>6 March</td>
</tr>
<tr>
<td>Last date to apply for May graduation</td>
<td>6 March</td>
</tr>
<tr>
<td>Highlands Center Second-Half Saturday Classes begin</td>
<td>7 March</td>
</tr>
<tr>
<td>Spring Break</td>
<td>9–13 March</td>
</tr>
<tr>
<td>Second Half Classes begin</td>
<td>16 March</td>
</tr>
<tr>
<td>Last day to add 2nd half classes</td>
<td>20 March</td>
</tr>
<tr>
<td>Spring Open House</td>
<td>28 March</td>
</tr>
<tr>
<td>Pre-registration for summer and fall terms</td>
<td>30 Mar. – 16 Apr.</td>
</tr>
<tr>
<td>Two-thirds point of semester – last day to withdraw with a grade of “W”</td>
<td>3 April</td>
</tr>
<tr>
<td>Spring Holiday – No Classes</td>
<td>3 April</td>
</tr>
<tr>
<td>Honors Convocation</td>
<td>30 April</td>
</tr>
<tr>
<td>Last day of classes and last day to drop a class</td>
<td>8 May</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>4–8 May</td>
</tr>
<tr>
<td>Last Day to apply for December Graduation without a late fee</td>
<td>8 May</td>
</tr>
<tr>
<td>Commencement (11:00 a.m.)</td>
<td>9 May</td>
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<th>Dates</th>
</tr>
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<tr>
<td>Summer I Term</td>
<td>11 May – 29 May</td>
</tr>
<tr>
<td>Summer II Term</td>
<td>1 June – 19 June</td>
</tr>
<tr>
<td>Summer III Term</td>
<td>22 June – 10 July</td>
</tr>
<tr>
<td>Summer IV Term</td>
<td>13 July – 31 July</td>
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**More than three (3) days of emergency closing may result in a reduction of the number of available days for holidays. Every attempt will be made to adhere to this calendar; however, it is subject to change with approval of the Provost.

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Dear Students,

Let me take this opportunity to welcome you to the beautiful hilltop campus of West Liberty University. It is our hope that you will come to realize what we already know: West Liberty is a great place for a high quality education in an atmosphere in which you will feel at home.

The resources in this Handbook will help you in a number of ways. First, they will provide you with much of the background information you need to make the most of your experience with us. This includes not only many of our policies and procedures, but information about the services we provide on campus as well. Secondly, you will find in this Handbook a number of ways in which you can become more involved on campus and truly appreciate the “university experience.”

I encourage you to take advantage of all of these experiences, as they will make a difference in your education and your future. Our best wishes go out to you – whether you are a returning student or are joining us for the first time.

Please let us know what we can do to help you make the most of your time with us.

Sincerely,

Robin C. Capehart.
President
West Liberty University
My fellow students,

My name is Evan Newman, I am the President of the Student Government Association, I would like to personally welcome you to a new year at West Liberty University. The past few years have been exciting times here at West Liberty University! Some things that the administration has taken on is the opening of the new Health Sciences building, Campbell Hall, along with the recent renovations of Shaw Hall, and the new groundbreaking renovations to both Kelly Theatre and the West Liberty University football stadium. Our academics are also growing, we are continuing to both advance and grow in numbers here at West Liberty University. The five colleges on campus are growing with every semester that has passed and we now have two masters programs, a Masters in Art and Education and a Physician's Assistant program, and we are awaiting the approval of new master's programs to better advance West Liberty University in the right direction.

Not only are we excelling in academia but we are also excelling in other areas on campus. Our West Liberty University Men's Basketball team is the best they have ever been, just falling short in the NCAA DII National Championship last Spring, and our football team also played their first ever night game, under the lights, in the Fall of 2013.

Current students, I remind you of all of these ground breaking events for two reasons. First, I do so in hopes of encouraging you to get even more involved during the remainder of your time at West Liberty University because as some of you may already know, the more involved you are, the greater the experience. Second, I remind you of these things because I would like to thank you. Thank YOU for being a part of the West Liberty University family and helping all of these amazing things listed above happen. Without you, none of this would be possible.

New students, I tell you of all of these ground breaking events in an attempt to push you to get involved during your time at West Liberty University, because again, as you get involved, it helps your time at college be more than just time spent but a wonderful experience. It will aid in the inevitable fact that West Liberty University will not just be where you attend college, but it will be your home and the people will become your family.

I wish you all nothing but the best in the 2014 – 2015 school year and I hope that we can partner together and make history, not just as classmates, but as Hilltoppers.

Welcome Home Hilltoppers!

Evan Newman
2014 – 2015 Student Government President
Offices and Services

Athletics

Location: ASRC-Level 4
Hours: Monday-Friday 8 am – 4 pm
Telephone: (304)336-8046
Fax: (304)336-8304
E-mail: watsonjw@westliberty.edu; brunnerr@westliberty.edu
www.hilltoppersports.com

West Liberty University’s Intercollegiate Athletic Program is an integral part of the institution’s total educational mission. Men’s and women’s sports are offered, providing diverse opportunities to accommodate students’ needs and varying interests (football, women’s volleyball, men’s and women’s tennis, men’s and women’s cross country, men’s and women’s basketball, wrestling, women’s softball, men’s baseball, men’s and women’s track, men’s and women’s golf, and women’s soccer).

The University belongs to the 12-member Mountain East Conference (MEC), as well as Division II of the National Collegiate Athletic Association (NCAA). Athletic-related aid is available to a limited number of participants who qualify.

The philosophy of West Liberty University Athletics embraces the concepts of the “student-athlete” being a “student” first as well as the principles of gender equity and requirements of Title IX. The physical and mental welfare of the student-athlete is of the highest importance. Fair play and sportsmanship are emphasized along with strict compliance with the rules and regulations of the MEC and the NCAA.

The Equity in Athletics Disclosure Act, approved by Congress in 1994, requires that all co-educational institutions of higher education provide annual information pertaining to its athletics program, specifically operating expenses and persistence rates certified by the NCAA. These are updated annually and are available for inspection in the Athletics Department office located in the Academic, Sports, and Recreation Complex.

Services Available to Student-Athletes

- Athletic training clinics and athletic injury assessment, referral, rehabilitation programs and counseling on sports medicine issues - Athletic training clinic level 2 of the ASRC
• Academic counseling for athletes – assistance in planning classes, accessing tutoring services and eligibility requirements
• NCAA and MEC compliance service - initial and continuing eligibility rules compliance and athletic financial aid questions. The compliance Office is located on the 4th Floor of the ASRC
• Individuals instructed in athletic participation should contact the head coach in the respective sport
• A limited number of internships in athletics are available through the College of Business for Sports Management majors-contact the Dean of the College of Business for additional information.

Business Office

Location: Shaw Hall, 3rd Floor  
Hours: Monday-Friday 8 am – 4 pm  
Telephone: (304)336-8013  
Fax: (304)336-8312  
E-mail: businessoffice@westliberty.edu  
www.westliberty.edu/business-office

The following student services are subdivisions of the Business Office.

Student Billing

The Business Office is responsible for the electronic billing of all charges assessed to each student account. Payment in full is due 10 days before the first day of class for each semester. Payment in full is due prior to the first day of class for each summer term. Late fees will be assessed to accounts if payments or prior arrangements have not been made before the first day of class. Web payments can be made via your WINS account or the Business Office webpage or check payments can be sent directly to the Business Office. Please refer to the Business Office webpage for information on payment plan options.

Financial Aid Disbursements

The Business Office distributes the awarded amount of financial aid and/or loans to each student account. All residual monies are then refunded to the student through our partner United Bank. Please refer to www.westliberty.edu/business-office/ for additional information on refunds.

Student Payroll
Work Study (which is a form of Financial Aid) and Personal Services are the two types of employment offered to student employees. To request work study, the student must see the Financial Aid Office to see if they are eligible.

To request personal services, the student should contact individual departments to see if they are looking for student help. Once the student has been requested by the department to work, the student employee is required to see Human Resources and present two forms of ID.

In order for a student employee to be paid, a time sheet has to be completed, signed by the supervisor and turned into the Payroll Desk (located in the Business Office) on each pay day. The student employee will receive a pay check on the next pay day from the Payroll Representative.

There are two pay dates each month. The first pay date of the month is either the 15th or 16th, depending upon whether the month has 30 or 31 days. The second pay date is the last day of the month. If the pay date falls on a weekend, the pay date will be the Friday prior. Beginning January 16, 2015 pay dates will change to bi-weekly (every other Friday). Time sheets will still be turned in on pay day as stated above.

Direct Deposit is available to all student employees by completing a Direct Deposit form located on the Business Office webpage. The form should then be taken to the Payroll Desk for verification.

Campus Ministry

Location: Interfaith Chapel
Hours: Monday-Friday 8am – 4 pm
Telephone: (304) 336-8038
Email: campusministry@westliberty.edu
www.westliberty.edu/student-life/resources/campus-ministries

Campus Ministry is based in the Interfaith Chapel located in the Hoge Quadrangle of the campus. Campus Ministry seeks to provide spiritual connections for students and employees within the University community and local places of belief. By establishing a nurturing community, ministers and staff offer a number of services including worship and fellowship opportunities, unique programs as well as individual spiritual support and counseling. Students are encouraged to become involved in the numerous programs and services offered through Campus Ministry.

Other programs sponsored by Campus Ministry include:

- Community Service opportunities
• Retreats
• Bible studies and other short term study groups
• Leadership conferences
• Mission trips

Students interested in assisting in any of these projects should contact the Campus Ministry office.

Campus Police

Location: Shaw Hall, Lower Level, Room 15
Hours: 24 hours/7 days week
Telephone: (304)336-8021
Fax: (304)336-8346
Email: thosttulter@westliberty.edu
www.westliberty.edu/health-and-safety/emergency-procedures/campus-safety

The West Liberty University Police Department is dedicated to provide excellence in service to the campus community. Officers strive to ensure a safe, secure and pleasant atmosphere, conducive to a positive social and educational process, in the law enforcement efforts to protect the University community.

Campus law enforcement is primarily the responsibility of the Police Department, which provides 24-hour-a-day patrol to the grounds, parking lots, residence halls, academic buildings, and the faculty housing area.

Campus Police offers a variety of services to the University community. Services are free of charge to all that need assistance.

- Escort services as needed by students who work late and need a ride from the parking lots
- Dead batteries needing to be jumped
- Unlock car doors (manual locks)
- Fingerprinting
- Limited background checks
- Internships
- Visitor parking permits
- University maps

WLU Campus Police Office has been designated a “Safe Place” location. As a “Safe Place” this office provides a haven for individuals in need of a safe place to receive help, including children and young adults of the surrounding community. Safe Place creates a network of youth friendly businesses, fire stations, libraries, and other appropriate public buildings that display the distinctive yellow and black Safe Place sign. Such locations have agreed to provide a temporary place for a
child in crisis while waiting for a Youth Services System representative to arrive. All information provided by the youth is kept confidential.

**College Union Office**

*Location: College Union, Lower Level*  
*Telephone: 304.336.8273*  
*Hours: Monday - Friday / 8 am – 4 pm; evening hours by request*  
*E-mail: michelle.stack@westliberty.edu*  
*[www.westliberty.edu/college-union](http://www.westliberty.edu/college-union)*

The College Union Office houses many services, including the University mailroom and the Topper Card Office. Functioning as the main office for the College Union, we oversee the building and take care of reserving facilities within the Union, Quad and Chapel. To make a reservation, please stop by our office or email us at collegeunion@westliberty.edu.

**Mailroom**

The College Union Office houses the University mailroom, where employees and residential students pick up their mail (at this time, we unfortunately do not offer mailboxes to students living off campus). We receive daily deliveries from USPS, UPS, and FedEx; we then sort mail into corresponding employee or student boxes. All residential students are encouraged to check their mailboxes regularly, as University departments use our ‘campus mail’ service quite frequently. You can also drop off your outgoing mail here, with the correct postage already placed on the item, to be delivered.

**Topper Card**

A Topper Card, which is your University-issued student I.D., is your all-around access card. It is your identification card that will get you into your residence hall, classrooms that have swipe access, your meal card for both the Marketplace Cafeteria and the restaurants in the College Union. It can also be used like a pre-paid card: when you put Topper Dollars on your Topper card, it can then be used in the Bookstore, at Subway, and the vending and laundry machines.

The Topper Card Office is located within the College Union Office. We can take your picture, print your card, and add Topper Dollars to your card. We can also see your balance of Sodexo Dollars and Topper Dollars. If you lose your Topper Card, we can freeze the card to make sure it is not used; we can also issue you a replacement card for a small fee.

**Dental Hygiene**

*Location: Campbell Hall, Right Door Entrance*
The Dental Hygiene Clinic offers preventive services for members of the campus community and the general public throughout the academic year. Appointments may be made in the Dental Hygiene office, MH Room 190, or by calling (304) 336-8633 between 8:00 am and 4:00 pm. Available appointment hours vary depending on the time of year and day of the week.

Services available include:
- cleaning
- radiographs (x-rays)
- fluoride treatments
- sealant application

Fees for above services:
- $10.00 (Adults from off-campus – includes cleaning and bite-wing x-rays)
- $5.00 (Adults from on-campus – includes cleaning and bite-wing x-rays)
- $5.00 Children under age 12
- $10.00 Panorex x-ray
- $5.00 Sealant per surface (requires prescription from dentist)
- $1.00 Toothbrush

Enrollment Services Center

Location: Shaw Hall, Room 121
Hours: Monday-Friday / 8 am – 4 pm
Telephone: (304) 336-8076
Fax: (304) 336-8088

The Enrollment Services Center offers “one-stop” service to current and future students in the areas of Admissions, Financial Aid, Registrar, and Student Services. Front line staff members are trained to assist students in all areas of enrollment services, with specialized staff to offer additional assistance as needed for specific concerns.

Financial Aid Office

Location: Shaw Hall, Room 121
Hours: Monday-Friday / 8 am – 4 pm
The Financial Aid Office processes all federal, state, and institutional financial aid for enrolled students. All students receiving financial aid (grants, loans, work-study or scholarships) will receive an institutional award letter.

Campus-based financial aid (SEOG, Perkins Loan, Work-study) is processed first for students who meet the April 15 priority deadline. Students meeting this deadline are awarded aid based on their Expected Family Contribution (EFC), lowest EFCs first. The April 15 deadline does not need to be met for Federal Pell Grants or Direct Loans.

The Financial Aid Office also coordinates the Federal work-study program and Federal Workforce Investment Act Program.

Your Financial Aid Cost Category

Your costs (budget) allowed by the U.S. Department of Education for need-based Title IV includes tuition & fees, room & board allowance, personal expenses, transportation expenses, books & supplies and computer allowance.

Need Based Aid

- Grants are gift aid and do not have to be repaid
- Perkins Loans require entrance and exit interviews and are to be repaid after graduation or cessation of enrollment. Loans are made at 5% simple interest, repayment may not exceed 10 years following the 9-month grace period, and no payment is required on Perkins Loans while you are enrolled at least half time. Full-time enrollment is at least 12 credit hours per semester, and half-time is at least 6 credit hours.
- Work-study awards indicate the amount of money the student may expect to earn $7.25 per hour. Checks are issued biweekly at the Payroll Office, and students are expected to work 10 to 20 hours per week.

Aid Awarding Priorities

Limited amounts of SEOG, Perkins Loans, and Work-Study funds are available at the university each year. Financial need is evaluated each year by means of the data on the FAFSA. For the above funds, the University begins awarding to the neediest students first (lowest EFCs), who have submitted the FAFSA prior to April 15. Priority for SEOGs must go to Pell recipients.
Federal Direct Stafford Loans

Direct Stafford Loans and PLUS (parents) Loans are available to students in specific amounts according to cost, need, and the student’s year in university. When the student requests and is awarded a Direct Stafford Loan and/or PLUS Loan, promissory notes are required to be completed. These loans require at least half-time enrollment and are subject to the conditions listed below under “Aid Adjustments and Refunds.” Entrance and Exit Counseling are also required for Direct Stafford Loans.

State Grants

The University cannot place West Virginia and Pennsylvania State Grants on the award letter prior to the receipt of official notifications from the grant offices in Charleston or Harrisburg. Subsequent adjustments of federal need-based awards may not have to be made if the University has not anticipated the receipt of a State Grant. These grants also have academic requirements for renewal.

Aid Disbursement

All awards other than Work-Study will be credited to your account. Any remaining funds will be disbursed to you in the refund process through the Business Office.

Aid Adjustments and Refunds

Changes in marital status, hours of enrollment, and housing status, must be communicated to the Financial Aid Office as soon as they occur. Refund policies for tuition, fees, and housing status are stated in the University Catalog. Students on financial aid will be required to refund an appropriate amount to the aid funds according to the regulations governing the individual programs.

Standards of Satisfactory Academic Progress (SAP)

This policy is effective with the start of the fall 2011 term. Federal Regulations require that students must be making measurable academic progress towards completion of an eligible degree or certification. This requires evaluation of both quantitative and qualitative academic progress as well as completion of degree objective within 150% of the normal timeframe. The policies described in this section pertain only to the awarding of financial aid.

Students failing to meet the University’s satisfactory academic progress requirements will be ineligible for Federal Financial Aid which includes: Federal Pell Grant, Federal Stafford Loans, Federal PLUS Loans, Perkins Loans, Nursing Loans, Supplemental Educational Opportunity Grant. A student will remain ineligible until such time the student meets the SAP requirements or has an appeal granted. Important: The WV Higher Education Grant, WV PROMISE Scholarship
and the Pennsylvania Higher Education Assistance Agency Grant (PHEAA) each have a distinct set of academic renewal requirements. WLU will make these awards in accordance with the respective agencies’ requirements.

All periods of enrollment will be included in the measurement of satisfactory academic progress including terms in which the student enrolled but did not receive financial aid. Progress will be measured once per academic year at the end of the spring term. A student who is deemed ineligible and does not successfully appeal may have his/her SAP status reviewed on individual basis at the end of any payment period. This request must be made to the WLU Financial Aid Office in writing.

Qualitative Standards:
Students must meet a qualitative standard of academic progress measured through grade point average. The required GPA is based upon the total number of credit hours attempted. Freshman & Sophomore level students must have an accumulative GPA that shows a deficit of not more than eight (8) quality points below a 2.0 average. Undergraduate students entering their third year must have an accumulative GPA of 2.0. Graduate students must have an accumulative GPA of 2.5.

Quantitative Standard:
Students must meet a quantitative standard of academic progress measured by a percentage completion rate. Students must successfully complete 70% of all attempted credit hours. The calculation is made as follows: earned credit hours/attempted credit hours = completion rate. Courses with grades of “W”, “WP” “I”, “F”, “FI”, “N” and courses taken under the WLU class repeat regulations are included in attempted credit hours but are not included in earned credit hours. Transfer work included on the student’s academic transcript is also included.

Maximum Time Frame for Degree Completion:
Students must obtain their degree objective within 150% of the normal timeframe. Undergraduate students in programs requiring 128 credit hours must complete their first baccalaureate degree within 192 attempted credit hours. Graduate students in programs requiring 36 credit hours must complete their master’s degree program within 54 attempted credit hours.

Students pursuing second degrees may be considered for financial aid. A second undergraduate degree must be obtained within 60 attempted credit hours. A second master’s degree must be completed within an additional 36 credit hours.

Federal Financial Aid shall be limited to two baccalaureate degrees and two master’s degrees. Students wishing to pursue additional degrees beyond these may do so but without federal financial assistance.

Appeal Process:
Under certain extenuating circumstances a student may appeal the satisfactory academic progress requirements. These circumstances include
personal injury or illness during a period of enrollment; death of an immediate family member or legal guardian during a period of enrollment; or other unexpected documented circumstances beyond the control of the student.

Appeals must be submitted to the WLU Financial Aid Office and must include supporting documentation of a student’s extenuating circumstances. The deadline to submit an appeal will be documented in the student’s notification of failure to meet SAP requirements. Appeals submitted after the published deadline will not be considered.

Financial Aid Probation:

Probation status for financial aid purposes will be assigned to a student who has failed to meet SAP requirements and who has had their SAP appeal granted. A student on financial aid probation may receive financial aid for one enrollment period. At the end of the probation period the student must meet SAP standards, failure to do so will result in the student being ineligible for federal aid.

Loan Repayment

Repayment schedules for Direct Loans are available by contacting your loan servicer. Repayment schedules for Perkins Loans are available in the Business Office, as well as, the materials distributed in the entrance and exit counseling. Business Office hours are 8 am - 4 pm, Monday through Friday.

As required by Federal financial aid regulations, information on drug abuse prevention for all students and employees is available from the Learning and Student Development Center, located in Main Hall. The Office of Human Resources publishes The Institutional Drug-Free Workplace Policy. The Campus Security Report and the Equity in Athletics Report is available online at westliberty.edu, going to the financial aid page, and clicking on “Consumer Information.”

Registrar’s Office

Location: Shaw Hall, Room 121
Hours: Monday-Friday / 8 am – 4 pm
Telephone: (304)336-8007
Fax: (304)336-8220
E-mail: WLUREG1@westliberty.edu
www.westliberty.edu/registrar

The Registrar’s Office coordinates course registration and maintains academic records for all students. All academic records (grades, transcripts, etc.) are maintained in the Registrar’s Office. Any changes in degree program, advisor, telephone number and address must be processed through the Registrar’s Office. The following services are also performed by the Registrar’s Office staff:

- Graduation Certification
- Transcript Requests
• Transient Approval to take Courses at another college or university
• Athletic Certification
• Enrollment and Degree Verification
• Veteran’s Certification
• Registration
• Assistance with WINS

West Liberty University Information Network System (WINS)

The West Liberty University Information Network System (WINS) serves as the on-line student self service center. Students complete course registration, access grades, and view transcripts on-line via WINS. Student account information and financial aid information can also be viewed in WINS.

Students can access WINS by clicking on the WINS icon from the WLU web site (westliberty.edu). To log in, students use their BANNER/Student ID as the USER ID and their six digit birth date (mmdyyr) as their PIN. After initially logging into WINS, students are required to change their PIN.

The Enrollment Services Center should be contacted for assistance in accessing WINS.

Office of Student Services/Dean of Students

Location: Shaw Hall, Room 107
Hours: Monday-Friday 8am – 4 pm
Telephone: (304) 336-8343
Fax: (304) 336-8220
E-mail: dbush@westliberty.edu, cookscot@westliberty.edu

The Office of Student Services and the Dean of Students supervises the Division of Student Services, in addition to Enrollment Services, which includes the following departments: Health Services, Housing and Student Life, the Learning & Student Development Center, and the College Union.

The Dean of Students serves on the President’s Council, works closely with Student Government and supervises the University’s judicial process. The Office of Student Services is available to assist students on any student related issue.

Health Promotion Committee

The Health Promotions Committee is made up of a group of faculty, staff, and students with a common goal: educating and encouraging healthy living for students, faculty, and staff alike. The Health Promotions Committee offers
programs throughout the semester that increase awareness of health-related issues on campus.

Several programs are available on a variety of topics.

- The Health Fair
- The Great American Smoke-Out
- Alcohol Education and Screening
- Depression and Suicide Prevention
- Eating Disorders Education and Screening
- Healthy Living Programs

Each semester the Health Promotions Committee has at least one program that requires a commitment to health and continued participation in physical activity.

**Health Services**

*Location: Shaw Hall – Lower Level, Room 19*

*Hours: Nurse available: Monday – Friday / 7 am - 3 pm*

*Physician available on campus: Monday – Friday – schedule varies, please call or check website for physician schedule*

*Telephone: (304) 336-8049*

*Fax: (304) 336-8315*

*Email: cbennington@westliberty.edu*

*www.westliberty.edu/health-services*

The primary mission of Health Services is to enable students to take full advantage of their academic experience and achieve their career and educational goals by maintaining and improving their health. First aid and treatment of illness are provided to all full-time students (residents and commuters) on both an appointment and walk-in basis.

**Health History Form**

A medical history form is required of each student entering the University. All students receive Health Forms with their letters of acceptance to the University. These forms are to be completed, signed and returned to the Health Service before a student may receive medical care.

**Services Offered**

The Health Service is a primary health care center. The services are provided free of charge and include:
Unlimited office visits
- Treatment of medical problems
- First aid
- Suture removal
- Blood pressure screenings
- Pregnancy testing
- Allergy injections – by appointment only. The student must furnish the serum with specific instructions from their allergist.
- The loan of crutches and canes is available for a two-week period. If an item is not returned or is damaged, the borrower will be charged for the replacement cost.
- Health and wellness resource information.
- Services also available at Doctors Urgent Care in Wheeling
- TB Testing – Mondays and Tuesdays 7am-12pm (nominal fee)

Confidentiality

All information received by the Health Service regarding a student’s health is strictly confidential. Access to medical records is limited to authorized medical personnel.

Referrals

The medical staff makes referrals to other agencies for health care not provided at the Health Service or Doctors Urgent Care. These include X-rays, lab work, medical specialists, and family planning. Students are urged to carry some type of health insurance to cover any cost of such referrals. The University’s insurance does not cover injuries sustained by students, e.g. medical expenses relating to accidental injuries sustained while participating in University-sanctioned activities.

Emergency Services

Students requiring emergency services will be referred to the Emergency Department of Ohio Valley Medical Center or Wheeling Hospital. Emergency ambulance transport for the university community is provided by the West Liberty Volunteer Fire Department. The fee for emergency ambulance transport is the responsibility of the student and is determined by the type of services and supplies utilized.

Doctors Urgent Care

A student unable to see the physician at the Health Service for injuries or illness may go to Doctors Urgent Care (DUC).
• Locations, Phone, and Hours:
  Wheeling, WV (304) 232-1020
  Monday - Friday 8 am to 4:00 pm
  Saturday – Sunday 8 am to 12:00 pm
  Closed on Holidays

• Charges:
  Although there is no charge for a simple office visit at Doctors
  Urgent Care for WLU students, not all services are free. The
  services listed are inclusive but not limited to:

• No-Charge Services
  Office visit (doctor exam)
  Lab tests (done at DUC)
  Limited injections

• Charged Services
  X-rays
  Lab tests (done at hospital)
  Suture repairs

DUC will bill the student’s insurance company and accept as payment
what the insurance company pays after the deductible has been met. A student
with no insurance is responsible for charged services; but payment is not required
at the time of service.

Highlands Center

Location: 355 Wharton Circle, Suite 200, Triadelphia, WV 26059
Hours: Monday – Thursday / 8am – 10pm
        Friday and Saturday / 8am – 4pm
Telephone: (304) 547 – 2800
Fax: (304) 547 – 0745
Campus Mail: CSC #198
E-mail: highlands@westliberty.edu
www.westliberty.edu/highlands

West Liberty University Highlands Center offers a variety of courses and
is conveniently located right off Interstate 70 at the Cabela’s Drive exit. Programs
at the Highlands Center include the Masters of Arts in Education, Regents
Bachelor of Arts, Bachelor of Applied Science, and the Bachelor of Arts in
Organizational Leadership and Administration. The Highlands Center also holds
the majority of summer courses. The modern classrooms, Wi-Fi throughout the
center, and accessibility make the Highlands Center an ideal location for learning.
As a courtesy to other businesses students should park in the lot next to the
building designated for WLU students. The following services are performed by the Highlands Center Staff:

- Admission, Registration, and Financial Aid for Graduate Students
- Admission and Registration for the Bachelor of Arts in Organizational Leadership and Administration
- Admission and Registration for the Regents Bachelor of Arts
- Work/Life Portfolio Submissions
- Miller Analogies Testing (MAT)

Housing & Student Life

Location: Rogers Hall, main lobby
Hours: Monday-Friday 8am – 4 pm
Telephone: (304)336-8345
Fax: (304)336-8385
E-mail: residencelife@westliberty.edu
www.westliberty.edu/residence-life
www.westliberty.edu/student-life

West Liberty University adheres to the philosophy that co-curricular involvement and student engagement through activities, clubs, and organizations are a valuable supplement to classroom learning and the University experience. The Housing & Student Life Office coordinates housing, Student Life programming, clubs and organizations, Greek Life, Campus Activities and the Wellness Center. The Housing & Student Life staff work closely with other departments and organizations, such as Student Government Association, Intramurals, Greek organizations and various other clubs to provide programming and activities for the campus. The diverse range of activities is intended to have something for everyone.

Student Life:

Greek Life

Greek organizations benefit the campus community by providing support systems, promoting philanthropic activities, and developing healthy social experiences. Greek Week is held in the Spring Semester and involves a week-long celebration of friendly competition between sororities and fraternities. Formal Recruitment for Greek Life takes place in the fall semester. Greek Council governs all social sororities and fraternities and works with Intrafraternity Council and Panhellenic Council to provide guidelines for Greek organizations and collaborate in providing events for Greek organizations and the campus community.
Each Greek organization is required to have a Risk Management Consultant and provide risk management education in many areas, including hazing. Hazing is not tolerated at West Liberty University. Any individual or Greek organization involved in hazing will be subject to sanctions through the University judicial process. Hazing is a term encompassing any action which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

WLU currently has nine fraternities and sororities, both local and national organizations, including:

- **Sororities:**
  - Alpha Xi Delta (national sorority)
  - Chi Omega (national sorority)
  - Beta Rho Epsilon
  - Delta Theta Kappa
  - Lambda Psi Sigma

- **Fraternities**
  - Phi Delta Theta (national fraternity)
  - Beta Theta Gamma
  - Chi Nu
  - Kappa Delta kappa

**Clubs & Organizations**

Any student interested in establishing a new club or organization can contact the Campus Activities Coordinator, in the Housing & Student Life Office located in Rogers Hall or by emailing studentlife@westliberty.edu. Each club or organization must register annually in the Housing & Student Life Office, including providing a list of current members and the name and signature of an advisor. The list of clubs and organizations changes frequently, for the most up to date list with contact information, please visit www.westliberty.edu/student-life/services/clubs-organizations/list/.

**Clubs and Organizations Registered with Campus Life:**

- **Academic/Service Honor Societies**
  - Alpha Chi
  - Alpha Phi Sigma
  - Alpha Psi Omega
  - Chi Beta Phi
  - Delta Mu Delta
  - Delta Sigma Pi
  - Phi Alpha Theta
• Academic/Professional Clubs
  o American Dental Hygienists Association
  o American Institute of Graphic Arts
  o Athletic Trainer’s Club
  o Biology Club
  o Chemistry Club
  o Criminal Justice Society
  o Dental Hygienists Association
  o Exercise Physiology Majors Club
  o History Club
  o Investment Club
  o International Biology Travel
  o Math Club
  o Music Educators National Conference (MENC)
  o National Science Teachers Association
  o Physical Education & Health Majors Club
  o Physician Assistant Student Society
  o Physician Assistant Experience Club
  o Psychology Club
  o Social Work Club
  o Sports Business Association
  o Student Accounting Society
  o Student Nurses Association
  o West Virginia Student Education Association

• Religious Life Organizations
  o Baptist College Ministries
  o Catholic Campus Ministries
  o Kappa Phi
  o Protestant Campus Ministries

• Special Interest Groups
  o Alchemy Club
  o Bad Movie Club
  o Beard Club
  o Chinese Club
  o Club Ultimate
  o Colleges Against Cancer
  o Environmental Club
  o Flag Football Club
  o French Club
  o Hilltop Swingers Swing Dance Society
Standards for Recognized Student Organizations

The following standards must be met annually by chartered organizations in order to be recognized by the university:

1. Completed recognition form
2. Updated constitution and by-laws
3. A completed list of all designated officers and members (including mailing addresses and phone numbers)
4. Signature of an approved advisor (approval is granted by the Campus Life Office)
5. All organizations must be in good standing with the University concerning academics, finances, and conduct
6. Membership to any organization is limited to WLU students.
7. All organizations applying for recognition shall include provisions to insure that their constitutions, charters, and by-laws are not discriminatory with reference to race, color, gender, ethnic origin, religious affiliation, or sexual orientation of prospective members, except when the express and legitimate purpose of the organization require limitation as to gender or religion.
8. To limit the activities of the group, and, insofar as possible, those of its individual members, to acceptable conduct which is within the limits of state and federal laws and University regulations. To recognize the president of the group as the administrative head and spokesperson. This officer is to assume responsibility for the proper planning preceding any
organizational event and for the conduct of those in attendance. Failure to meet these prescribed standards or the infraction of any University regulation may result in any of the following penalties:

a. Denial of recognition of the group as a University organization.

b. Forfeiture of right to representation in other University organizations, e.g., Interfraternity Council, Student Government, Intramurals, etc.

c. Denial of the use of University facilities.

d. Forfeiture of right to be listed in the Student Handbook or other publications.

e. Denial of privilege of some or all social activities for a specified period.

f. Denial of privilege of taking in members.

Alleged violations of the above “Standards for Organizations” will be referred for adjudication to the University’s judicial process. In a case involving a student organization, all disciplinary procedures for individual students are to be followed except that student organizations are not entitled to representation by an attorney in any campus proceedings.

**Campus Activities Board**

The purpose of the Campus Activities Board works with the Campus Activities Coordinator and the Area Coordinator for Student Life to provide campus activities for the entertainment and enrichment of the student body and to encourage active participation in campus activities. The Campus Activities Board is chaired by a student Hall Director and advised by the Campus Activities Coordinator. Several RA’s are members as part of their committee membership requirements, but the Campus Activities Board is open for any student to join. If you are interested in getting involved with CAB, please email student-life@westliberty.edu or contact the Housing & Student Life Office.

**Wellness Center**

The Wellness Center is directly managed by the Area Coordinator for Campus Life. The facility is open to be used by all faculty, staff, and students, as well as members of the community and guests. Guests are required to turn in their West Liberty University Topper Card in order to gain admittance. Guests can apply for a guest pass through the Housing & Student Life or online at www.westliberty.edu/student-life/wcguest.

In addition to submitting your Topper Card or guest pass, there are several safety features in place for the Wellness Center and its patrons. There are also cameras and door access controls to keep the Wellness Center and its guest safe and to keep the facility well-maintained. The Wellness Center currently has several cardiorespiratory machines, including treadmills, stair climb machines, elliptical machines and stationary bikes. The facility also has several weight...
machines and free weights, including dumb bells, kettle bells, and weight plates for barbells.

**Housing:**

**Housing Application and Deposit**

Each student is required to submit a Housing Application along with the $100.00 room deposit to the Housing & Student Life Office. Both the application and deposit are required for all students prior to their move in to any residence hall. The application and deposit may be submitted through mail, at the office, or online at [www.westliberty.edu/residence-life/application](http://www.westliberty.edu/residence-life/application).

When applicable, the date in which the housing application is submitted to the Housing & Student Life Office may be a deciding factor when trying to meet the student’s requested preferences for residence hall and roommate choice. The earlier the residence hall application is submitted the greater the chances are increased of having the requested preferences met. However, this does not imply or guarantee that a specific room assignment will be made. All preferences desired by the student are to be indicated on the Housing Application.

In addition, the required $100.00 room deposit is a damage deposit in addition to the room and board charge. Applications received without the $100.00 room deposit will not be processed until the deposit is received. The room deposit is refunded if a student completes and submits the Room Cancellation and Deposit Refund Request Form for their room before the cancellation deadline: June 30th for fall semester cancellations and December 1st for spring semester cancellations. This request can be completed in the office or online at [www.westliberty.edu/residence-life/cancel](http://www.westliberty.edu/residence-life/cancel).

A student must be registered for at least 12 credit hours to be eligible to live in the residence halls, unless special circumstances exist, pending approval of the Director of Housing & Student Life. Students are not permitted to continue their room and board without being officially registered for classes with the Registrar’s Office.

At the beginning of each semester, the Area Coordinator for Residential Enrollment will notify each Hall Director of students assigned to their residence halls not registered for classes. The Hall Director will then contact each student. Any student who is unable to register for classes at that time will be asked to leave the residence hall.

**Room Assignments**

The Area Coordinator for Residential Enrollment assigns rooms to incoming freshmen, transfer students, and upperclassmen not currently living on
campus. Students wishing to be roommates should make sure that both roommates request each other in order to be placed together. If you wish to change a preference after submitting your application, you can do so by emailing residence-life@westliberty.edu or calling the office at (304)336-8345.

Transfer students and upperclassmen not currently living on campus are assigned in accordance with the student’s preferences for residence hall and roommate choice and the space available to accommodate such requests. Assignment is made in the order of the date in which the Housing Application and deposit are submitted.

For upperclassmen currently living in the residence halls, the Area Coordinator for Residential Enrollment coordinates the room selection process, which is held during specified times in the spring term. During this designated time, upperclassmen are given first choice of residence hall room selection. The University reserves the right to change halls and rooms if deemed necessary. During this process only seniors and those with ADA accommodation requirements are permitted to sign up for a private room. Private rooms are only guaranteed for those with documented ADA accommodation requirements. Seniors may need to be consolidated or assigned roommates based on needs of the University.

When making a room reservation, the upperclassman reserves a space in that room for himself or herself and may request a specific roommate. The requested roommate should complete their room selection as quickly as possible. Any remaining space in a room in which the requested roommate has not completed paperwork by the close of the room selection process, may be assigned to another student as needed based on space. Students cannot reserve space for requested suitemates. All students are advised to reserve spaces at the same time if they request a specific suitemate. Also, an upperclassman’s room reservation may not be honored if the student is not pre-registered or has a hold placed on his or her records. The Area Coordinator for Residential Enrollment will notify the student in writing over the summer if his or her room reservation cannot be honored or must be changed.

When Assigning a Room the Housing & Student Life Office agrees:

- To consider all preferences indicated on the Housing Application. Assignments will be made based on the space available to honor requested preferences and the date in which the residence hall application was submitted.

- To make all room assignments in a fair and consistent manner to all students. Also, room assignments will be made without discrimination based on race, creed, religion, or national origin and to avoid changes of original assignment for any of the above reasons.
To not alter a student’s room assignment in that academic year except for disciplinary reasons, catastrophe, closing of facility, unavailability of space, consolidation of vacancies, or unpaid room and board charges.

To provide each student the following room furnishings: one single bed, one mattress, one desk and chair, clothing storage space, basic extended cable and internet connection.

To provide each student with a reasonable amount of heat, water, electricity, and waste disposal. In situations where there is weather or maintenance related emergency that affects heat, water, electricity and waste disposal, the Housing & Student Life Office will work with the proper entities to resolve the issue and to keep students informed of the problem and progress as appropriate.

When Assigned a Room the Student Agrees:

- To check-in at the assigned residence hall and to accept the space assigned by the Housing & Student Life Office.
- To observe hall/room change procedures established by the University and to have prior approval from the Area Coordinator for Residential Enrollment before making a room change.
- To observe and abide by the established policies and procedures and behavior and conduct regulations for living in the residence hall as stated here in the West Liberty University Student Handbook, as well as those established and posted in his or her own residence hall. Students who are removed from the residence halls as a result of judicial sanction will not receive any refund of room and board fees for the semester.
- To be directly responsible for keeping his or her assigned room clean and free of damages.
- To use public areas, bathrooms, corridors, equipment, and furnishings in a careful and proper manner.
- To pay all room and board and related fees according to his or her invoice on the date due at the beginning of each semester.
- To pay all charges incurred by and billed to the student for the extra cost of a private room and any residence hall damages not indicated on the room condition form by the date due.
- To work through the consolidation process with the Area Coordinator of Residential Enrollment should the student’s roommate cancel their room, fail to move in at the start of the semester or move out after the start of the semester. If the student does not work through the consolidation process, they will be charged the appropriate private room fee, which will be pro-rated if the need for consolidation occurs after the start of the semester.
To read and sign the Housing Contract. This contract is binding for one full academic year and is signed at the time the student moves into the residence hall.

In addition to room assignments, the Housing & Student Life Office is also responsible for the following:

- Maintaining an accurate record of any room and hall changes made by the student.
- Calculating the pro-rated room and board refund when the student terminates his or her room and board contract by withdrawing from the University.
- Calculating private room charges and notifying students of the amount due.
- Notifying students of residence hall damage charges.
- Placing holds on students’ records for unpaid residence hall damages.
- Facilitating the room consolidation process to assist students in finding roommates after the start of each semester.

Residence Life:

West Liberty University adheres to the philosophy that residence halls provide an educational experience, as well as a social experience. Choosing to live in a residence hall will provide students with a wonderful opportunity to develop lasting friendships and a network of contacts for future use on both a personal and professional level. It can also assist students in developing stronger interpersonal skills by providing an environment in which understanding, sympathizing, and compromising with other students can be learned.

The residence hall is a community in which students are the main ingredient. We believe a residence hall is more than a place to relax between classes or sleep. Our residence hall communities are designed to be active centers of Student Life. The Student Life staff encourages you to maintain an open-minded approach to the challenges and opportunities presented daily by residential communities in order to grow in citizenship and leadership. To make a community function, it is very important to ensure that the rights of individuals are respected. We urge each resident to act responsibly toward the rest of the community as well as to himself or herself. It is important that each person’s actions contribute to the development of a strong, balanced community within the residence halls.

The Goal of the Student Life Department is to provide each student with comfortable housing in a positive atmosphere, which will enable the student to have an enjoyable and full university experience. Resident Assistants, Hall
Directors and Area Coordinators live in each residence hall and provide leadership, programming, peer counseling, and act as an information for the University.

Student Life Staff:

- **Professional Staff** includes the Director of Housing & Student Life, three Area Coordinators, and the Campus Activities Coordinator. Area Coordinators (ACs) are responsible for a group of residential facilities as well as specific duties related to the central office. The ACs live in the residence halls, have earned at least an undergraduate degree, and are specially trained in counseling, communications, problem solving, First Aid/CPR, fire safety, and other areas important to facilitating life in a residence hall. The Campus Activities Coordinator oversees the Campus Activities Board, campus life events, Greek Life, and all clubs and organizations.

- **Hall Directors** are responsible for the daily management of residence halls that do not house Area Coordinators, and report to a specific Area Coordinator. These student staff are typically juniors or seniors, and have prior experience as Student Life staff.

- **Resident Assistants (RAs)** are upper-class students who live on each floor and assist students with a variety of needs. The RAs are skilled paraprofessionals who have been trained in many areas to make the student’s experience in the residence hall healthy, safe, fun, educational and memorable.

Student Life Training, Philosophy and Programming

Other than training for specific job requirements (First Aid/CPR, conflict resolution, fire safety, peer counseling, etc.) your Student Life staff participates in training to enhance their communication and helping skills. The Student Life staff’s primary function is to act as a resource of information and to aid residents with questions or in times of crisis. If you are having difficulties in any area, your RA, Hall Director, AC, Campus Activities Coordinator or the Director are available to help you find the solution or to find the person who can most help you with the problem.

The RA Selection process is approximately a month long process of interviews, group discussions, and information sessions to aid us in finding staff members who will meet the goals of the department. If you have interest in becoming a member of the Student Life staff, we encourage you to ask questions and discuss your interest with any member of the current staff or by emailing residenclife@westliberty.edu.

Staff Duty Hours
Student Life staff, including one professional staff member (AC or the Director) who covers the entire campus and one or more RAs working in each building, are on active duty outside of regular office hours (Friday at 4pm until Monday at 8am and through the week 4pm each evening until 8am the following morning). The RA is required to complete duty hours at the main desk of their building from 7:00pm until 12:00 midnight daily. Student Life staff are required to complete duty rounds of their respective areas, maintain building safety, answer questions, and respond to crisis, emergencies or problems. All on-duty Student Life staff members are in direct communication with other members of the Student Life staff and with Campus Police.

Information Technology Services

Location: Main Hall: East Wing Basement
Hours: Office: Monday – Friday 8am – 4pm
        Help Desk: Monday – Friday 8am – 4pm
Telephone: Office: (304) 336-8043
           Help Desk: (304) 336-8886
E-mail: helpdesk@westliberty.edu
www.westliberty.edu/it

West Liberty University Information Technology Services (ITS) facilities are located in the basement level of East Main Hall. Offices for Network Administration, Administrative Data Entry, ITS Help Desk, and the Student Laptop Support Center are located in this area and are typically open from 8am-4pm.

Our wireless network is available in all academic and administrative buildings on the main campus and at the Highlands Center. ITS maintains the campus data network. All residence halls have Comcast high-speed Internet and TV, providing residents with support for both educational and recreational activities. Residents have the option to upgrade to expanded services.

The Student Laptop Program is open to all first-time, full-time freshmen students who are enrolled at the University. Laptop computers, major specific software or other mobile computing devices provide students the opportunity to personalize and further their university experience beyond the traditional computer lab. ITS provides the Student Laptop Support Center to assist students with hardware and software support. Students may also rely on the Student Laptop Center to assist with personal laptop/desktop computers. The Center will perform a free diagnostic check and provide a condition report. Some repairs on laptops or desktops that are not a part of the Student Laptop Program may require a charge.

Computers for general use are available in the Elbin Library and the first two floors of the College Union. In addition, a Student Government-sponsored 24-hour lab, also located in the Union, has four computers with access to high-
speed print and copying capabilities. Several special purpose departmental computer labs are maintained by ITS at both the main campus and the Highlands Center.

Technology is integrated into both the academic and daily experiences at West Liberty University. The University’s website, e-mail, Twitter, Facebook, blogs, and campus-wide notification tools keep the student informed and connected 24/7. Each student at WLU receives an email account that will continue beyond graduation. The Google-supported email service is accessible via the web and includes access to messages, a calendar tool, Google Docs, and the Google Sites tool. The email integrates seamlessly with mobile devices such as smart phones or tablets such as the iPad.

The University uses Sakai, an ADA compliant program, as its learning management system. Each student has an account to access Sakai. Instructors of face-to-face, hybrid, and online courses use Sakai to post class materials, communicate with students, and facilitate effective student learning. Students or faculty seeking assistance with Sakai may contact Office of E-Learning in the east wing of Main Hall, room 172.

The Office of E-Learning provides faculty and student support for instructional technologies and online learning. The area includes computer access, assistance with Sakai, professional development sessions, and opportunities to explore instructional methods. The area provides both technical and pedagogical support for faculty, staff, and students. Assistance is provided on a walk-in basis, by appointment or through email to online@westliberty.edu.

E-Mail:

All students will be assigned an email account for the duration of their tenure here at West Liberty University. As long as you are enrolled with the University, your account will remain active. ITS will delete email addresses on February 15th and September 15th; if a student is not enrolled, his/her account will be removed. All students are assigned a westliberty.edu email account. As long as the student is enrolled or an alumnus, that email account will remain active. ITS will de-activate any email account when a student withdrawals or is not registered for classes.

Intramural Program

Location: College Union, Level 2
Hours: Monday-Friday 8 am – 4 pm
Telephone: (304)336-8235
E-mail: mcconnbo@westliberty.edu

The philosophy for the Intramural Program at West Liberty University is to create interest and participation in sports and other recreational activities that are not part of the intercollegiate program. The program is designed to emphasize
participation of the entire student body and promote the participant’s level of fitness, enjoyment of the activity, and spirit of competition.

Activities are designed for team and/or individual participation. There are three divisions: men, women, and co-ed. Any student who is properly registered as a student at the University is eligible to participate.

The key to a successful intramural program is student involvement and leadership. Through involvement, the student will expand the social and learning opportunities through leisure time.

Programs offered (will be modified as needs and/or interests change)

- Basketball / 3-on-3 Basketball
- Volleyball / Beach Volleyball
- Billiards
- Softball
- Golf
- Tennis
- Soccer
- Swimming
- Flag Football
- Racquetball
- Aerobics
- Euchre
- Ping Pong
- Ultimate Frisbee
- Electronic Gaming

Learning & Student Development Center

Location: Main Hall, 1st floor East Wing
Hours: Monday - Friday / 8 am – 4 pm; evening hours by request
Telephone: (304) 336-8018
Fax: (304) 336-8363
E-mail: bdawson@westliberty.edu
www.westliberty.edu/center-for-student-success

The Learning and Student Development Center is a one-stop shop for undeclared students’ academic advising, counseling, career, tutoring and disability services. Additionally, staff coordinates first-year programs and services, and other retention – based initiatives.

First-Year & Retention Programs & Services
The following programs and services are coordinated through the Learning and Student Development Center:

- Hilltopper Academy Summer Bridge Program
- First-Year Experience Course
- At-Risk Student Monitoring and Academic Advising
- PARENT POWER, News Bulletin

For more information about these and other related programs and services contact the Learning and Student Development Center at (304) 336-8274.

**Tutoring Services**

Tutoring is provided by upper class student tutors who have received training so that they may successfully provide assistance to students in specific academic areas. These tutors excel in the subject that they are tutoring and are recommended by professors at West Liberty University.

In order to be assigned a tutor, students should contact the Developmental Advising Specialist located in Main Hall or by phone at (304) 336-8126. Students will receive an appointment time with a qualified tutor.

Tutors are available to:

- Explain course material in which assistance is needed
- Assist with test preparation
- Assist with research paper design
- Assist in improving note taking, test preparation, test taking and time management skills.

Once a tutor is assigned, the student and tutor may meet as often as needed. It is recommended that students request assistance early in the semester, as studies show that early intervention is especially helpful for academic success. A number of workshops are provided throughout the semester on various topics related to academic success. These include:

- Time management
- Study skills
- Test anxiety

For additional information about tutoring services call (304) 336-8185.

**Personal Counseling**
College is a time of transition and may be difficult for students, often because of social, academic or even family stressors. Students experiencing personal problems are encouraged to contact the Learning and Student Development Center located in Main Hall to schedule an appointment with a counselor.

Strict confidentiality is maintained within ethical standards. Numerous issues may be addressed through the counseling process. Issues for which students often seek assistance may include, but are not limited to are:

- Depression
- Self-esteem
- Drug and alcohol concerns
- Eating disorders
- Sexual assault / abuse / harassment
- Anxiety / stress reduction
- Relationship issues
- Time management / positive decision-making
- Academic concerns
- Group Counseling

Peer support may be very helpful for college students coping with various issues. Group meetings may provide that additional support and peer interaction. Group sessions are available on various topics throughout the academic year, as needed.

A number of Awareness Weeks and positive mental health-related programs, as well as free screening for depression, anxiety, eating disorders and alcohol will be conducted throughout the academic year. To inquire about any of the above services or to obtain information about related issues, contact counseling services at (304) 336-8215.

Disability Services

Assistance is offered to any student with a qualified disability. Following the guidelines of the Americans with Disabilities Act, The Learning and Student Development Center staff members are available to arrange reasonable accommodations for students. A student who recognizes that his or her academic and/or campus activities are limited are in some way restricted due to a mobility, visual, hearing, learning, or emotional disability should contact the Developmental Advising Specialist located in Main Hall. The purpose of these services is to encourage and enable all students an equal opportunity within the college setting.

There are various accommodations that may be available, based upon the student’s documented disability and needs. Documentation should be provided to
the Center staff as promptly as possible, so that accommodations may be made early each semester. These may include, but are not limited to:

- In-class note takers
- In-class writers or readers
- Oral or large print exams
- Textbooks in a CD Format
- Extended time for exams
- Sign language interpreters
- Adaptive physical education
- Telecommunication device for the deaf
- Text enlargers
- Campus escort for visually impaired
- Special request accommodations

Any student who has a question about available services should contact the Learning and Student Development Center at (304) 336-8216.

Undeclared Student Advising

The Learning and Student Development Center also provides academic counseling for students who are undeclared in their major. This includes discussion of career options, assistance with registration for classes, and the availability of interest inventories and other career assessment instruments. Workshops are available throughout each semester for those students who are interested in exploring career interests.

Career Services

Career Services is committed to assisting students and alumni in designing an individualized portfolio that incorporates aspects of leadership and career development. In this developmental process, students are encouraged to develop their potential by gaining experiences and skills through the academic environment, campus involvement, volunteering/service activities, internship opportunities, and career exploration. The ultimate goal is for students and alumni to be able to successfully conduct their own self-directed job search as well as manage their goals into viable career objectives. Services provided through this office include:

- Leadership and career/interest inventories
- Career workshops/classroom presentations
- Internship exploration/identification
- Resource center and reference library
- Job vacancy listing
- On-campus interview opportunities
• Job fair/graduate school fairs
• Graduate school catalogs and test registration materials
• E-portfolio
• Resume referral and fax service
• Computers with Internet access
• Job search assistance

Obtaining Services

In order to obtain any of the services listed, students should the Learning and Student Development Center or call the appropriate extension:

Learning and Student Development Center • (304) 336-8018
Counseling • (304) 336-8215
Disability Services • (304) 336-8216
Tutoring • (304) 336-8185
Retention Coordinator • (304) 336-8274

Title IX

Title IX is federal legislation from the US Department of Education’s Office for Civil Rights. It prohibits discrimination on the basis of sex and gender in education programs, including athletic programs or activities that receive federal funding. Under Title IX, discrimination on the basis of sex or gender can include sexual harassment and interpersonal violence including: stalking, relationship violence, and sexual violence.

West Liberty University is committed to ensuring equal access to education in an environment free from discrimination, including sexual harassment and interpersonal violence. Students, employees, or visitors who have questions about policies, grievance procedures, and individual rights or would like to report an alleged incident of gender-based misconduct, can contact the following individual for support:

Bridgette Dawson, Title IX Coordinator
304.336.8018
titleix@westliberty.edu
Mr. Jim Stultz, Vice President of Human Resources
jstultz@westliberty.edu

Library (Paul N. Elbin Library)

Location: Paul N. Elbin Library (main floor and upper level)
Hours: Monday-Thursday 8 am-11pm
The Library endorses the core values of West Liberty University:

- Student-centered
- Caring
- Professionalism
- Commitment to excellence through continuous improvement.

The Library supports the curriculum of the University through its acquisition and preservation of informational resources in all academic areas. A professional librarian is available to help with informational needs and able to access the most current print and digital resources.

Students may access most library resources via the Internet at:
http://westliberty.edu/library

- TOPPERCAT—online catalog of books at the library
- Databases—access thousands of full-text journals, newspapers, legal documents

Other services include:

- Wireless access
- Computer lab
- Technology project development room
- Digital imaging capability
- Copy center
- Library and research instruction
- Interlibrary loan
- Movies
- Children’s literature
- West Liberty University Special Collections

**Student Government Association**

*Location: College Union, 2nd floor*
*Telephone: (304)336-8027*
*E-mail: sga@westliberty.edu*
The Student Government Association (SGA) serves as the voice for the West Liberty University student body. SGA represents the students in the decision-making process with the University administration. SGA serves as the communication channel between the administration and faculty to the students. SGA offers students leadership roles that complement the lessons learned in class. Best of all, SGA plays a major role in planning the events to celebrate Homecoming, a tradition that is the biggest event held on campus each year.

Each person involved with SGA has an important role and influences the success of the University. SGA is composed of 21 Senators, the Executive Branch, (President, Vice-President, Treasurer, and Secretary), and a faculty advisor. The Dean of Students and/or his/her designee serves as a permanent advisor. Of the twenty-one senators elected, there are four class presidents, four housing representatives and two commuter representatives. The remaining eleven Senators serve as liaisons to all other clubs and organizations on campus. The Student Government President is a member of the West Liberty University Institutional Board of Governors. The Vice President is on the Student Advisory Committee of the University system. Elections are held for officers and most senate positions at the end of the spring semester. Housing and commuter Senate positions are elected early in the fall semester.

Meetings are held every Tuesday night at 9:00 PM during the regular academic year. Typically, meetings are held in the Alumni Wall of Honor room in the College Union. At each meeting there is constituent time where any student can speak to the Senate and SGA officers.

Each year SGA is involved in the following activities and events:
- Holding SGA elections
- Making appointments of students to various University committees and boards
- Coordinating many of the Homecoming events
- Coordinating a spring social event
- Hosting a leadership retreat for SGA members
- Assisting clubs and organizations with their events

The Trumpet

Location: College Union, 2nd Floor
Telephone: (304) 336-8360 (Newsroom)
           (304) 336- 8213 (Editor)
           (304) 336 – 8305 (Sports)
           (304) 336 – 8873 (Faculty Advisor)
E-Mail: Wltrumpet@westliberty.edu
http://www.westlibertylive.com/thetrumpet

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The Trumpet is a weekly, student-run publication that offers coverage of campus events and news, sports and commentary. New issues are released every Thursday morning during the school year and are placed in various buildings around the campus, and at the Highlands Center. Off-campus subscriptions are available at the price of $12.00 per year. The Trumpet also offers advertising opportunities for both on and off-campus organizations. Journalism or communications majors are not required for students who wish to work for The Trumpet.
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<td>Van Meter Way, West Liberty, WV</td>
<td>336-7530</td>
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<td>232-1020</td>
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<td>355 Wharton Circle Ste. 200, Triadelphia, WV 26059</td>
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**Reservations**

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- Conference Rooms 8035
- Chapel (Social Room) 8024
- Academic, Sports & Recreation Complex 8046
- College Hall, Kelly Theatre 8135
- College Union 8024
- Summer Conference Groups 8345

**Residence Hall Offices**

- Beta Hall 8069
- Bonar Hall 5392
- Curtis Hall 8932
- Krise Hall 8040
- Boyd Hall 8066
- Hughes Hall 8060
- Krise Hall 5189
- Rogers Hall 8085

**School Cancellations**

336-8400

**Selective Service Information**

Enrollment Service Center, Shaw Hall, Room 121 8007

**Sororities**

Housing & Student Life, Rogers Hall 8345

**St. Thomas Aquinas Center**

134 Chatham Street, West Liberty, WV 26074 336-7476

**Sports Information**

ASRC, 4<sup>th</sup> floor 8320

**Student Work-Study Employment**

Enrollment Service Center, Shaw Hall, Room 121 8016

**Student Services**

Shaw Hall, Room 107 8343

**Student Government**

College Union, 2<sup>nd</sup> floor 8027

**Student Organizations**

Housing & Student Life, Rogers Hall 8345

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<td>West Liberty University Operator, College Union</td>
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<td>866-WESTLIB</td>
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Student Life Policies and Procedures

West Liberty University is a coeducational state institution maintained by the Legislature of West Virginia. It operates under the direct supervision and control of the Institutional Board of Governors.

As in any social institution, policies and regulations play an essential part in furthering the goals of West Liberty University. Changes in these policies and regulations may occur over the years as students express different needs or seek more individual freedom. However, the challenge for freedom must be accompanied by a challenge for responsibility. This responsibility includes the enforcement of all policies and regulations in order to conserve the standards of conduct established by the University community.

The role of the student in maintaining the integrity and honesty of the University community must be an important part of the West Liberty tradition. Freedom without acknowledgment of its inherent responsibilities is not freedom.

The Student and the Academic Community

The submission of an application for admission to West Liberty University represents an optional and voluntary decision on the part of the prospective student. Institutional approval of that application, in turn, represents the extension of a privilege to join the academic and behavioral expectations that are set forth in the policies and regulations of the institution.

Membership in the academic community accords to the student certain freedoms and responsibilities in addition to those enjoyed by peers outside the institution. The following statements define the student freedoms and responsibilities in the West Liberty University community and define the opportunities for participation in the governance of that community.

Freedom of Expression and Assembly

As a member of the academic community, the West Liberty University student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student is privileged to have access to campus resources and facilities in accordance with institutional policies. Such campus resources at West Liberty University include the Library, Counseling Services, Educational-Vocational Counseling, Placement Services, and Campus Ministry. Furthermore, the student is encouraged to inquire, discuss, listen to, and evaluate the opinions of others who may or may not be members of the community.
Visiting Speakers

Consistent with its stated purpose, any recognized student organization has the privilege of inviting and listening to any person of its choice. To effectuate an orderly scheduling of facilities for such events, the sponsoring organization should file a request with the Campus Life Office.

Procedures Regulating Demonstrations and Assembly

As a citizen, the student at West Liberty is accorded essential freedoms to express personal viewpoints and consistent with propriety, to espouse causes both inherent and extramural to the institution, so long as the methods of support do not infringe upon the basic rights and freedoms held by all other members of the academic community.

Several channels of communication are provided for students who wish to express their viewpoints and engage in dialogue with regularly established governing bodies of the University. Channels open to student participation are Student Government, the various student-faculty committees, as well as the student-faculty newspaper. Furthermore, students may always arrange for personal consultation with members of the administrative staff of the University or may petition for desired objectives.

If any student believes that such channels have not provided satisfactory outlets for their views, some may wish, as a last resort, to participate in some form of public demonstration. The following procedures are provided, therefore, to regulate the conduct of the members of the University community who choose to express their concerns through any form of demonstration:

1. Picketing, sit-ins, and other forms of demonstration are to be confined to the exterior of buildings. Such demonstrations must not block the entrance to buildings or the normal flow of pedestrians or vehicular traffic.
2. Demonstrations are to be orderly at all times and may in no way jeopardize public order or safety or disrupt classroom instruction, the privacy of individuals living in residence halls, student participation in placement interviews, conferences, or other University activities.
3. Persons involved in demonstrations may not disrupt organized meetings or other assemblies.
4. Persons involved in demonstrations may not coerce others to join in the demonstrations or harass passers-by or participants in any University program. Non-demonstrators may not harass the demonstrators or disrupt their orderly demonstrations.
5. Banners, placards, other visible materials, and public utterances must contain no vulgar language or expressions. Distribution or posting of printed or written materials must follow established procedures.
6. Any demonstration that originates on the University campus and proceeds off campus is to be conducted within the confines of local, state, and national laws.

7. The right of assembly and orderly demonstration does not give license to conduct riots or other disruptive activity inherently dangerous to persons or property.

8. Any person identified as remaining in a demonstration which has not been orderly (as defined in points 1-7 above) and who has not been orderly (as defined in points 1-7 above) and who has been asked to leave by an official or agent of the University, will be subjected to arrest. Such actions will also be reviewed by the Student-Faculty Judiciary, Committee and, if in violation of policy, will be subject to University disciplinary action.

9. Any person identified as committing an act of violence, destruction, defacement of property, or disrupting the functions of the University will be subject to arrest. Such actions will also be reviewed by the Judicial Board and, if a student is found guilty, he/she will be subject to disciplinary action.

**Student Press, Radio, and Television**

The value of a free and independent student media is recognized. Student editors and reporters have the freedom to report factual matters and to express editorial viewpoints which need not reflect the viewpoint of the faculty or administration. However, this freedom of expression necessitates adherence to the canons of responsible journalism, including the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

**Alcohol**

The university prohibits the possession or consumption of alcoholic beverages on the campus. Any exception must have prior approval.

**Academic, Sports and Recreation Complex Use Policy**

The Academic, Sports and Recreation Complex is a multi-use facility designed to serve the academic, intercollegiate and recreational needs of West Liberty University students. Recognizing that various groups use the complex, the following outlines the general scheduling priorities for the complex. Open recreation for students is an important goal and effort is made to provide such opportunity when the building is open.

1. Academic Courses
2. Major Campus Events
3. Intercollegiate team games/matches/practices
4. WLU student Intramural competition
5. WLU student/employee general recreation/free play
6. Alumni events
7. Community events (non-profit)
8. Outside events (rental to outside organizations)
9. Individual alumni use
10. Individuals from the greater community (non-university)

- General Complex Hours of Operation

Academic Year: The following hours are applicable during the regular academic year when classes are in session and are subject to change. Special hours will be posted for summer sessions, during breaks and during other times of the year when classes are not in session.

Sunday 1:00 pm – 10:00 pm
Monday - Thursday 8:00 am – 10:00 pm
Friday 8:00 am – 10:00 pm
Saturday 10:00 am – 3:00 pm

- Building Coverage

Generally, the ASRC is open on weekdays from 8:00 am until 4:00 PM. Specific facilities (such as the pool, weight room, etc.) are supervised by trained employees. The hours of operation are posted in the specific areas as well as in the main lobby. A supervisor is not on duty weekdays from 4:00 to 5:00 PM. Specific facilities within the complex that require direct supervision will not be open unless arrangements for direct supervision is made. The building is open for summer hours from 8am through 4pm, Monday through Friday.

- General Rules for the Complex

1. Individuals or groups who are found in violation of Complex policies or other University policies face immediate dismissal from the facility by the building supervisors or other University officials. Failure to comply may result in disciplinary action and loss of privileges to use the complex in the future.
2. The facility is for the use of West Liberty University students and employees (intercollegiate teams, intramural competitions and recreational events). Individuals or organizations not associated with the West Liberty University cannot use the facilities without prior arrangement. Persons using the facility should expect to be prepared to show West Liberty University identification or a card showing that they have registered with the University to use the complex, as well as proof of insurance.
upon request. In compliance with University policy, smoking or use of any tobacco products is prohibited inside the complex.

3. Proper attire – shirt and shoes when entering the facility and most areas of the complex.

4. Use of the Complex and its various facilities by individuals not associated with the University is permitted pending availability. For more information review the “Use of the Complex by Individuals from the General Public” section of these guidelines.

5. Cleats are not to be worn anywhere within the Complex.

6. Skateboards, roller blades, skates, scooters and bicycles are not permitted in the complex.

Certain areas within the complex have additional policies that must be followed:

1. Arena: The Competition Court (Court #1) is reserved for use by athletic teams and by other organized events approved in advance by the Athletic Director. It is not available for recreational use. Every effort will be made to provide at least one other court for free play and recreational use by students, employees or visiting groups (outside the 3:00-7:00 pm practice time).

2. Track: The direction for walking/running on the track is determined by the day of the week. On Sundays, Mondays, Wednesdays, and Fridays the direction is counter clockwise. On Tuesdays, Thursdays, and Saturdays the direction is clockwise.

- The use of strollers and wheelchairs on the track is permitted only if the wheels do not cause damage to the track. Bicycles, roller blades, roller skates, skateboards, scooters or any other wheeled items are prohibited on the track. Patrons should note that other prohibitions exist on the use of skateboards and roller blades on the University campus.

- No street shoes are to be used on the track. Use the staging area at the entrance of the track to change into appropriate footwear.

- R. Emmett Boyle Conference Center: This premier space on campus is to be used for major campus events that are of a size that is appropriate for the space. Staff meetings, committee meetings, student organization meetings and other programs should be scheduled in other meeting rooms or facilities available on the campus.

- Racquetball Courts: The University strongly recommends that protective eyewear be worn when using the racquetball courts.
• Weight Rooms The weight room is supervised by the coaching staffs of the various sports teams, as well as student monitors. Free weights and other equipment are available in the Wellness Center. Special arrangements for its use by summer conference groups may be made through the Summer Conference Office. General hours are posted. For more information on the Wellness Center, see the Student Life section of this handbook.

• Individuals not associated with the University as students or employees may use the complex on a space available basis. Priority for use of the complex is listed at the beginning of these guidelines. While the University welcomes members of the community, visitors must bear in mind that students have first priority in the use of the complex.

• Reserving Facilities within the Complex. University personnel and organizations must contact the athletic department to make arrangements to reserve facilities within the Complex for special events or programs.

**Definition and Approval of Campus Events**

An approved campus event is defined as any event held on campus that is sponsored by a recognized student organization and registered with the Campus Life Office. Any event that requires the use of certain facilities must be scheduled with that department and/or individual.

Campus functions are scheduled by the Campus Life Office in the College Union. All reservations for facilities must be made with the appropriate individual(s) in charge of that area. A list of individuals to contact for reserving a particular facility is available in the Campus Life Office.

Student ID cards may be requested at any time from students attending any campus functions such as dances, lectures, concerts, athletic events, or other events that require the purchase of a ticket for admission. It is recommended that students carry their ID cards at all times.

The expenses incurred in meeting the above criteria for ensuring a safe environment for all participating and attending the event shall be the responsibility of the sponsoring organization(s).

**Conduct at Events**

West Liberty University students are expected to show responsible and courteous conduct individually and collectively in their participation in all university functions. The officers of each organization and each member of the
organization are responsible for the planning and conduct at all functions held under the auspices of members of the organization.

Any individual and/or group may be held judicially responsible by the University for inappropriate conduct at any university sponsored event. In addition, if the organization responsible for the inappropriate conduct is found at fault, the organization may lose their charter and/or recognition for an expressed period of time or indefinitely.

Drugs

The university prohibits the possession, use, or furnishing of any illegal drugs or drug paraphernalia (bongs, pipes, etc.) in the residence halls or on university-owned or supervised property. Any student found in violation of this policy will be immediately placed on interim suspension from the residence halls and/or the institution pending completion of the university’s judicial process as outlined in the Student Code of Conduct. Any residential suspension predicated on a violation involving a felony-weight of drugs and/or possession with intent to deliver also shall result in imposition of “full restrictions.” Written notification will be sent to student, parent(s) or guardian, and faculty advisor. In addition, any person found in violation of this policy may be subject to legal action. Note: Presence in an area where drugs are present may subject all persons present to discipline/legal action.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Liberty University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students’ education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accredited agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the West Liberty University community, only those members, individually or collectively, acting in the student’s educational interest are allowed access to student education records. These members include personnel in the
Enrollment Services, Student Services, Business Office, academic colleges and departments, academic advisors and athletic departments.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, email address, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by completing a form in the Enrollment Service Center.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Enrollment Services Center or appropriate campus office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located.

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document which exists elsewhere.) These copies would be made at the students’ expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, counseling and student health records, employment records or alumni records. Counseling and health records, however, may be reviewed by physicians or other appropriate professionals of the students’ choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendation associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

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Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar or appropriate campus official. If the decisions are in agreement with the students’ requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students’ expense. The hearing panels, which will adjudicate such challenges, will be the Provost, Dean of Enrollment & Student Services, a faculty member appointed by the President, and a student member appointed by Student Government.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students’ records and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not keeping with the provisions of the Act, may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with The Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202, concerning the alleged failures of West Liberty University to comply with the Act. Revisions and clarifications will be published as experience with the law and institution’s policy warrants.

**Gambling**

Gambling in any form is not permitted on campus. Violation of this policy will result in disciplinary action such as, but not limited to, suspension from the residence halls and possible legal action.

**Hazing Policy**
Definitions:

“Hazing” means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or cause another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: Provided, That the implied or expressed consent or willingness of a person or persons to hazing shall not be defense under this section.

“Institution of higher education” or “institution” means any public or private institution. Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined no less than one hundred dollars, no more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, that if the act would otherwise be deemed a felony as defined in this code, the person committing such an act may be found guilty of such felony and be subject to penalties provided for such a felony.

West Liberty takes accusations of hazing very seriously. Students who observe violations of this policy should file an incident report with Associate Dean of Students or Campus Activities Coordinator. Violations can be investigated and adjudicated as both infractions of State law and Institutional policy. On an institutional level, both individuals and organizations found in violation of this policy will be subject to severe sanctions which could include suspension for an individual or revocation of charter for an organization.

Major Events on Campus

Any student sponsored event bringing in a number equal to 10% of the residential population constitutes a major event. This policy excludes sporting events organized through Intercollegiate Athletics. Any student organization sponsoring a major event must adhere to the following:

1. Register the event with the Campus Life Office at minimum 30 days in advance. Space and/or equipment must be scheduled and reserved with
the appropriate individual(s)/department(s). The Campus Life Office is NOT responsible for scheduling or reserving space and equipment.

2. Have a combination of advisors and/or campus safety officers present during the event. The determination and number of advisors and/or Campus Police officers shall be determined by the Campus Life Office taking into consideration the type of activity and potential attendance. (e.g., a lecture would not have the same requirements as a concert.)

Parking Procedures on Campus

All motor vehicles parked on Campus by the student, faculty, and staff of the University must park in authorized parking lots and parking spaces. Signs and/or parking space lines mark all lots and parking spaces. Whenever possible, operators of motorcycles are requested to utilize less than a full parking space. Any vehicle requiring a state license is classified as a motor vehicle.

All motor vehicles on Campus must be registered with the Campus Police Office in Shaw Hall in order to receive their hangtag. Color-coded parking hangtags are available for a yearly fee. Students’ accounts will be charged the fee automatically for their parking permit. Any student that does not bring a vehicle to campus, can sign a form agreeing to be released from the charge. Only one hangtag per person will be issued. Permits expire July 31st of each. Loss of parking permit requires payment of the yearly fee for a new one and the lost permit will be voided. Students attending one semester only will be required to purchase a yearly hangtag; No refunds/no exceptions.

The charging of fees and the issuing of hangtags merely authorizes the holders to drive and park on Campus; they do not guarantee the availability of a legal space in which to park a car. The University continues to monitor the demand for parking spaces. Operators of automobiles are asked to report to the Campus Police Office for assistance at any time when there appears to be no legal space in which to park a car.

The color coded parking hang tag must be visible in all vehicles which park in the assigned parking areas at all times while parked on Campus or a parking/traffic citation will be issued.

Parking Laws

As a state institution of higher education, West Liberty University derives its authority to create and enforce traffic flow and parking regulations from various sections of the West Virginia State Code, including WV Code Article 17c-13 and Article 4 Section 18B-4-6, and from policies reviewed and approved by the West Liberty University Board of Governors.
Violations can, at the discretion of the University, be handled on campus as an administrative/conduct matter with judicial proceedings or monetary charges for violations added to a student’s account if not paid in a timely manner, or may be filed with the Ohio County Magistrate as a civil proceeding. **Vehicles with more than three unpaid parking fines/violations or who are blocking traffic are subject to “booting” or towing by the University at the owner’s expense.**

Parking citations will be issued on campus for the following types of violations: Unauthorized parking, parking in fire lanes, at yellow curb or on yellow lines, on the grass, in a driveway, blocking the flow of traffic, improper parking, occupying two parking spaces, parking in a handicapped area, parking in traffic circles (i.e. in front of Beta Hall or Hughes Hall).

The following violations will be issued as an Ohio County Magistrate Court Ticket: Driving recklessly, one-way street violations, “Stop” sign violation, exceeding campus speed limit of 15 miles per hour.

Whenever a vehicle is parked on any campus road, driveway or area in a manner which violates posted regulations and substantially impedes the flow of traffic or endangers the health and safety, the institution may, in addition to the issuing of a citation and subsequent procedures set for the herein, remove the vehicle, by towing or otherwise. The vehicle may also be rendered immovable by the use of locking wheel blocks or other device. The University shall not be liable for any damage to a vehicle towed to, or kept in, a designated area pursuant to the provisions of this section. The University shall pay for the cost of removing the vehicle and shall have a right to reimbursement from the owner for this cost and for the reasonable cost of keeping the vehicle in the designated area. Until payment of these costs, the university may retain possession of the vehicle, and university shall have a lien on the vehicle for the amount due.

Any person guilty of negligent homicide or reckless driving upon any of the drive ways or other parts of the University campus is subject to arrest by Campus Police officers or other law enforcement officers. Reckless driving includes driving on any area of the campus not intended for automobile traffic, such as sidewalks and lawns.

**Annual Report on Campus Safety**

The annual Campus Safety Report is required by the Student Right to Know and Campus Security Act of 1990. The Act requires that it be sent to all employees and students of the University. It contains the following:

1. A summary of the University’s security procedures.
2. The annual summary of reported incidents.
3. A list of definitions explaining the various categories of incidents reported in the annual summary.
This report is compiled annually by the Office of Student Services. Any questions regarding this report should be directed to that office. A complete report for the most recent calendar year along with information on Campus Safety and past years’ reports are available on West Liberty’s web site at www.westliberty.edu/residence-life/asr.

Campus Sex Crimes Prevention Act

West Liberty University complies with the Campus Sex Crimes Prevention Act (CSCPA) which was enacted in October of 2000. The University utilizes the Campus Police Office as the agency of record for those who are mandated to register as sex offenders. Information concerning the enrollment or employment of registrants at the institution (and subsequent changes in registrants’ enrollment or employment status) is promptly made available to the campus police department or law enforcement agency. In instances where individuals who are mandated to report fail to do so, the individual case(s) will be reviewed and appropriately prosecuted under the relevant and applicable laws. Campus notification regarding this matter is made available through the Campus Police web page.

Security Procedures

West Liberty University is concerned about the safety of all members of our community and all visitors to campus. The University provides 24-hour police coverage all year. During the academic year, a full-time professional staff member for the Office of Housing & Student Life is on duty each evening after normal business hours, with support from a student staff of Resident Assistants. Campus Police may be contacted at (304) 336-8021 at all times. On a regular University extension, only the numbers 8021 need to be dialed. Information regarding emergency procedures and the reporting of crimes is included in the University’s various handbooks.

Campus Police are available to assist students, employees and visitors. Officers have law enforcement authority and their responsibilities include regulation and enforcement of traffic and parking regulations, enforcement of University policies and behavioral expectations, and the making of rounds and inspection of the campus for safety and maintenance concerns. Officers have a mobile telephone and hand held radio for contact with all emergency services including police, fire, and ambulance squads. The department maintains a close and cooperative relationship with the West Virginia State Police, Ohio County Sheriff’s Department, local police and the West Liberty Volunteer Fire Department and Emergency Squad.
Monthly reports of campus incidents are reported to the West Virginia State Police by the Office of Campus Police. These reports include information consistent with the Uniform Crime Reporting (UCR) system.

The University provides information and educational programs in a variety of ways to the campus community. The Dean of Students meets with parents of incoming students at each summer orientation session. Students are provided handbooks through the WLU website at [www.westliberty.edu/residence-life/studenthandbook](http://www.westliberty.edu/residence-life/studenthandbook), which include information about security procedures on campus. Student Life events include programs on personal security and safety.

The Office of Housing & Student Life and Campus Police also urge residence hall students to register any valuable property with Campus Police for confirmation of ownership in the event of theft or damage. Students are advised to keep records of serial numbers and receipts for expensive items.

The University is committed to maintaining a drug free environment and has a Drug and Alcohol Policy in place. Counseling is readily available for students in need of assistance in dealing with drug and alcohol use. The policies that relate to these issues are included in various institutional handbooks.

**Service and Assistance Animal Policy**

West Liberty University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Learning & Student Development Center in Main Hall. Students requesting to have service or assistance animals in the residence halls will also need to communicate with the Housing & Student Life Office to provide proper housing accommodations.

The following information includes various laws governing service or assistance animals, including definitions of service and assistance animals.

- Title II of the ADA applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses). Additionally, animals that serve solely as crime deterrents or
provide emotional support, comfort or companionship are not considered service animals under the DOJ’s definition in Title II.

- Title III of the ADA applies to business and nonprofit entities that are “public accommodations” such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place or public accommodation. As in Title II, the definition of service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.

- Section 504 of the Rehabilitation Act applies to any institution receiving federal financial assistance, which includes nearly all public and private colleges and universities and states that a college/university may not impose upon a disabled student any policy that has the effect of limiting the participation of the disabled students in the University’s educational program or activity. The Department of Education’s Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for their interpretation of Section 504 of the Rehabilitation Act.

- The Fair Housing Act applies to residential “dwellings”, including “any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families.” §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. To date, there has not been affirmation by the court system as to whether the FHA applies to residential dormitories as there is legal debate whether “family” includes a single individual according to the legal definition. The FHA applies only to residential dwellings and not to academic, administrative and common areas on campus.

After reviewing the aforementioned laws, West Liberty University has developed the following Service and/or Assistance Animal policy:

- With respect to a request for a service or assistance animal, WLU will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, WLU must balance the needs of the individual with the impact of the animal on other campus community members.
Where it is not clear that an animal is a service animal as defined by the ADA, WLU may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under the disabilities legislation. West Liberty University may require any or all of the following:

- Documentation from a treating physician or mental health provider showing that the service or assistance animal is required in order for the student to be successful in completing their degree requirements, including how the animal assists the student.
- Documentation detailing or verifying the appropriate training of the service or assistance animal.
- Documentation from a veterinarian that the animal is up to date on vaccinations and all veterinary care.

For assistance animals that do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet requirements under the Fair Housing Act, the following policy will be enforced:

- Assistance animals will be permitted only in the student’s dwelling (their specific room or apartment). Assistance animals will not be permitted in academic buildings, administrative buildings, or in common areas of the residence halls.
- Assistance animals must be transported in a cage or carrier when outside of the “dwelling” in order to ensure the safety of others. Assistance animals must also be kept in a cage or carrier in the room when the student is not present in the room.

For all residential students who request to have service or assistance animals living in their residence hall rooms or apartments the following policy will be enforced:

- Students with service or assistance animals will be required to pay a damage deposit of $400, in place of the $100 deposit required of all residential students. This deposit will be refunded, minus any damage charges, when the student moves out of the residence hall for the final time, provided they complete the cancellation documentation by the given deadlines.
- Students with service or assistance animals may be required to pay the additional private room fee, unless they are able to provide a roommate who agrees to share a room with the service or assistance animal.
Students who have service or assistance animals may be subject to bi-weekly health and safety inspections in their apartments or rooms. All residents are subject to monthly inspections.

Students with service or assistance animals may be required to complete additional documentation to share with Student Life Staff and Campus Police in regards to proper treatment and interaction with the service or assistance animal.

**Sexual Harassment Policy**

All members of the University community are expected to support an environment of mutual respect and sensitivity, free from all forms of unwelcome verbal or physical conduct of a sexual nature, which would constitute harassing, hostile, disruptive or patently offensive behavior. Therefore, sexual harassment, in any form, of students and employees of West Liberty University is a violation of University policy and is expressly prohibited.

All faculty, students, and staff of the University are expected to:

- engage in conduct that meets professional standards;
- remain sensitive to the effect of their actions and words on others;
- take appropriate action to prevent sexual harassment;
- avoid behavior that might be construed as sexual harassment; and;
- become familiar and knowledgeable regarding this policy.

Those individuals in positions of supervisory authority have a responsibility to discourage sexual harassment and to implement and enforce this policy. Any form of sexual harassment is unacceptable behavior and engagement in such conduct is subject to appropriate disciplinary sanctions up to and including termination of employment or expulsion from the institution. In addition, acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution. One incident, or the aggregation of a series of incidents, may constitute sexual harassment.

The University recognizes sexual harassment may occur in a variety of ways, by and or between individuals of the same or different sex, ages, positions, sexual orientation, occupations, or responsibilities.

This policy derives its basis and authority from the following: Title IX of the Education Amendments of 1972; the 1980 EEOC interpretive guidelines of Title VII of the Civil Rights Act of 1964; The West Virginia Human Rights Act, WV Code 5-11-1 to 19; The Campus Security Act, and the Higher Education Reauthorization Act of 1992.
Sexual Harassment shall be defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or academic advancement; submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual’s employment or academic standing; Such conduct has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

Sexual harassment may include, but not be limited to such behaviors as:

- Pressure, subtle or overt, for sexual favors accompanied by implied or overt threats concerning one’s job, grades, letters of recommendation or general well-being;
- Insults, humor, jokes and/or stories that relate to an individual or group’s sexuality or sex and are reasonably calculated to humiliate, embarrass or degrade;
- Unwelcome touching or other unwanted physical contact.

If an individual believes he/she has been subjected to sexual harassment, direct action, such as making the unease and/or disapproval known to the respondent immediately and/or consulting with the Human Resources Administrator of the University is necessary. A written record of the date, time and nature of the incident(s), and the names of any witnesses should be kept by the complainant. The Human Resources Administrator of the University is the individual charged to investigate a sexual harassment complaint and recommend disciplinary actions for violations of this policy. The University’s philosophy is to attempt resolution of concerns/complaints whenever possible, through intervention at the lowest possible level and at the earliest possible opportunity.

Administrators and supervisors are expected to take action expeditiously and fairly when they become aware of instances or allegations of sexual harassment. The Human Resources Administrator of the University must be contacted by the person receiving an inquiry from an individual whether or not a formal complaint has been, or will be filed. Since failure to act may be interpreted as condoning prohibited behavior, individuals with administrative and/or supervisory authority must act promptly.

Retaliation against any party who brings a complaint of sexual harassment to the attention of the University, whether overt or covert, is expressly prohibited and in and of itself, may cause to bring disciplinary action against the person(s) responsible for the retaliation.

1. Complaints
The University recognizes two “levels” of expressed concern regarding sexual harassment. One level is an “oral inquiry” and the other is a “formal complaint.” A formal complaint is the greater level of expressed concern. An oral inquiry is not, however, a necessary predecessor to an individual making a formal complaint. All formal complaints must be submitted in writing and be signed and dated by the person making the complaint. Any individual wanting to obtain information regarding the filing of a complaint or oral inquiry is welcome to discuss concerns and ask questions of the Human Resources Administrator. At times, an individual may be unsure of how or whether to proceed in a complaint and may request advice or counseling from the Human Resources Administrator on an as-needed basis.

In cases where a formal complaint is filed, the complainant and accused shall be informed by the Human Resources Administrator of their respective rights and of the procedures for the resolution of sexual harassment complaints, possible sanctions and modes of relief.

a. Oral Inquiries: In general, the resolution of problem matters or concerns an individual may have regarding inappropriate behavior(s) under this policy should be voiced at the earliest possible time and at the lowest possible administrative level. Any individual who believes that he or she may have been sexually harassed may wish to discuss the matter first with an immediate supervisor or advisor, if practical. Any supervisor or advisor contacted by an individual is required to inform the Human Resources Administrator of the contact and the nature of the discussion.

When warranted, the Human Resources Administrator will contact the complainant to discuss the situation and recommend steps for early resolution of the situation, or where justified, may refer the complainant to other means of resolution. A written record of the date, time and nature of the incident(s), and the names of any witnesses should be kept by the concerned individual. Oral questions and inquiries regarding possible harassment made by an individual may or may not include the alleged harasser’s name.

The Human Resources Administrator does not conduct investigations of oral inquiries, but if requested by an individual, may speak confidentially with the person at whom an oral complaint is directed. The intent is to foster the resolution and elimination of improper actions or behaviors before they reach critical proportions. Any person who seeks resolution of a situation arising under this policy will not be penalized or subjected to any form of retaliation whatsoever.

b. Formal Complaint: Any individual wishing to file a formal complaint of sexual harassment must notify the University’s Human Resources
Administrator (who is also the institutional contact for Affirmative Action/Equal Employment Opportunity). Should a complaint involve the Human Resources Administrator as a respondent to a complaint, the employee must notify the office of the Vice-President of Administration. Formal complaints must be submitted in writing before a formal investigation can be undertaken by the Human Resources Administrator. The written complaint shall include all pertinent details of the complaint. When a formal complaint is made, the Human Resources Administrator shall determine whether the incident(s) on which a complaint is based would fall within the definition of sexual harassment. If in the opinion of the Human Resources Administrator the incident(s) would not constitute sexual harassment as set out in this Policy, the complainant and the Vice President of Administration or other appropriate administrative officer of the University will be so advised in writing and no further investigation shall take place.

2. Dishonest or Frivolous Complaints: If a formal complaint of sexual harassment is not substantiated and if the complainant is found to have been intentionally or maliciously dishonest or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action(s) by the applicable administrative authority of the University. Such discipline may include, but not limited to, reprimand and/or suspension.

3. Investigations: The purpose of an investigation is to establish whether there is basis for determining that a violation of University Sexual Harassment Policy has occurred. The Human Resources Administrator (or where necessary, other senior administrative officer), is to conduct an impartial, unbiased and open-minded investigation, considering due process rights of the individuals involved. The investigation may include personal interviews with any or all of the following personnel:

- the complainant,
- the alleged harasser(s),
- any persons believed, or stated to have, personal knowledge of the facts and events leading to the complaint,
- law enforcement personnel,
- state or federal agencies.

The complainant will be informed of the steps taken during the investigation. The alleged harasser will be afforded the opportunity to respond fully to the allegations. Upon completion of the investigation by the Human Resources Administrator, a preliminary written report will be sent to the appropriate senior university administrator, (e.g., Vice President) within five (5) working days. Such preliminary report will contain recommendations for disciplinary action(s) where the investigation results warrant the issuance of disciplinary measures. The senior
administrative officer will then have five (5) additional working days to issue a final written response to the complainant and accused harasser. Such final response will contain disciplinary action(s) where warranted. Reasonable extensions of these timeframes may be requested by administration in the event of extenuating circumstances. Requests for time extensions are to be made to the complainant, in writing and give an expected date of response.

The Human Resources Administrator shall be responsible for maintaining confidential file records of all sexual harassment formal complaints. A permanent confidential file will not be created or maintained in the event a complaint is found to not constitute a violation of this policy. Likewise, should a complaint result in the finding of a violation of this policy, documentation of such finding and the subsequent disciplinary action(s) shall be permanently placed in the confidential investigation file for that particular complaint. In no case shall any preliminary investigative report or notes be released for general consumption. Only final written investigative reports and findings shall be released to the complainant and accused as appropriate.

4. Confidentiality: All inquiries and complaints shall be treated in strict confidence insofar as possible. Complainants and respondents shall be protected with respect to release of records as provided for in appropriate University policies and applicable laws regarding the release and/or distribution of such information.

5. Appeals: A decision to discipline rendered by the Human Resources Administrator or other appropriate senior administrative official, as a result of the application of this policy, may be appealed by the respondent through the procedures set out in the appropriate grievance procedure. If the respondent is a student, such appeal shall be in accordance with the provisions of the West Liberty University Student Handbook. Appeals of students should be channeled through the Office of Student Services. In all cases, the President of the University shall be the final level of appeal at the campus level.

6. State and Federal Agencies: Complaints may also be filed with federal or state agencies. Individuals should be aware that there are time limits for filing complaints, generally within 365 days of the harassing event. More details about the use of these agencies may be obtained by contacting:

Equal Employment Opportunity Commission
Pittsburgh, PA 15230 Phone (412) 644-2728

West Virginia Human Rights Commission
1321 Plaza East, Room 106
Charleston, WV 25301-1400 Phone (304) 558-2616

7. Dissemination and Training: The Human Resources Administrator shall make available information and materials helpful in preparing educational
programs, and upon request, shall assist specific units and departments in their efforts to implement this policy. This policy statement shall be generally distributed on the campus in various forums and at various times, as deemed necessary or desirable. Training shall be developed for individuals likely to receive complaints, but not be limited to, deans, directors, department chairpersons, university counselors, residence hall advisors, faculty, and supervisors. The Human Resources Administrator shall at regular intervals (for instance, annually), conduct or cause to occur training sessions for faculty, staff, and other personnel. Students and employees shall receive information regarding this policy during initial orientation or employment. Specifically, new supervisory personnel, including academic chairpersons, shall receive a copy of this policy upon hiring or appointment. The text of this policy shall appear, in full, in all student handbooks of the University.

**Sexual Misconduct Policy**

West Liberty University seeks to provide a consistent, caring, and timely response when a sexual assault occurs within the University community. All members of the University community are expected to support an environment of mutual respect and sensitivity, free from all forms of unwelcome verbal or physical contact of a sexual nature. This protocol seeks to accomplish the following:

- Communicate the University’s intolerance of sexual misconduct.
- Establish the procedures to follow if misconduct occurs.
- Establish the guidelines for those persons in a helping role.
- Support the victim of sexual misconduct by providing prompt and compassionate services.
- Identify and communicate existing counseling and support services for victims of sexual misconduct.

Sexual misconduct at West Liberty is defined as any form of actual or attempted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion. It includes, but is not limited to, forcible anal or oral sex, attempted intercourse, sexual touching, or exhibitionism by a person known or unknown to the victim. In all cases, the University will report instances of sexual misconduct to the Ohio County Sheriff’s Office at the time a report is received by any University official.

Non-consensual contact includes situations in which an individual is unable to consent because she/he is mentally incompetent; is physically helpless due to drug or alcohol consumption; is asleep; is unconscious for any reason; or is under 18 years of age.
Rape is defined as the act of sexual intercourse with a person against one’s will and consent.

Acquaintance or date rape is rape by a date, boyfriend, girlfriend, casual friend, or acquaintance. Regardless of the relationship between perpetrator and victim, the acquaintance rape is as serious a crime as stranger rape and the same criminal laws and penalties apply to both.

Confidentiality is a common concern for victims who have been affected by rape, attempted rape, or sexual assault. It is important that all persons involved only share information with appropriate university officials and otherwise maintain confidentiality regarding the incident. Reporting of the incident is mandatory for the University.

1. Guidelines for Personnel Responding to Sexual Misconduct:
   All personnel working with victims of sexual misconduct should be sensitive to the following concerns:
   
a. To a person who has been sexually assaulted, a medical exam may seem like a second sexual assault. However, if the victim decides to file charges against the assailant at a later time, physical evidence is necessary. Encourage the victim to have a medical examination, and emphasize concern for the person’s health. Suggest to the victim that someone such as a trained Sexual Assault Help Center (234-8519) advocate be with her/him at the hospital.

b. Many victims are reluctant to report sexual assault and to file charges against the assailant. These questions should be viewed separately by the victim. All victims should be encouraged to report sexual assault. If sexual assaults are reported, the University is aware of the magnitude of the problem, and can respond with additional resources, programs, and security. The victim can also receive needed support and help in understanding his/her own feelings.

c. The question of filing legal charges or pursuing disciplinary action is a much more difficult decision to make. Some individuals may be more emotionally able to handle the stress of a trial or hearing than others. Those who feel emotionally able to prosecute should be encouraged to do so. However, when a victim decides not to file charges his/her wishes should be respected and not criticized.

d. While most victims of sexual assault are women, men can also be victims. Usually the assailant is another man. Male victims experience symptoms of psychological trauma similar to those experienced by women. Support services provided for female victims have been shown to be equally helpful for male victims.
2. Options for the Victim to Consider
   a. A Sexual Assault Reported to Any Member of the University Community Must Be Reported in One of the Three Following Ways. The victim may choose which option, but the person to whom the victim has reported the incident must assure that a report is made.
      i. Direct Reporting is when the victim speaks directly with University officials or law enforcement officers regarding the assault. Reports can be made to Campus Police, Associate Dean of Students and/or Title IX Coordinator. Such reports can also be made at the hospital or the police department. Direct reports should be made as soon as possible and are required if the victim ultimately chooses to seek criminal prosecution.
      ii. Third Party Reporting is when someone to whom the victim has reported the assault contacts University officials or law enforcement authorities and reports the details of the assault. This will provide general information about the assailant and the nature of the attack, but will not include the name of the victim.
      iii. Anonymous Reporting is when the victim contacts University Officials or law enforcement authorities and reports the details of the assault but does not disclose his/her identity. This is useful in preventing additional assaults on campus, but cannot be used in an investigation.
   b. The victim has several additional options for reporting:
      a. The victim may also choose to submit charges of sexual harassment as outlined in this handbook in the section called “Sexual Harassment Policy.”
      b. The victim has the option of taking no action beyond discussing the assault with someone, even though a report of the incident must be made, as outlined above. The victim should understand that choosing to take no action initially does not eliminate his/her option to take action in the future. A victim of sexual assault should seek a medical exam as soon after the incident as possible, regardless of his/her thoughts about taking action.
      c. The victim can pursue the matter internally through the university’s judicial process. Campus Police (336-8021) should be contacted in order for a report to be made. This could result in either criminal charges for the assailant or disciplinary measures imposed by the University.
      d. The victim can pursue criminal charges off campus by contacting the Ohio County Sheriff’s Department (234-3607) and making a report.
4. Sexual Misconduct Follow-Up Procedures
   a. The Associate Dean of Students and Title IX Coordinator and/or his/her designee(s) will:
      i. Meet with the victim in order to assess his/her needs.
      ii. Begin immediate investigation of the incident, contact Campus Police and determine appropriate responses.
      iii. Inform Health Service that a sexual assault incident has taken place. The nurse will be given the name of the student, as well as other pertinent information that may be helpful in treatment.
      iv. Contact alleged assailant.
         1. If a not a member of the WLU community, the assailant will be prohibited from being on campus.
         2. If a member of the WLU community, the assailant will be informed of the status of the case and the judicial process. The alleged assailant will also be required to participate in counseling or other programs of an educational/developmental nature to explore attitudes and deal with the issues involved.
      v. Make adjustments to living arrangements and/or academic schedules of the students involved if such action will help to resolve issues.
      vi. Follow-up in a timely fashion with information to the University community of incidents that are considered to be a threat to other students and/or other employees.
      vii. Utilize information to comply with Campus Security Act of 1990 and Title IX Compliance.
   b. The University Counselor will:
      i. Meet with the victim as soon as possible.
      ii. Discuss legal options, university disciplinary options, necessary forms to be completed, and other important decisions the victim may need to make.
      iii. Provide the appropriate forms and refer the victim to the appropriate resources if the victim decides to pursue one of the university disciplinary options.
   c. Campus Police Will:
      i. Work in conjunction with local police, Associate Dean of Students, and Title IX Coordinator to complete investigation and adjudication processes both on and off campus as appropriate.

5. Additional Follow-Up:
   a. On-going counseling will be provided, as well as referral to off-campus services if the victim so desires.
b. Follow-up will be offered to friends of the victim and the assailant, or with other involved or concerned, as much as possible without breaching confidentiality. This will be offered by the appropriate Student Services personnel.

Smoking & Smokeless Tobacco

West Liberty University has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that smoking and secondhand smoke constitute a significant health hazard. In addition to direct health hazards, smoking contributes to institutional costs associated with employee absenteeism, health care, and medical insurance.

The United States Environmental Protection Agency and the National Institute for Occupational Safety and Health have determined that environmental tobacco smoke and side stream smoke are carcinogenic. Secondhand tobacco smoke can also lead to increased risk of heart disease in non-smokers. Tobacco smoke is also a major contributor to indoor air pollution and a significant health hazard.

Section 1. Provisions

1.1 The use of all smoking tobacco products, simulated tobacco products (electric cigarettes, etc.), natural/artificial tobacco tobacco-like substitutes, devices (Hookah, etc.), smokeless tobacco, or tobacco-like substitutes (particularly, spit-and-chew varieties is prohibited in all University buildings, campus facilities (e.g. sports venues, parking lots, grounds), and off-campus locations such as the Highlands center (and adjacent parking area) which are under the control of West Liberty University.

1.2 This tobacco use policy applies to all members of the campus community – students, guests, faculty, staff, contracted service personnel, vendors, contractors, visitors, and the Board of Governors.

1.3 All smoking and smokeless tobacco products and tobacco-like substitutes, as described in Section 1.1, are prohibited in any motor vehicles owned, leased, or otherwise operated by West Liberty University.

1.4 The sale of or free distribution of tobacco products or tobacco-like substitutes on campus is prohibited. This includes the delivery of tobacco products or tobacco-like substitutes to campus by means of delivery services of any kind. In addition, tobacco advertisements are prohibited in all University produced publications.

1.5 All tobacco products or tobacco-like substitutes must be extinguished and tobacco residue should be placed in an appropriate waste receptacle prior
to arrival on West Liberty University property or those locations under the control of the University.

Section 2. Exception

2.1 Dwellings located on campus property and occupied as a family residence.

Section 3. Enforcement

3.1 The President, or his designee, shall be responsible for developing and updating an administrative procedure detailing specific sanctions, etc. that will apply to those who violate this policy. Enforcement of this rule will depend on the cooperation of all members of the campus community, both to comply and to encourage others to do so. Faculty, staff, and students who see individuals smoking or using tobacco products or tobacco-like substitutes are asked to inform these individuals in a professional and courteous manner that University policy prohibits tobacco and tobacco-like substitutes use anywhere on campus. Offenders are to be reported appropriately to the Dean of Enrollment and Student Services/Registrar, the Vice President of Human Resources, or Campus Police.

Section 4. Assistance

4.1 West Liberty University will use all resources at its disposal to assist any individual within the University community in their effort to eliminate the personal use of tobacco or tobacco-like substitutes in any form.
4.2 Specific assistance will be obtained, as appropriate, from the West Virginia Tobacco Coalition, West Virginia Wellness Council, and the Ohio County, West Virginia, Health Department.
4.3 The West Liberty University Health Promotion – Tobacco Coalition Committee will assist in implementation and evaluation of compliance with this smoking policy. Membership includes representatives from all University constituents and interested parties.

Solicitation Policy

All solicitations and sales on the university campus must have prior approval from the Campus Life Office, which is located in the College Union.

Stalking Policy
West Liberty University is determined to provide a campus environment free of violence for all members of the campus community. For this reason, WLU does not tolerate stalking. Perpetrators of such acts will be pursued to the fullest extent possible. WLU is also committed to supporting victims of stalking through the appropriate provision of safety and support services.

Stalking is a crime in West Virginia (§61-2-9a of the WV State Code) and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action through the University’s Office of Student Services. This can include expulsion from the University and/or criminal prosecution simultaneously.

**Policy Jurisdiction:**
This policy applies to all students, faculty, staff, and temporary/contracted employees of the University community. Additionally, this policy applies to any stalking behavior including, but not limited to, on-campus, off-campus, and cyber behaviors.

**Definition of Stalking:**
Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. **Course of conduct** is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim and/or threaten his/her safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, text messages, or any other communications that are undesired and place another person in fear.

- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on web sites
  - Sending unwanted/unsolicited email or talk requests
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
  - Installing spyware on a victim’s computer
  - Using Global Positioning Systems (GPS) to monitor a victim

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
Reporting Stalking:

West Liberty University encourages reporting of all incidents of stalking to Campus Police. Campus Police and the Office of Student Services/Judicial Coordinator will work together and with appropriate resources both on and off campus to provide additional support services to the victim while addressing the behavior of the perpetrator. The University can offer several support resources, including but not limited to: alternate housing accommodations, counseling services, changes in academic scheduling, campus health services, no contact directives, etc. Additionally, the University may also seek restriction of access to non-students and/or non-employees to all or part of the University community in certain circumstances as appropriate.

For assistance obtaining these safety accommodations, please contact the Office of Student Services at (304) 336-8343 and/or Campus Police at (304) 336-8343. If safety is an immediate concern, victims are encouraged to contact law enforcement immediately: Campus Police at (304) 336-8021; or emergency services at 911.

Weapons

The possession and/or use of any dangerous weapons is strictly forbidden on university property. Weapons include but are not limited to the following: Firearms, BB guns, pellet guns, paintball guns, blowguns, bows and/or arrows, dangerous knives, firecrackers, ammunition, and other explosive material. Possession of the above will result in the immediate suspension from the residence halls, and may also result in expulsion and possible legal action.
Academic Policies and Procedures

Academic Dishonesty Policy

Academic Dishonesty, in whatever form, belies the stated philosophy of West Liberty University “to promote the development of the intellectual, cultural, social, physical, emotional, moral, and vocational capacities of all persons within its sphere of influence.” Individuals who commit acts of academic dishonesty violate the principles, which support the search for knowledge and truth. The academic community has established appropriate penalties and disciplinary action for such behavior. For full information on types of academic dishonesty, penalties, appeals, and procedures related to academic dishonesty, please review the University Catalog.

Grade Appeal Procedure/Policy

A student who wishes to appeal or question a final grade in a course must first contact the faculty member who assigned the grade within fifteen (15) class days of the semester following the semester for which the grade was issued. The student must arrange one or more informal conferences with the professor/instructor to attempt to resolve the conflict before a formal appeal is initiated. The grade appeal must be based on a faculty member’s alleged capriciousness, prejudice, or arbitrariness. The professional competence of the faculty member will not be an issue. For procedural information on the grade appeal process please review the University Catalog.

Class Attendance Policy

According to University Policy No. 229: Class Admission and Attendance, the policy states the following information. Under state regulations no student is permitted to attend class until tuition and fees are paid. During the period at the beginning of each term when schedule changes are permitted, it is not advisable to enter the names of students in the record book because students will drop and add classes during this time. Faculty should be familiar with the University policy on class attendance. Students are not arbitrarily granted any class cuts.

A policy statement adopted by the Faculty Senate (1983) contains the following: “The students of West Liberty University depend upon the faculty, staff, and other resources. Faculty and students depend upon the class schedule for an orderly arrangement of instruction. Scheduled classes testify to the importance of ordered class instruction and the implicit benefit of class attendance for the students.
Consequently, the policy of West Liberty University encourages all students to attend classes and all instructors to organize and conduct their courses accordingly. Students should attend every class for which they are scheduled as they are held responsible for all work covered in the courses taken. Irregularity in attendance may cause a student to become deficient scholastically and create the risk of receiving a failing mark or receiving a lower grade than he/she might have secured had he/she been in regular attendance.

Instructors must distribute written copies of their attendance policy to students in their classes, their Department Chairperson, and the appropriate Dan before the end of the first week of classes.

Regularly scheduled classes take precedence over all other activities. No penalty may be imposed upon a student for failure to perform curricular or extra-curricular responsibilities that are scheduled in conflict with a regular class. All persons scheduling such curricular or extra-curricular activities shall circulate a list of student participants. This list is for the instructors’ information and it does not constitute an administrative excuse from class.

Instructors should provide, within reason, opportunity for students who miss class for university-recorded curricular and extra-curricular activities (such as field trips, debate trips, choir trips and athletic contests) to make up work. However, it is the student’s responsibility to initiate timely discussion on these matters with the faculty member of the regular scheduled class.

The Health Service does not provide students with excuse slips in the case of student illnesses.

Faculty are expected to maintain student attendance records in their classes. The Provost and the Dean of Students requests that faculty report students whose class standing is in jeopardy because of excessive absences. Excessive absenteeism should also be reported to the student’s academic advisor.

Failure to attend the first scheduled meeting of classes may result in the loss of the student’s position in those classes unless he/she has notified the instructor prior to the first meeting that he/she will be unable to be in attendance. Furthermore, all attendance policies go into effect upon the first meeting of class.

**Core Coursework /Transfer Agreement**

The West Virginia Higher Education Policy Commission has established a process and format which enables students who transfer from one college or university to another to transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions. Under terms of the agreement, a student may transfer up to thirty-two (32) credit hours of undergraduate coursework in the areas of English Composition, Communications
and Literature, Mathematic, Natural Science, and Social Science as general studies credits. For further details on the above, please refer to the University Catalog or contact the Registrar.

**Appropriate Computer Use Policy**

The Appropriate Use Policy (AUP) is designed to help protect our customers (defined as registered students, faculty and staff) and the Internet community, from irresponsible or illegal activities. As good net citizens, we prohibit the impersonation of others, unsolicited commercial appeals, and any disruption of Internet services. Examples of such activities are given below:

- **E-mail** - Sending unsolicited commercial e-mail is prohibited. Using a West Liberty University e-mail address to collect responses from unsolicited commercial e-mail is prohibited. Sending large volumes of unsolicited e-mail is prohibited. Sending unsolicited mass mailings to more than 25 email users is prohibited if such unsolicited e-mailings provoke complaints from the recipients. Sending threatening or harassing e-mail after being requested to stop, is prohibited. Extremely threatening or harassing e-mail is prohibited always.

- **Peer-to-peer file-sharing**
  Peer-to-peer file sharing where the customer’s computer is used to serve music or video files to the Internet is not appropriate use. The bandwidth demands of this usage can be excessive and transfer of copyrighted material without appropriate permission is illegal.

- **Viruses, Worms, Trojan horses, etc.**
  Customers are responsible to maintain their computers so that they do not become a source of virus infection for others. Inaction or refusal to remove viruses and the like that pose a threat of infection will result in the deactivation of the responsible customer’s account.

- **News**
  Newsgroup spamming: Excessive cross-posting, or posting the same article to several newsgroups, is prohibited. Generally accepted standards allow no more than 10 newsgroups, or cross-postings, for a single article or substantially similar articles. Such articles may be cancelled. There is no restriction on content, except as defined by each newsgroup. Continued posting of off-topic articles is prohibited. Please note that commercial advertisements are off-topic in the vast majority of newsgroups.

- **Internet Relay Chat (IRC)**
  The use of IRC bots is prohibited, as is the violation of any accepted policies on IRC servers. If West Liberty University is banned from a server, the offending account will be terminated.
• **General**

Attempting to impersonate any person, using forged headers or other identifying information, is prohibited. The use of anonymous remailers and nicknames does not constitute impersonation. Activities which adversely affect the ability of other people or systems to use West Liberty University services or the Internet is prohibited. Attempts, whether successful or not, to gain access to any computer system, or customer’s data, without consent is prohibited.

• **Web Hosting**

West Liberty University will not host web sites which involve illegal activities such as the illegal transfer or use copyrighted materials or any fraudulent solicitation. West Liberty University will not host web sites of an offensive nature such as ones involving pornography, gambling, and extreme violence, racial or ethnic hatred. West Liberty University reserves the right to protect its system and its customers by not hosting sites that would be deemed generally offensive and be likely to provoke responses such as Denial-of-Service attacks upon its servers and system.

• **Financial**

Re-selling service without express written consent from West Liberty University is prohibited. Offering any public information service, such as running a web server or FTP server, is also prohibited without express written consent from Information Technology Services (ITS). Using programs to defeat system timers limiting inactivity is prohibited. Untimely payment of any and all amounts due may result in account cancellation.

• **Privacy**

It may be necessary for ITS employees to examine system accounting logs and other records to resolve system problems. West Liberty University reserves the right to access an account’s mailbox to resolve system problems or mail system errors.

In addition, West Liberty University will cooperate with the appropriate legal authorities in investigating claims of illegal activity, including but not limited to illegal transfer or use of copyrighted material, postings or e-mail containing threats of violence, or other illegal activity.

West Liberty University makes no guarantee and assumes no liability for the security of any data on any server including “secure servers.”

Our customers are reminded that no computer system should be considered safe from intrusion. E-mail may pass through many computer systems, and should not be considered a secure means of communication unless encrypted. Even then, information is only as secure as the encryption method.

• **Rationale**

This document provides a general understanding of West Liberty University’s policy on the Appropriate Use of West Liberty University’s information
technology services. Common sense and judgment are a necessary part of any system of rules, and this AUP is no exception. Of course, flagrant or repeated violations of the Policy are viewed in a very different light than minor infractions.

Protection of our customers and our resources, the ability to provide quality service to our customers, conformance with existing law, and the protection of our reputation as a service provider are all contributing factors to decisions on AUP violations.

If a West Liberty University account is used to violate the AUP, the following actions may include, but not necessarily be limited to:

- suspension or revocation of computing privileges
- reimbursement to WLU for resources consumed;
- other legal action including action to recover damages;
- referral to law enforcement authorities;
- computer users will be referred as follows:
  - Faculty… To College Dean then to Provost
  - Staff… To Human Resources Administrator
  - Students…To Instructor (or College Dean)

**Dean’s List**

At the end of each semester the Registrar’s Office prepares a Dean’s List of students who have done outstanding scholastic work for that semester. To be eligible for the Dean’s List, a student must complete a minimum of twelve (12) semester hours with a quality-point average of at least 3.50.

**Graduation with Honors**

Recognition is accorded candidates for graduation as follows:

- Summa Cum Laude  3.9-4.00
- Magna Cum Laude  3.70-3.89
- Cum Laude  3.50-3.69

The grade point average of all courses at West Liberty University and that of all work transferred from other institutions must meet the grade point standard in each category of honors.

To be considered for graduation with honors, a student must have completed a minimum of 36 semester hours of credit for regular letter grade (A, B, C, D, F) at West Liberty University.

**Withdrawal from Courses**
A student who officially withdraws from a course by the end of the class day marking the two-thirds point of the semester or summer term shall receive a grade of “W.” A grade of “WP” is given if a student officially withdraws from a course any time after the two-thirds point and before the last scheduled class meeting, including the final examination, providing he or she is passing the course at the time of withdrawal. A “WF” will be given if a student officially withdraws any time after the two-thirds point and before the last scheduled class meeting, including the final examination, if he or she is failing the course at the time of withdrawal. A student who does not officially withdraw from a course shall receive a grade of “FIW,” indicating failure because of improper withdrawal. Grades of “WF” and “FIW” are computed as “F” for grade-point average.

Students can drop courses in WINS until the last date to enroll for the respective semester. After the last date to enroll, drop slips must be used. Drop slips are available in the Enrollment Services Center. It is the student’s responsibility to have the signed forms returned to the Enrollment Services Center. The official withdrawal date is the date signed by the instructor. Withdrawing students receiving financial aid may be required to repay a portion of their financial aid in some cases.

Withdrawal from the University

Students who find it necessary to withdraw from the university during the course of a semester or summer term must complete the official withdrawal procedure. The necessary forms may be obtained from the Enrollment Services Center. The Enrollment Services Center will review the form with the student. The withdrawal is not official until these forms are received and processed by the Enrollment Services Center.

Students who leave the university without officially withdrawing will receive failing grades (“FI”) in all courses for which they are enrolled. The final grade in each course will be determined by each instructor in accordance with the institutional grading policy.

Policy Regarding Students Called To Active Military Service

As a result of a national military emergency, university students may be among the military reservists called to active duty. While there are federal regulations in effect which impose certain obligations on employers with respect to employees in active military service, these laws have not been extended to students called for active military service. Consequently, the following procedure is to be used in those instances wherein students from West Liberty University are called to active military service and can provide to university officials a copy of their official orders.

When a student is notified to report for active military service, the student should contact each of his or her individual instructors and inform them of the
situation. It is then the responsibility of the instructor to determine an appropriate grade for the student. If the student has made sufficient progress and the instructor feels that sufficient material has been covered to warrant a final grade in the course, the instructor should issue a grade of “incomplete.” Due to potential variables involved, there may be other arrangements that could be expedited and this will be left to the discretion of the faculty member. In all situations, care should be taken to ensure that credit earned by a student in a class, up to the point of the student’s leaving for military service, be granted to the student or preserved for a future grade determination.

If a student is required to withdraw from classes before a letter grade or an incomplete can be given, a 100% refund of tuition and fees will be issued. Tuition and fees will be charged only for those courses for which a letter grade of an incomplete is given. The unused portion of room and board payments will be refunded.
West Liberty University
Student Code of Conduct

PREAMBLE

This Code governs student conduct and helps fulfill the institution’s educational mission. The campus judicial process outlined herein prescribes certain conduct and identifies sanctions intended to safeguard the University’s interests. The Code aims (1) to promote a campus environment that supports the overall educational mission of the University; (2) to protect the campus community from disruption and harm; (3) to encourage appropriate standards of individual and group behavior; and (4) to foster ethical standards and civic virtues.

ARTICLE I: DEFINITIONS

1. The term University means West Liberty University.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code applies at all locations of the University, including areas outside of the main campus where classes or activities are held.
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities (including student paraprofessional staff such as resident assistants).
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “Student Judicial Board” means any person or persons authorized by the Judicial Coordinator to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Judicial Coordinator” means a University official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize a Judicial Coordinator to serve simultaneously as a Judicial Coordinator and the sole member or one of the members of the Student Judicial Board. The Dean of Students may authorize the same Judicial Coordinator to impose sanctions in all cases.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The Judicial Coordinator is that person designated by the Dean of Students to be responsible for the administration of the Student Code.
13. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Student Life Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs.
14. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Judicial Coordinator shall determine whether a matter will be heard by a Judicial Board or by the Judicial Coordinator himself/herself and, in the former instance, shall determine the composition of the Board.
2. The Judicial Coordinator shall develop policies for the administration of the student judicial process and procedural rules for Judicial Board
hearing that are not inconsistent with provisions of the Student Code or policies promulgated by the West Liberty University Board of Governors.

3. Decisions made by a Judicial Board and/or Judicial Coordinator shall be final, pending the normal appeal process as outlined in Article IV Section D.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University Student Code

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community, the University’s image, and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. All conduct that occurs off campus that violates any portion of the Student Code will be subject to the on-campus judicial process.

B. Conduct—Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty.
   b. Furnishing false information to any University official, faculty member, or office.
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes acts of sexual misconduct which are defined by but not limited to:
a. Deliberate touching of another’s sexual parts without consent;
b. Deliberate sexual invasion of another without consent;
c. Deliberate constraint or incapacitation of another, without that person’s knowledge or consent, so as to put another at substantially increased risk of sexual injury; or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual’s (I) academic pursuits, (II) University employment; (III) participation in activities sponsored by the University or organizations or groups related to the University, or (IV) opportunities to benefit from other aspects of University life.

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

5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

6. Failure to comply with directions of University officials (including paraprofessional student staff such as resident assistants) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

8. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.

9. Violation of any federal, state or local law.

10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may
not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, ammunition or dangerous chemicals on University premises or use of any such item, even if legally possessed. This includes toy guns and replicas of firearms.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the privileges of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the University Computer Use Policy.
   i. Any inappropriate online conduct via online communities, including but not limited to harassment, hate speech, threats, and/or intimidation. Although it is not the University’s
practice to monitor online communities, including but not limited to Facebook, Twitter, Instagram, etc., the University may respond to online issues when a legitimate formal complaint is filed by a member(s) of the University community against a student.

17. **Abuse of the judicial process**, including but not limited to:
   
a. Failure to obey the notice from a Judicial Board or University official to appear for a meeting or hearing as part of the judicial process.

b. Falsification, distortion, or misrepresentation of information before a Student Judicial Board.

c. Disruption or interference with the orderly conduct of a Judicial Board proceeding.

-d. Institution of a Student Code of Conduct proceeding in bad faith.

-e. Attempting to discourage an individual’s proper participation in, or use of, the judicial process.

-f. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, a Judicial Board proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Student Code of Conduct proceeding.

-h. Failure to comply with the sanction(s) imposed under the Student Code.

-i. Influencing or attempting to influence another person to commit an abuse of the judicial process.

C. **Violation of Law and University Discipline**

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students and Judicial Coordinator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request nor agree to special consideration for that individual because of his or her status as a
student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CODE OF CONDUCT PROCEDURES

A. Charges and Judicial Board hearings

1. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Judicial Coordinator. Any charge should be submitted as soon as possible after the event takes place, preferably within five days.

2. The Judicial Coordinator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Coordinator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent or at the discretion of the Judicial Coordinator based on the nature of the charge and/or possible sanctions, a hearing before the Judicial Board will be convened as outlined in Section A.3-A.7 below. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a Judicial Board hearing, not less than five nor more than twenty-five calendar days after the student has been notified. Maximum time limits for scheduling of Judicial Board hearings may be extended at the discretion of the Judicial Coordinator.

4. Judicial Board hearings shall be conducted according to the following guidelines except as provided by Article IV(A)(7) below:
   a. Judicial Board hearings normally shall be conducted in private.
   b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Judicial Board hearing at which information is received (excluding
deliberations). Admission of any other person to the Judicial Board hearing shall be at the discretion of the Judicial Board and/or its Judicial Coordinator.

c. In Judicial Board hearings involving more than one accused student, the Judicial Coordinator, in his or her discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.

d. The complainant and the accused student have the privilege to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearings before a Judicial Board. If an accused student or complainant plans to bring an attorney to the hearing, notice indicating such must be provided to the Judicial Coordinator at least 48 hours prior to the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays normally will not be allowed due to the scheduling conflicts of an advisor.

e. The complainant, the accused student and the Judicial Board may arrange for witnesses to present pertinent information to the Student Judicial Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to and answer questions from the Student Judicial Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Judicial Board with such questions directed to the Judicial Coordinator, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Judicial Board.

f. Pertinent records, exhibits, and written statements (including statements prepared by the accused student) may be accepted as information for consideration by a Judicial Board at the discretion of the Judicial Coordinator.

g. All procedural questions are subject to the final decision of the Judicial Coordinator.
h. After the Judicial Board finishes receiving all information determined to be pertinent, the Board members shall deliberate privately and determine by majority vote whether the accused student violated the Student Code as charged.

i. The Student Judicial Board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code (the preponderance of the evidence standard).

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Judicial Board hearings before a Judicial Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.

6. If an accused student, with notice, does not appear before a Judicial Board hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.

7. The Judicial Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Judicial Coordinator to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and any violation of probation can result in more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   c. Loss of Privileges—Denial of specified privileges for a designated period of time. Loss of privileges may include participation in campus events and organizations, including but not limited to campus life organizations, Greek fraternities and sororities, athletic teams, academic and extracurricular clubs and organizations. Loss of privileges may also include other restrictions including but not limited
visitation restrictions and restrictions from entering specific buildings on campus.

d. Full Restrictions – Denial of any privileges beyond participation in classes. Students on Full Restrictions are not permitted to attend or participate in any campus functions, are not permitted any visitation privileges in the residence halls. Students on Full Restrictions are permitted to attend class and eat meals on campus; at all other times, however, they are to remain in their residence hall (if not also barred from those premises) or leave the campus.

e. Fines—Previously established and published fines may be imposed.

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

g. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.

h. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

j. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The University does include a letter with transcripts stating that the student is not eligible to return to West Liberty University.

k. University Expulsion—Permanent separation of the student from the University. The University does include a letter with transcripts stating that the student is not eligible to return to West Liberty University.

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

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

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s disciplinary record.

4. A sanction of suspension or expulsion imposed by any college or university shall apply to the person sanctioned not only at the institution where the sanction was imposed but also at West Liberty University. A student who has been expelled from West Liberty University or from any college or university shall not be considered for admission to West Liberty University. A student who has been suspended from West Liberty University or from another college or university may be considered for admission to West Liberty University so long as (a) the terms and conditions of the suspension have been satisfied and (b) the individual is eligible for re-admission to the other college or university or, if suspended from West Liberty University, is eligible for re-admission to West Liberty University.

5. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV (B) (1) (a)–(e).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

6. In each case in which a Judicial Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Coordinator. In cases in which persons other than, or in addition to, the Judicial Coordinator have been authorized to serve as the Student Judicial Board, a sanctioning recommendation of the Judicial Board shall be considered by the Judicial Coordinator in determining and imposing sanctions. The Judicial Coordinator is not limited to sanctions recommended by members of the Student Judicial Board. Following the Judicial Board hearing, the Judicial Board and the Judicial Coordinator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any. Those documents will be available in the Office of Student Services one school day after the end of the hearing.

C. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a University or residence hall suspension prior to the Judicial Board hearing before a Student Judicial Board.
1. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students and/or his/her designee may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Judicial Board hearing, if required.

D. Appeals

1. A decision reached by the Judicial Board or a sanction imposed by the Judicial Coordinator may be appealed by the accused student(s) or complainant(s) to the Dean of Students within five (5) school days of the decision. However, the president may appoint a different administrator to hear an appeal, e.g. when the Dean of Students recuses himself or when a conflict of interest exists. Appeals shall be in writing and shall be delivered to the Judicial Coordinator or his or her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Judicial Board hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Judicial Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice is demonstrated.
   b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Judicial Board hearing.

3. If an appeal is upheld by the Dean of Students or by the President’s appointee, the matter shall be returned to the Judicial Board and Judicial Coordinator for re-opening of Judicial Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

4. In cases where the sanction imposed is university suspension or expulsion, an additional appeal may be made to the president of the institution following the same steps as outlined in D.1, D.2, and D.3 above.

5. In disciplinary cases where the institutional sanction is expulsion, the Board of Governors may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board of Governors first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing the intent to appeal the decision to the Board of Governors. A written petition of appeal must be filed with the Board of Governors within fifteen (15) days of the President’s decision. If the Board of Governors determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Governors. In reviewing student appeals involving the sanction of expulsion, the Board of Governors will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Governors may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.
ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination.

B. The Student Code shall be reviewed every year under the direction of the Judicial Coordinator.
We are glad to have this opportunity to welcome our new students to West Liberty University’s residence hall community and to help prepare you for life in a residence hall. One meaningful part of the college education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to college and from home life to residence hall life, and sometimes even from freshman to sophomore year. West Liberty’s Student Life Program is designed to help you make personal, social and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable.

Building a Roommate Relationship
One of the first people you will meet after moving into your room will be your roommate. If you did not pre-select your roommate, you might be curious about the way you were matched. Room assignments for new students are made based on the date that the Room Application and $100.00 damage deposit are received by the Office of Housing & Residence Life. Our Coordinator for Residential Enrollment makes every attempt to honor mutual roommate requests whenever possible. If you did not seek a specific roommate, we have attempted to match you with someone based on a practical combination of the answers you provided on your Interest Survey portion of the Room Application form and the arrival date of the application at the Housing Office.

Having a good roommate is often as easy as being a good roommate. Perhaps the best advice ever given to roommates can be summed up in just one word: communication. Each roommate should share feelings, habits, attitudes, ideas, moods, and backgrounds in a constructive and positive manner. We understand living in close quarters with a person you do not yet known can be somewhat frightening and challenging. But, it is also an opportunity to build a relationship based on mutual respect, appreciation for individual differences, and the commitment to discuss the day-to-day issues and problems that arise. There is no such thing as a “perfect roommate” or a person who is a clone of you. You do not have to be best friends to be successful roommates.

In order to reduce potential friction and unexpected (and disappointing) surprises, vast experience in this area reinforces that you immediately sit down with your roommate upon arrival and discuss all of the following:

- Family…
- How you would like to arrange the room…
- What property you are willing to share…
- Telephone message system…
- Normal study habits…
- How much sleep you need…
- Considerations when guests visit the room…
Times when guests are not preferred…
Weekend social activity preferences…
Interests and activities…

While most roommates succeed in resolving their differences, there are times when outside help is needed. If you are unable to study or sleep because of your roommate, let your Resident Assistant know as soon as possible. The first step the Resident Assistant will take is to mediate a discussion between roommates to try to solve the problem.

Residence Hall Community

The residence hall is a community in which students are the main ingredient. We believe a residence hall is more than a place to relax between classes. Ideally, it is a vibrant and active community, the center of Student Life. The Student Life staff encourages you to develop an awareness of the many opportunities that this special living arrangement presents daily, and challenges you to utilize this setting to increase strength in citizenship and leadership.

To make a community function, it is very important to ensure that the rights of individuals are respected. We urge each resident to act responsibly toward the rest of the community as well as to himself or herself. It is important that each person’s actions contribute to the development of a strong, balanced community within the residence halls.

Valuing Diversity

The Office of Housing & Student Life cannot and will not discriminate on the basis of race, ethnicity, gender, disability, religion, sexual orientation, or age. Beyond the law, we are strongly committed to providing an environment free of discrimination, prejudice, or harassment. In order to grow and develop, students must be respected and valued by other members of their community for the person they are and what they want to become.

Disability Accommodations

If you have a diagnosed condition covered under the Americans with Disabilities Act and which warrants special housing accommodations, you are strongly encouraged to notify the Director of Housing & Student Life and the Learning & Student Development Center as soon as possible after you have been officially accepted to West Liberty University.

Safety

Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in his or her own personal safety and the
safety of other community members. Campus Safety Officers work closely with professional and para-professional Housing & Student Life staff personnel, as well as the Ohio County Sheriff’s Department and the Town of West Liberty Police Department. Both the Campus Safety Officers and the Student Life staff members on duty are available to receive emergency telephone calls from anyone on campus or associated with the University. All Campus Safety Officers have direct radio contact with local law enforcement agencies. To encourage accurate reporting of crimes and incidents, a formalized “Incident Report” is completed after each known event.

What **YOU** can do to enhance **YOUR OWN** personal safety:

**Personal Safety:**
- Avoid walking alone, especially at night.
- Walk in well-lighted areas.
- Walk clear of any area with heavy foliage.
- Be alert and aware of your surroundings at all times.
- Refrain from propping open locked residence hall doors.
- Have strangers identify themselves before unlocking any room door.
- Keep your room door locked at all times.

**Vehicle Security:**
- Remove property from plain view.
- Roll up vehicle windows.
- Remove keys.
- Lock all doors.
- Park in a well-lighted area whenever possible.

**Personal Property Safety:**
- Secure all valuables left in your room.
- Mark all valuables with your identification information.
- Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
- Lock your room door even when you are “just going down the hall for a moment”.
- Pre-plan a course of action in the event of lost or stolen credit cards, checks, or money.

Though campus, local and state crime rates are reassuring, West Liberty University and the Office of Housing & Student Life encourage students to take all precautions toward their own personal safety and the security of their possessions.

**The Housing & Student Life Staff**

**Professional Staff**
The Director of Housing & Student Life provides leadership, administration, coordination, and evaluation for the entire Housing & Student Life program. Several residential areas (Curtis Hall, Krise Hall, and Hughes Hall) are directly administered by full-time professional staff members called Area Coordinators, or AC’s. The remaining three residence halls (Bonar Hall, Rogers Hall, and Beta Hall) are directly managed by experienced undergraduate Hall Directors, but fall under an Area Coordinator umbrella. The AC’s home and office are located in the residence hall he/she is coordinating and supporting the Student Life staff. AC’s have earned at least an undergraduate degree, and are specially trained in counseling, communication, problem solving, First Aid/CPR, fire safety, and other areas important to facilitating life in a residence hall. The Commons Apartments, University Place Apartments, and the student houses are all directly managed by Resident Assistants, who are supervised by the Area Coordinator for Hughes Hall. The fifth professional staff member is the Campus Activities Coordinator, who is responsible for coordinating Student Life programming, coordination for Greek Life and other student organizations.

Resident Assistants

Every residence hall has a staff of Resident Assistants. These upper-class students live on each floor as representatives of the Student Life staff. The RA’s are skilled para-professionals who have been trained in many areas to make the student’s experience in the residence hall healthy, safe, fun, educational and memorable.

Student Life Training, Philosophy and Programming

Other than training for specific job requirements (such as first aid/CPR, confrontation management, fire safety, etc.), your residence hall staff participates in training to enhance their communication and helping skills. The Student Life staff’s primary function is to act as a resource of information and aid to residents with questions or in times of crisis. If you are having difficulties in any areas, your Resident Assistant, Hall Director, Area Coordinator, or the Director are available to help you find the solution or to find the person who can most help you with the problem.

The RA Selection process is approximately a month long process of interviews, group discussions, and information sessions to aid us in finding staff members who will meet the goals of our department. If you have interest in becoming a member of the Student Life staff, we encourage you to ask questions and discuss your interest with any member of the current staff.

Staff Duty Hours

Student Life Staff, including one professional staff member (Area Coordinator or Director of Housing & Student Life) who covers the entire campus and one or
more RA’s working in each building, are on active duty from 7:00pm until 12:00 midnight daily. Professional staff duty responsibilities include coordination and support for the RA staff. This is done, in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds of the residence hall and is required to sleep/remain in the facility throughout the night in case of an emergency. All on-duty Student Life staff members are in direct communication with Campus Safety personnel via the campus radio communication system.

Custodial Staff

Each residence hall has housekeeping staff which work routine daytime hours, Monday through Friday. The building custodial personnel are responsible for the general upkeep and appearance of the facility’s public areas, but are not expected to clean any intentional mess left by students. Custodial staff obligations do not include cleaning individual student rooms, or suite bathrooms in any residence hall.

The Residence Hall Buildings

Introduction
West Liberty has six residence halls, two apartment complexes, and several campus houses as a part of our residential community. Upon enrollment, new students are assigned to a building and will receive a roommate. Upper-class students are able to select specific buildings and roommates during an annual housing assignment process. All residence halls are tobacco-free facilities.

The University supplies to each resident:
- Twin bed and mattress
- Desk and chair
- Closet or wardrobe
- Dresser
- Comcast basic extended cable
- Internet access

The University supplies to each residence hall:
- Card-operated laundry facilities
- Lounge area with cable television
- Vending machines for drinks and snacks
- Kitchenette
- Smoke detectors

The Residence Halls
Curtis Hall houses 124 first-year residents in a co-ed hall setting, with female residents on the first and second floors, and male residents on the third and fourth floors. Each floor has a community bathroom (with separate shower and restroom stalls), a small kitchenette and lounge. The first floor lounge also provides a television and vending machines. The RA Office and public restrooms are located on the first floor as well.

Rogers Hall houses 186 first-year residents in a traditional hall setting. The main floor of this building is used to house the Marketplace, our campus cafeteria. The Marketplace is accessible through a separate door from the entrances to the residence hall portion of the facility. In the residential part of the building, the main floor consists of a lounge (with television and vending machines), public restrooms, and the RA Office. The second, third, and fourth floors of this building have two community bathrooms (with separate shower and restroom stalls), a small kitchenette, and lounge spaces.

Krise Hall houses 304 students in a co-ed, suite style setting, with two rooms per suite separated by a bathroom. Each floor houses either all male or all female residents. The main floor consists of a large lounge with television, vending machines, and pool table and the RA Office. The south tower of Krise houses first year students, while the north tower houses upper-class students.

Hughes Hall houses 265 students in a co-ed, suite-style setting, with two rooms per suite separated by a bathroom. Each floor houses both male and female residents, dividing genders by suite. Several lounges located on the first floor are available for use by campus organizations. ADA-accessible apartments are available in Hughes Hall. Each floor has its own lounge for all residents to use. The RA Office is located on the first floor as well.

Beta Hall houses 255 students in a co-ed, suite-style setting, with two rooms per suite separated by a bathroom. Each floor houses both male and female residents, dividing genders by suite. An ADA-accessible room is available in Beta Hall. Each floor has its own lounge for all residents to use. The RA Office is located on the first floor, along with the laundry facilities and an additional lounge.

Bonar Hall houses 92 students in a co-ed, suite style setting. Bonar Hall is our honors facility and has a grade point average requirement. Each floor houses both male and female residents, dividing genders by suite. The main floor consists of the RA Office, and lounge with television.

Commons Apartments & Houses consist of eleven apartments housing three residents in each apartment. Living in the apartments or houses requires a clean judicial record and junior or senior status. A separate application process for the apartments takes place in March each year, prior to the annual room assignment process.
University Place Apartments consist of four apartments housing two residents in each apartment and twelve apartments housing three residents in each apartment. Living in the apartments or houses requires a clean judicial record and junior or senior status. Applications will be prioritized by highest grade point average. A separate application process for the apartments takes place before the annual room assignment process.

Student Houses are located along Route 88 as well as in the faculty housing area. Currently six houses include two Greek houses, three houses based on educational major, and one house for International students. A separate application process for the houses takes place in March each year, prior to the annual room assignment process. Capacities vary from four to seven residents in the student houses.

Housing Assignments and Room Selection

During the spring semester, students can sign up for rooms for the following academic year. Signs with information, dates, and proper procedure are posted in the residential areas prior to the Room Selection process beginning. The Office of Housing & Student Life reserves the right to assign, reassign, and adjust room assignments if required, but will notify the student prior to check-in for the fall semester.

Single rooms are permitted if space allows in each individual residence hall, but are not guaranteed until check-in each semester. Students with documented ADA needs are the only students who are guaranteed single rooms during selection. All other students are required to sign up for a room with a roommate, or will be assigned a roommate during the selection process.

Room Changes are permitted after the first week of classes. These first week allow Student Life staff to verify occupancy of students. Students must complete a Room Change Request form prior to physically moving to their new room. Requests are granted based on space availability and housing requirements.

New and Transfer Student Housing Assignments will be completed by the Residential Enrollment Coordinator. New applications require a $100 Damage Deposit before they can be processed. The Residential Enrollment Coordinator will make every effort to honor students’ roommate and building requests, and other preferences. Students who do not have a specific roommate requests are asked to completely and honestly fill out the Room Application so that they may be placed with a roommate with like interests and lifestyle.

Housing Contracts are signed when students check-in to their rooms and are legally binding for one academic year. If a student wishes to be released from their contract during the fall or spring semester, they must write a request letter explaining their circumstances to the Student Life Review Board. The Review Board will review the student’s request, as well as their student records before
rendering a decision. If a student wishes to be released from the contract at mid-year, between the fall and spring semester, they will be required to pay a fee of $425 for contract termination.

COMMUNITY LIVING STANDARDS

The following document encompasses a vast number of policies and procedures that may at first appear overwhelming and limiting. However, the following should appear to residents as our assurance to you of a residential environment that is safe, conducive to study, respectful and enjoyable. The expectations outlined are applicable to all residents and their guests, and provide everyone who resides in the residence halls with the ability to focus on their educational goals.

You will find two documents attached. The first is the Community Living Standards. This document divides the expectations of living in a residence hall into five very important sections; Academic Environment, Facilities, Physical and Psychological, Safety and Security, and Substances. The second document, Residential Procedures includes more detailed information about Community Living Standards and expands upon some administrative and procedural items you are obligated to as a residential student.

Living on campus is a choice as well as an earned privilege. You are choosing to become part of a community, and your commitment to it allows you to continue to reside on campus for the duration of your career at West Liberty University. However, no one can operate in a community independently. Your decisions and actions will affect twenty to over a thousand other individuals, and that may require you to change your habits or preferences. Membership in the community is a two-sided coin. First, you have an obligation to others to adhere to the expectations, policies and procedures outlined. Second, you have an obligation to respectfully ensure that other residents adhere to the same expectations, policies and procedures. Student Resident Assistants are employed by the University to support your residential environment. The presence of Resident Assistants in your building does not eliminate nor reduce your obligation to speak up for yourself, to expect respect from others or to assist in the process of identifying and solving problems in the residential community.

Although there are significant responsibilities associated with residential living, as well as great advantages. Access to campus resources, opportunities for social interactions and the ability to make long lasting friendships will increase enormously because of residency on campus. We hope you will consider residential living a key component in your University experience and you will contribute positively to a residential environment that is supportive of academic pursuits.
1.0 – Academic Environment
Residents are responsible for creating an environment that promotes the academic mission of the university. This includes upholding the noise and visitation policies in the residence halls, and being responsible for visitors and guests’ behavior.

1.01 Residents are responsible for the behavior of guests or visitors while they are in the room or anywhere in the residential community.

1.02 Residents are responsible for adhering to the residence hall visitation policies.

1.03 Residents are responsible for maintaining an atmosphere conducive for studying in all residence hall communities, and for upholding 24-hour courtesy hours. Specifically, noise from your room should not be heard from two-doors down from your individual room.

1.04 Residents are expected to observe residence hall quiet study hours when imposed. Quiet hours are in effect from 10pm until 10am throughout the academic year, and 24 hours during the week of finals during both fall and spring semester. Specifically, noise should not be heard from outside your room during these hours.

1.05 Use of amplified instruments in a residence hall room is prohibited.

1.06 Placement of sound equipment or speakers in windows is prohibited.

1.07 Playing of sports or games in hallways, stairwells or balconies is prohibited, including but not limited to basketball, bicycle riding, Frisbee, roller skating, skate boarding, football throwing, running, floor hockey, roller blading, and squirt gun/water fights.

1.08 Gambling in a residence hall is prohibited.

1.09 Sponsoring raffles or pools in a residence hall is prohibited, except for approved University-related fund-raising.

1.10 Solicitation in residence halls is prohibited, except for approved University-related fund-raising. This policy includes running a business out of your room, i.e. Mary Kay, Avon, etc.

1.11 Maintaining residency in WLU residential facilities while not an enrolled student is prohibited. Residency of students who are not enrolled full-time (at least 12 credit hours per semester) will be based on availability of space and disciplinary records.
1.12 Being present in a room or residential area during a violation is prohibited. If you are in the presence of a violation you are encouraged to advise the Student Life staff, but at least are required to remove yourself from the situation.

2.0 Facility Issues
Residents are responsible for promoting a clean and well-maintained living environment. Residents are expected to take an active part in determining who is damaging the community, if such damages occur, as well as deterring such behavior. It is expected that students will not damage or vandalize university property in the residence halls.

2.01 Possession of weight lifting equipment (with the exception dumbbells weighing 10 lbs. or less), waterbeds, and freezers in a residence hall room is prohibited.

2.02 Unauthorized installation of air conditioners, ceiling fans, wall shelves, or hanging lamps in a residence hall room is prohibited.

2.03 Refrigerators are not permitted to exceed 10 amps. No more than one refrigerator permitted per residence hall room.

2.04 Residents of all residence halls are permitted to have one microwave per room. The Office of Housing & Student Life reserves the right to prohibit microwaves in any residence hall.

2.05 Painting of residence hall rooms is prohibited.

2.06 Hanging of flags, banners, or signs out of residence hall windows is prohibited.

2.07 Disposing of trash in unauthorized areas, including leaving trash in lounges or hallways, is prohibited.

2.08 Construction of a personal loft in a residence hall is not permitted.

2.09 Parking or storing a bicycle in an unauthorized area is prohibited, including but not limited to stairwells, hallways, lounges, and balconies. Bicycles can be stored in individual rooms, but cannot be ridden in the building.

2.10 Bicycles parked and/or attached to trees, bushes, plants electrical fixtures, sign posts, railings, public seating fixtures, or emergency safety devices is prohibited.

2.11 Parking or storage of a motorcycle, moped, or motorbike in a non-designated parking space is prohibited, including but not limited to inside...
residence halls, on walkways, access ramps, or under framework of a residence hall.

2.12 Possession of a pet, except for fish and service animals for persons with a disability is prohibited. Aquariums are not to exceed 10 gallons. If you need a service animal, you must have documentation filed with the Learning & Student Development Center.

2.13 Attempting to gain access or trespassing in residence halls when closed for break periods is prohibited.

2.14 Posting materials on staff bulletin boards or other common spaces without approval is prohibited. Designated bulletin boards in the lobby of each building can be used by residents. Postings which contain obscenities or advertisements for alcohol, drugs, tobacco, weapons, or illegal activity will be removed.

2.15 The hanging of beads, tapestries, curtains, flags, banners, sheets, or other items in a manner that blocks egress from the inside of a residence hall room is prohibited.

2.16 Residents and guests may not use public bathroom facilities designated for the opposite gender. All guests of the opposite gender must use guest bathroom facilities in each building.

2.17 Posting materials on the outside of room doors or in hallways with the intent to harm or incite others is prohibited. All materials posted in public areas are considered public display and must meet FCC regulations for standards of decency.

3.0 - Safety/Security
Residents have the responsibility to promote and maintain a safe and secure environment in the residence halls.

3.01 Possession of weapons or “look alike”/replica weapons may not be housed, or carried into a University residence hall. Possession of rifles and firearms (including but not limited to BB, pellet guns, soft-air pellet guns, and paint ball guns), ammunition, fireworks, and/or explosive materials (including carbide) and similar items such as gas-powered guns (including paint and nail guns), knives (other than pocket knives), and sharp tipped arrows are strictly prohibited. Hunting equipment should be stored elsewhere; contact the Office of Housing & Student Life or the Campus Police Office with any questions about possession or storage of these items.
3.02 Use of any weapon as defined in 3.01 is strictly prohibited in the residence hall or any adjacent area.

3.03 Possession of open flame source or flammable material in the residence halls, including but not limited to oil lamps, candles, incense, and gasoline is prohibited.

3.04 Failure to evacuate a residence hall during a fire alarm or re-entering a residence hall before being permitted by a University official, member of the fire department or a police officer is prohibited. Interference with or non-adherence to emergency evacuation procedures in a residence hall is prohibited.

3.05 Starting a fire in a residence hall or in any area immediately adjacent to a residence hall, such as a quad or courtyard is prohibited.

3.06 Activating a fire alarm or smoke detector in a residence hall without due cause, or falsely reporting a fire emergency to police, fire or residence hall staff is prohibited.

3.07 Unauthorized use, tampering with, or damage to any emergency or safety equipment is prohibited, i.e. door alarms, fire alarms, sprinkler heads, etc.

3.08 Smoking and the use of smokeless tobacco on property owned or controlled by WLU is prohibited. This includes smokeless cigarette products.

3.09 No flammable materials are to be posted to or from the ceiling of a residence hall room.

3.10 Gatherings with more than three times the designed occupancy in a residence hall room is a violation of fire code, and is prohibited.

3.11 Propping of an outside access or fire door, which includes room doors, is prohibited.
3.12 Tampering with locks of outside access, suite, room, or bathroom door is prohibited.

3.13 Delivering, surrendering, or otherwise relinquishing possession of room or outside access keys or access card to any individual, or permitting the keys or access card to be duplicated or modified is prohibited.

3.14 Using or attempting to use a key or ID access card belonging to another person to gain access to facilities is prohibited.

3.15 Failure to report lost keys or lost access card within 24 hours is prohibited.

3.16 Use of an appliance exceeding 1000 watts in a residence hall room is prohibited.

3.17 Use of a two-prong extension cords, plug adapter, or power strip without surge protection in a residence hall room is prohibited.

3.18 Use of a halogen lamp in a residence hall room is prohibited.

3.19 Use of a high heat or open coil appliance in a residence hall room is prohibited.

3.20 Use of non-approved appliances in a residence hall room, including but not limited to deep fat fryers, electric crepe makers, electric fry pans, electric griddles, electric hamburger cookers (George Foreman’s), electric space heaters, electric waffle irons, electric woks, hot oil popcorn poppers, hot plates, coffee makers with a warmer, indoor grills or broilers, and slow cooker/grill convertibles is prohibited. Questions of approval should be made to the Director of Housing and Residence Life.

3.21 All electrical appliances must be UL approved.
3.22 Cooking in the residence halls, using either residence hall microwave, personal microwave, or residence hall oven/stove is not to be left unattended at any time. Any unattended cooking will be considered a fire safety risk to the residence hall.

3.23 Throwing objects from windows or balconies is prohibited.

3.24 Hanging outside of or climbing from windows or balconies is prohibited. Climbing on or repelling from exterior of buildings.

3.25 Sitting or climbing in unauthorized areas of residence halls, including roofs, porch roofs and balconies is prohibited.

4.0 – Alcohol and Other Drug Policies
Residents have the responsibility to uphold federal, state, and local laws dealing with alcohol and other drugs. Simply put, alcohol and illegal drugs are not permitted by anyone within the residence halls.

4.01 Possession of empty containers that once contained alcohol, including items intended for “decorative display,” is prohibited. This includes containers in the trash can.

4.02 Public intoxication in the residence halls is prohibited, this includes being under the influence of both alcohol and illegal drugs.

4.03 Alcohol is permitted on the first floor of Beta Hall in rooms where both residents are at least 21 years of age. The following policies apply to that designated area of Beta Hall only.
   
   4.03.1 The possession or use of alcoholic beverages in public areas (i.e. lounges, hallways, stairwells, etc.) is prohibited. Alcohol being transported into or out of the residential facility should be closed and carried in appropriate containers.

   4.03.2 The presence of anyone under the age of 21 in a room where alcohol is present is not permitted.

   4.03.3 Residents in the designated living space may possess no more than six 12 oz. cans of beer per roommate. Glass bottles, mass quantity containers, beer bongs, etc. are prohibited.

   4.03.4 The Director of Housing & Residence Life, Dean of Students, Executive Vice President/CAO, President, and Board of Governors reserve the right to limit or discontinue the policy
permitting alcohol in the designated space should problems arise.

4.03.5 Any resident living in the designated space in Beta Hall who is found in violation of any alcohol policy, whether in their room or elsewhere on campus, forfeits their right to live in the designated space, and will be moved from Beta Hall immediately.
Residential Procedures

The following is a compilation of policies and procedures for students living in campus housing, including residence halls, apartment and houses. Residents agree to abide by these policies as part of the terms and conditions of the residence hall contract. Policies and procedures may be added or adapted during the term of the residence hall contract with written notification to residents. Terms and conditions of the residence hall contract are outlined, as are policies and procedures pertaining to life in a residence hall community.

Abandoned Property

Any personal property left or abandoned by a resident or his/her guest in a residence hall (including common areas), unless claimed within 10 days, shall be deemed the property of the University. The University may use, dispose of or sell the personal property after no claim has been made for it within 10 days. The resident absolves any claim for abandoned property after 10 days.

Air Conditioners/Ceiling Fans

Personal air-conditioning units are prohibited because of electrical circuit limitations. Modifications to the room such as ceiling fans are not permitted.

Alcohol

Alcohol is not prohibited on the West Liberty University campus. No person of any age may possess or consume alcoholic beverages in the residence halls, including student rooms, hallways, dining rooms, balconies, lobbies, lounges, recreation or TV rooms, stairwells, or bathrooms. Empty alcohol containers including those intended for “decorative display” are not permitted. This includes, but is not limited to; bottles, cans, kegs and cardboard cases.

Alcohol will be permitted in specified areas of Beta Hall. All additional policies applied to this area must be adhered to strictly. Any violation of this extended policy will lead to immediate removal of privileges.

Babysitting/Underage Visitors

Babysitting is not permitted in the residence halls. Children under the age of 17 are not permitted in the residence halls without a parent or legal guardian present. Exceptions are granted for immediate family members and other special circumstances, but such exceptions must be approved by the Area Coordinator, in writing, 48-hours in advance of the visit. See Guest Visitation for further information regarding guest policy.
**Bicycles**

Bicycles can be stored in student rooms only. Bicycles cannot be stored in lounges, common rooms, bathrooms, hallways, stairwells, study rooms, and entrances. Additionally, bicycles may not be parked, stored, or chained to any tree, bush, plant, electrical fixture, signpost, railing, public seating fixture, or emergency safety device. Bicycles found in unauthorized areas may be removed without warning.

**Building Evacuation**

In the event of a bomb threat or fire alarm in the residence hall(s), residents will be required to evacuate the building(s) immediately. The building(s) must remain evacuated until residents are instructed to return by the Police, Fire Department or a University Official.

**Cable**

All residence hall rooms are equipped with a cable television hook-up, providing access to campus television channels. Cable and internet service are provided by Comcast.

**Campus Computer Network**

All residential facilities will have high speed internet through Comcast. Students may purchase their own routers for wireless connectivity. Residents of campus housing who utilize residence hall Ethernet connectivity agree to abide by any Acceptable Use Policies published by the University. Misuse or tampering with an Ethernet connection is prohibited and residents will be charged for necessary repairs.

**Cancellation of Housing Contract Procedure**

Housing contracts are issued for the entire academic year (fall and spring semesters) for students entering in the fall. Students entering in the spring semester are issued contracts for the spring semester only. Residents may not cancel their residence hall contract to move to another facility that is not owned by West Liberty University, such as private off-campus housing, after signing this contract. Cancellation of the housing contract mid-semester or mid-year is automatic upon withdraw from courses or residential suspension resulting from Judicial sanctions. Students who are removed from the residence halls as the result of judicial sanctions will not receive a refund of any room and board fees. The resident is responsible for notifying the Office of Housing and Student Life of withdraw from classes and completing the required residence hall checkout. Failure to checkout from the residence halls within 48 hours of withdraw from courses or residential suspension will result in a $20.00 improper checkout, and any refunds will be
forfeited. Cancellation of the housing contract is required in person by the student or in writing by the student. Notifying other University departments will not be considered a housing cancellation. Residents may cancel housing in person at the Housing and Student Life Office located in Rogers Hall, in writing to the Office of Housing and Residence Life, PO Box 295, West Liberty, WV 26074 or email at mnsnyder@westliberty.edu. Room and board refund rates for students who withdraw from West Liberty University classes mid-semester are outlined in the Housing Contract.

The University may terminate the contract on non-disciplinary grounds when a student:

1. Signs a contract in advance of enrollment and then becomes ineligible to enroll, or does not enroll in the University
2. Withdraws from the University or otherwise becomes ineligible to live on campus before the contract expires
3. Has documented health or psychological reasons or change in financial circumstances that necessitate the termination of the contract. These requests must be submitted in writing and include supporting paperwork, i.e., ADA documentation supplied by the Learning & Student Development Center. Written requests to be released from the Housing Contract for non-disciplinary reasons will be subject to review and approval by the Student Life Review Board. Further information below.
4. Leaves West Liberty University during the term of the contract to pursue a study abroad program or off-campus internship, including student teaching.

The University and the student may terminate the contract by mutual agreement for compelling extenuating circumstances. All requests to cancel contracts must be submitted in writing. The Director of Housing and Student Life will forward all written requests for contract cancellation to the Student Life Review Board. Housing Contracts may be cancelled by the Director of Housing and Student Life only. The Office of Housing and Student Life will not be liable for promises or actions of any non-authorized University staff member regarding contract regulations. Reasons that may support a contract cancellation generally fall under three categories: medical circumstances; extreme financial hardship not present or known at the time of contract signing; and special or mitigating factors also not known at the time of contract signing. In presenting these circumstances, residents must make a reasonable case that their concerns cannot be alleviated by relocating to other residence hall accommodations. At the close of the fall semester, those students who do not meet the requirements to be released from their contract may opt to pay an early termination fee in order to be released early from their contract.

Care and Cleaning of Rooms and Suite Bathrooms
Residents are required to maintain a room that is a clean and healthy environment. Personal responsibilities for room cleaning include regular disposal of personal trash to trash rooms, vacuuming, and routine laundry washing. Residents who reside in Krise, Hughes, Bonar and Beta Halls are responsible for cleaning their own bathrooms on an ongoing basis. Residents who fail to clean the bathroom in their suites may be reassigned to halls with common restrooms.

Check-out Procedures

As residents vacate their room either at the end of the academic year or based on a contract cancellation, proper checkout procedures must be completed to avoid additional charges. Residents who do not complete checkout procedures at their residence halls may continue to be held responsible for all room and building damage charges until their checkout date is officially recorded via their signature on official checkout materials. All residents who fail to complete proper checkout procedures are subject to a $20.00 improper checkout charge. Additionally, rooms must be cleaned and furniture returned to the positions of initial setup at the beginning of the year.

Cohabitation

The Office of Housing and Student Life does not condone the ongoing presence of a non-resident in any residence hall room. This includes friends, family members and significant others of residents. Assigned students to a room, apartment, or house are the only individuals permitted to reside there. Cohabitation is not permitted. If the Student Life staff observes evidence of or is informed of cohabitation between people other than the assigned person(s) of the room, loss of guest and student visitation privileges may result. (See Guest Visitation for additional information regarding guests and allowable days of visitation.)

Commercial Enterprise

Personal business enterprises shall not be conducted in or from University residence halls public areas. Door-to-door solicitation in the residence halls and University-owned houses by any individual or group is prohibited.

Common Area Space Utilization

Residence hall common areas may be reserved, on a priority basis, by residents of the hall. Individual residents and resident groups may sponsor and hold functions in some common areas of the halls. Lounges should be reserved in advance in accordance with specific building policies. Events scheduled by resident staff and residential academic programs will be given priority for reservations. Sponsors of events or programs are responsible for set-up and clean-up. If the area is not cleaned, or is not cleaned to match its original condition, sponsoring groups may
be assessed cleaning costs at the prevailing custodial rate. Sponsoring groups may also be assessed for damages to the building and facilities resulting from use of public space.

The Commons

Apartments and Houses are available for junior and senior students in the housing area adjacent to campus. Eligibility to reside in Commons Housing includes 2.5 GPA, full pay of housing and board fees and no judicial history/active probationary status. Commons residents must follow procedures specific to the Commons, as outlined in the Campus Housing Policies and Procedures, in addition to all Residential Policies and Procedures and Community Living Standards.

Custodial Services

Each residence hall community has a custodial staff that works to provide a pleasant living environment. Students are responsible for the cleanliness of their own rooms and are expected to support the housekeeping staff by disposing of trash and leaving all public areas in clean condition. Personal trash may not be left in public areas. Public areas include lounges, kitchens, hallways, hall/suite bathrooms, study rooms, stairways and lobbies. Problems with residents not leaving these areas reasonably clean after use may result in billing charges to floor residents for additional cleaning. (See also Damage Assessment)

Damage Assessment

Charges will be assessed for students who are responsible for damage to a room or to any part of a residence hall throughout the term of the contract. Residents may be billed directly for repairs, cleaning, furniture replacement, lost or non-returned keys or other Housing-supplied equipment. End-of-semester damage assessment notices are mailed to the resident’s forwarding address. Students must respond within (7) days to appeal any of damage charges. The Director of Student Life reserves the right to forward damage appeals to the Student Life Hearing Board for review and decision. In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs. All damage and excessive cleaning charges will be deducted from the student’s $100.00 damage deposit. If a student’s damage deposit balance falls to or below $0.00, the student will be responsible for bringing the balance back to $100.00 as a condition of continued living in the residential facility.

Decorations
When decorating exterior room doors or common areas, residents must not post materials with content relating to race, gender, religion, national origin, sexual orientation, age or physical disability that is intended to harm or which may be considered offensive to fellow residents or guests. (See Harassment) Decorations such as live-cut trees, paper, streamers (including crepe paper) and strings of lights that may obstruct traffic and may potentially be a fire hazard are not permitted in hallways and suite corridors. Hallway and suite decorations may be placed on resident room doors, bulletin boards, and in staff approved spaces. Lobby and lounge decorations must be approved through Area Coordinator and must meet all decorating guidelines below. Decorations may not be placed within two feet of a fire protection system component (i.e. manual pull station, smoke detector, bell/horn/strobe, sprinkler, fire extinguisher, exit sign, emergency lighting, or any egress doorway). Artificial trees, plants, and flowers labeled as flame retardant or fire resistive may be used. Room and exterior room door decorations and wall hangings may only be hung with non-damaging materials or removable. Adhesive tape, staples, adhesive holders, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings. Any damage incurred during the decoration process will be charged to individual residents, floor or building.

**Distribution of Written Materials/Solicitation**

Students, University employees, non-affiliated individuals and non-affiliated groups are prohibited from canvassing, selling, soliciting or promoting the sale of any goods or services in the residence halls. Recognized student groups may conduct fund-raising events (involving the sale of goods, services, subscriptions, tickets and similar items) if they receive the prior written approval of the Director of Housing and Residence Life. In no circumstances may any individual or group solicit sales, votes, signatures, etc. via door to door solicitation. Flyers promoting campus events may be submitted to the Office of Housing & Student Life for approval by the Director of Housing & Residence Life. Flyers may not be taken door to door or slid under room doors. Resident Assistants, in the capacity of their employment by the University, may deliver housing and Student Life related materials and information to residents. In the lobby of each building there will be located a community bulletin board for residents to post information without written approval. Postings at this location will be removed if they contain obscenities or promote illegal activity.

**Early Arrival**

Students who are participating in University-affiliated activities prior to the official start date of the housing contract will be permitted to move into their permanent room assignment. Students must make individual arrangements with their advisor, coach, or sponsor of the University affiliated activity and be officially registered as an early arrival with the Office of Housing and Residence Life. Requests to arrive early may be denied if sufficient time is not offered for the
staff to prepare for the students arrival, therefore, early arrival requests should be made as early as possible.

Students not permitted to arrive on campus early, and who attempt to do so, will be escorted from the residence halls by Campus Police. The University will not be responsible for accommodations for students who arrive on campus early without permission. Such students will be responsible for providing their own transportation back home and/or finding alternative accommodations until the official opening of the residence halls.

**Electrical Appliances and Guidelines**

No single appliance can exceed 1000 watts of usage. Because of the fire hazard they represent, all two-prong extension cords, plug adapters, and halogen lamps and bulbs are prohibited. Residents must report all electrical problems experienced in their rooms (e.g., tripped circuit breakers) to the Resident Assistant and/or Area Coordinator. Utilized appliances must be in good repair and functioning safely. Appliances that have an exposed heating element or exposed heating coil are not approved for use because of the potential for fire if something comes in contact with it. The list below is NOT exhaustive, but does list some examples of appliances that have been approved for use in the residence halls as well as examples of the appliances that are NOT permitted. Some of the appliances listed below as prohibited have been determined to present unacceptable fire safety hazards. Residents will be held financially and contractually responsible for damages incurred by use of prohibited items or unsafe use of permitted ones. The following lists include some frequently mentioned appliances and whether they are approved or not approved:

**Approved**

- Blender, can opener, coffee makers that DO NOT contain an exposed heating element, small refrigerators max 10 amps, microfridges, electric mixer, food processors, hot air corn popper, vacuum cleaner

**Not Approved**

- Personal air conditioners, ceiling fan, deep fryer, electric fry pan, crepe maker, waffle iron or wok, fog and smoke machines, halogen bulbs/lamps, hot oil popcorn popper, hot plates, electric grills including George Foreman, slow cookers, space heaters, toasters and toaster ovens

**Microwaves**

Individual microwaves are permitted in all residence halls. The replacement of microwaves with micro-fridges is highly encouraged and information regarding purchase is available in the Office of Housing and Residence Life. The utilization of individual microwaves in subsequent years in any residence hall is subject to
annual review. One microwave OR one micro-fridge is permitted per room in all buildings.

Refrigerators

Residents in all residence halls are permitted to have one refrigerator (or one Microfridge) per room. Refrigerators are not to exceed 10 amps.

Stereos and Televisions

A maximum of one stereo and one television are permitted per room. Multiple taps, devices plugged into wall receptacles, and electrical extension cords are prohibited. Power strips with surge protectors are acceptable for use. See Electrical appliances for further information on small appliances.

Eligibility to Live in Campus Housing

Campus housing is available to all undergraduate students who are registered for at least 12 credit hours. Students with less than 12 credit hours may request housing but are not guaranteed availability. The Office of Housing and Student Life reserves the right to cancel the Housing Contract of residents with less than 12 hours at any time in the semester or year if space is needed for a full time student or as a judicial sanction if disciplinary problems arise. Housing assignments are made according to assignment priority as published in the spring at Room Selection. Residency is granted based upon expectation that the resident is attending classes in which he or she is enrolled. Residents are expected to be attending class regularly. If there is evidence that a resident is not attending classes on an ongoing basis, particularly if the resident is found responsible for a violation(s) of the Community Standards or Student Code of Conduct, privilege to reside in the residence halls may be suspended as a consequence.

Empty Containers

Containers that once held alcoholic beverages are not permitted in the residence halls for any reason. This includes any bottle filled with other substances and identified as “decorative.” Specific containers not permitted include, but are not limited to; alcohol bottles and cans, empty cardboard cases used as signs or “wallpaper” and kegs or similar items.

Excessive Noise

Excessive noise in a residence hall room is defined as any noise that can be heard outside of the residence hall room from which it originates. Residents are encouraged to be respectful of other residents’ rights and to be responsible for maintaining a reasonable noise level. Courtesy hours are in effect 24 hours a day, 7 days per week, both inside and outside the residence halls. Consideration for
others is a primary component of community living and residents agree to uphold this expectation when they choose to become residents. The volume of stereos/TV/Video Games/Voices must be kept at a level that cannot be heard from more than two doors away from the room or outside the building. Placement of sound equipment in windows is prohibited. The right of students who want to sleep or study takes priority over the desire of other students to expand their noise level beyond their rooms. Quiet Hours are 10am to 10pm seven days per week. During finals weeks 24-hour Quiet Hours are in effect. Noise/Behavior contracts will be utilized for residents who fail to adhere to noise policies and/or the requests of others to lower their noise level. Violation of Noise Contracts will result in loss of privileges, including the privilege of having TVs, stereos, etc. or may result in the residents’ removal from the residence halls.

**Exterior Doors**

Any behavior or action that inadvertently causes or could reasonably cause life threatening physical injury or serious property damage is prohibited. Propping open exterior doors creates a potential unauthorized entry, promoting an unsafe living environment, and is prohibited.

**Firearms, Firecrackers and Weapons**

The storage, possession or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or surrounding vicinity is strictly prohibited. This list includes, but is not limited to, soft air pellet guns, bows and arrows, B-B guns, knives and tools of the martial arts, including “look-alike” weapons. Failure to observe these regulations may result in arrest, disciplinary action and/or termination of the housing contract.

**Fire Safety**

Fire safety and prevention is of paramount importance in a residence hall living environment. The responsibility for this safety rests with each resident living in the hall. Starting a fire, pulling a fire alarm without due cause, tampering with smoke detectors, falsely reporting a fire emergency to police or fire department, and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited. These are considered serious violations because of the risk they pose to the residence hall community.

- **Evacuation:** In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside until the “all clear” signal has been given. Interference with or non-adherence to emergency evacuation procedures in a residence hall is prohibited. Balconies, hallways and stairwells must have a clear passage at all times.
• **Fire Hazards:** Residents are prohibited from keeping any item that may pose a fire hazard in a residence hall room. These items include, but are not limited to, any open flame source or flammable liquid (e.g., oil lamps, candles, incense, and gasoline), natural cut trees, branches, or greens, and halogen lamps and bulbs. (See Electrical Appliances for more information.)

• **Celebratory Candles and Incense:** Celebratory or decorative candles (with or without wicks) and incense are not permitted in the residence halls or houses.

**Furniture**

All furniture in public areas and residence hall rooms is University property. It is not to be removed for use in spaces other than its original location. Damaged or missing furniture in residence hall rooms will be billed to the residents. Damaged or missing furniture in public areas may be subject to Group Damage Charges to all the residents of the floor or building. Waterbeds are not permitted in the residence halls. Bunk beds may be bunked according to the specifications for a bunking kit that is provided by the University. (Bunking kits available in some halls on a first come, first served basis.)

**Gambling**

Gambling is not permitted in the residence halls, apartments, and houses.

**Group Damage Charges**

In public areas of residence halls, including but not limited to lounges, hallways, kitchens, elevators and bathrooms, the replacement or repair costs for damages are assessed to an individual when responsibility can be determined. However, when individual responsibility for damages cannot be determined, the residents of a floor, suite, wing or entire hall are collectively responsible for repair or replacement costs.

**Guest Policy**

The guest privileges outlined are established in anticipation of residents’ ability to abide by the guidelines and follow all policies and procedures printed. First year student visitation, with approval from the Director of Housing and Residence Life, may be reviewed by individual first year floors at the start of the spring semester. Requests to adapt first year visitation privileges to reflect those granted to upper-class students may be voted upon and submitted to the Director of Housing and Student Life for requested approval at that time. The Director of Housing and Student Life reserves the right to limit or remove guest visitation privileges for any first year or upper-class floor or building.
community if there is evidence that community members are not registering guests as required and/or are not abiding by expectations outlined in the Residential Policies and Procedures. Additionally, the Director of Housing and Student Life reserves the right to ban guests from campus (non-students) or residence halls (non-residential students) if their conduct poses a threat to any member of the residential community (including Student Life staff) or if repeated violations occur.

**First Year Students**

First year students begin the academic year with limited visitation hours for guests to their residence hall. (Guests include non-West Liberty students, as well as enrolled West Liberty students.) Visitation of opposite sex guests to first year student residence halls is limited to the hours between 10am and midnight, beginning Sunday at midnight and continuing through Friday at 10am, with 24 hour opposite sex visitation allowed from 10am Friday to midnight on Sunday. There are two reasons for limited guest visitation in first year student residence halls:

- A scheduled time period for adjustment from residing at home to independent living.
- Common bathrooms – the first year residence halls include shared bathrooms. It is not desirable for opposite sex guests to be in the hallways during primary times for residents to be showering and preparing for departure to class.

First year students are permitted to host overnight guests (overnight is defined as the hours between midnight and 10am) Friday through Sunday, in the University residence halls provided that: An official Visitation Form is completed before midnight. The Visitation Form must be signed by the student host, the roommate, the guest and the Resident Assistant on duty. Consent for the overnight guest must be obtained from the roommate(s) or housemates, if applicable. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.

**Upper-class Students**

Upper-class students begin the academic year with extended visitation hours for guests to their residence hall. (Guests include non-West Liberty students, as well as enrolled West Liberty students.) Students are permitted to host overnight guests (overnight is defined as the hours between midnight and 10am) in the University residence halls provided that: An official visitation form is completed before midnight. The visitation form must be signed by the student host, the roommate, the guest and the Resident Assistant on duty. Consent for the overnight guest must
be obtained from the roommate(s) or housemates, if applicable. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.

**Guest Visitation Responsibilities and Requirements – All Students**

- Failure to register an overnight guest by completing a visitation form is a violation of the guest and visitation policy and may result in loss of guest and visitation privileges.
- One room may not exceed 2 overnight guests per night.
- Overnight guests must carry a picture ID at all times.
- Guests must be escorted at all times while in the residence hall. Escorting of guests is required 24 hours a day.
- Each guest is permitted to stay on campus for no more than a total of four days during a one-month period. A guest is not permitted to stay in West Liberty University residential facilities more than three consecutive nights.
- Residents are responsible for ensuring that their visitor(s) comply with all University policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a student visitor that he/she may be hosting.
- In accordance with fire code, gatherings with more than three times the designed occupancy of a residence hall room are prohibited.
- Guests are not permitted to use community bathroom facilities of the opposite gender at any time.

**Habitual Offender**

Habitual Offenders may be residentially suspended for continued interruption of the residential community. Habitual Offenders are those who amass a specified number of minor offenses during their College career. The Habitual Offender is one who is found responsible for:

1. Three incidents in one academic year
2. Four incidents in two academic years
3. Five total incidents

**Harassment and Threats**

Harassment, defined as any physical force, violence or other behavior (such as threats) that interfere with an individual’s personal safety, academic efforts, employment, or participation in University-sponsored activities, and causes the person to have reasonable apprehension that such harm is about to occur, is strictly prohibited. This includes, but is not limited to, harassment in person, harassment by an accomplice, and harassment by the use of technology such as the telephone, voice mail, answering machine, fax machine, computer email, or other electronic
communication media. Harassing behavior also includes threats or damage to another person’s property, with the purpose or effect described above.

**Health and Safety Inspections**

Health and Safety Inspections will be conducted by the Student Life staff once per month in each residence hall and twice monthly in apartments and houses, at a time posted and announced 48 hours in advance. Inspections are intended to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment free of trash. Other violations found during Health and Safety Inspections will be addressed in the appropriate manner, i.e. through the campus judicial process. Residents have 24 hours to rectify any health and safety concerns discovered and communicated by Student Life staff. Repeated health and safety violations may result in judicial sanction, including but not limited to fines, reassignment or loss of housing privileges. In clarification, large appliances and furniture provided by the University, as well as walk-in closets, are subject to inspection. (See also, Care and Cleaning of Rooms and Suite Bathrooms)

**Holiday and Break Periods**

All halls are closed during official University holiday periods (including Spring Break and the Winter break). Students who need housing accommodations during this period of time must seek housing with friends or off campus alternatives. Exceptions are made for international students and students who have official reasons to stay including athletics and student teaching. Details and procedures about housing arrangements during break periods are published prior to each break period. Students are required to vacate the premises within 24 hours after completion of their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest. During the times that the residence halls are closed for break periods, entry by residents is prohibited. If emergency access is necessary during office hours, students must contact Campus Police at 304-336-8021 and the officer will contact the Student Life staff member on call.

During times when the residence halls are officially closed, no guests are permitted in the residence halls. This includes residents who have checked out at the close of each semester. All residents will complete a form notifying RA staff of their date and approximate time of check out for closing.

**Identification Card (Topper Card)**

All residents receive a West Liberty University identification card. The card purposes include:

- Identification
- Residence Hall Building Entry
- Meal Card
Residents must carry identification at all times. Unauthorized use, possession or duplication of an identification card for any purpose is prohibited. In cases when one individual allows another to utilize his or her card for any reason, including entering a building or using a meal, both the card owner and the user will be held responsible for violations of the Community Standards and the Student Code of Conduct.

Illegal Entry/Trespassing

Unauthorized entry into any residential area or facility, including restricted access areas of residential facilities, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including other residents’ rooms, roofs, etc.), or where the safety and welfare of residents could be endangered.

Keys

Each resident is issued a room key when checking into the residence hall. Unauthorized use, possession, or duplication of residence hall keys is strictly prohibited. Residents are responsible for carrying their room keys at all times and to avoid losing or misplacing them. Residents who repeatedly lock themselves out of their rooms may be subject to charges for lockouts. Resident Assistants (RAs) are not intended to serve as access providers. After three responses to lockouts, the student will be asked to produce their room key. If the resident cannot produce their key, a lock change will be ordered, and the student will incur the $150.00 charge for replacement. If the resident can produce their key, they will be charged a $25.00 fine for each subsequent lockout throughout that semester. To ensure security, any lost key must be reported to the Office of Housing and Residence Life. A lock change then will be requested and the $150.00 cost will be assessed to the student. At the end of the year, residents must return room keys to the Office of Housing and Residence Life, or they will be billed a replacement charge. If a key is returned within two months of the lock change, a $50 fee will be assessed and the lock change fee removed.

Kitchens

Some residence halls have community kitchens equipped with an electric range, microwave, and sink and food preparation area. Residents use their own cooking utensils in these kitchens and are responsible for keeping these areas clean after use. Frying on stove tops is prohibited.

Laundry Facilities
For your convenience, card-operated laundries are located in the residence halls, and coin-operated are available for apartments and houses. Residents are expected to help keep the laundry rooms clean and report any malfunctioning machines to the College Union Office at 8024.

**Limited Access**

All campus residence halls are 24-hour limited access. All exterior doors are locked 24 hours a day. Residents’ student ID cards will access exterior doors in the building in which they reside only. Allowing non-residents to enter a residence hall without an escort is strictly prohibited.

**Lofts**

West Liberty University does not provide lofts to students. The student can request to bring their own loft. The loft must be sturdy construction and must allow enough room for the student to sit on top of the bed without touching the ceiling. Any spare parts from the university-provided bed must remain in the room. The student assumes responsibility for safety and liability of the constructed loft. The University maintenance staff will not be responsible for assisting with assembling, constructing, or maintaining personal lofts.

**Lounges**

All residence halls have some type of lounge and/or recreational facilities that are typically furnished with couches, chairs, tables, and televisions. Residents and hall staff frequently use these areas for meetings, programs, studying and socializing. Pool equipment, where present, must be signed out with a student ID. The student who signs out the equipment utilizing his or her ID is responsible to any damage to the equipment, table or recreational area.

**Mail**

Residential students will receive a mailbox in the College Union for the academic year. Information about mailbox access and the proper addressing of mail will be sent to students prior to the fall semester. Residents MUST use the addressing format the University provides or delivery of mail will not be guaranteed. The University DOES NOT forward mail over breaks or in the summer. Break mail will be held for student return. Any mail received after spring semester end will be marked “Return to Sender” unless the student is a summer on-campus resident. Residents are responsible for ensuring that they take the proper steps to notify sender of their departure date and new address.

**Maintenance, Repairs, and Pest Control**
All requests for Maintenance, repairs and pest control should be made through the student Resident Assistant for the floor, or by contacting Housing Maintenance via email at fixit@westliberty.edu or telephone at extension 8800.

Motorcycles/Mopeds

Licensed motorcycles, mopeds and motorbikes may only be parked on campus in designated parking areas. Motorcycles, mopeds or motorbikes may not be parked or stored inside of a residence hall, on walkways, on access ramps, or under the framework of a residence hall. Any motorcycle, moped or motorbike parked in violation of the aforementioned restrictions, or considered abandoned, lost or stolen is subject to impoundment by the University.

Network Access

All residence hall rooms are wired for one cable TV, one telephone and computer network connections. With an Ethernet-equipped computer plugged into the in-room data port, students can send email and utilize the Internet. Students should contact the Computer Help Desk at extension 8886 or 8442 for connection problems and minimum computer configurations and Ethernet card requirements to hook into the campus network.

Personal Property Liability

The University does not insure students’ belongings and is not liable for loss, theft, or damage. Students are encouraged to check with their family’s insurance provider to determine how their homeowner’s/apartment dweller’s policy might cover their personal property. If this coverage is not provided, students are strongly encouraged to obtain personal renter’s insurance.

Pets/Aquariums

For health and safety reasons, pets are prohibited in the residence halls. The only exception to this policy is fish. Students having a prohibited pet will be asked to remove it and disciplinary action will be taken. Residents will be given a reasonable deadline to remove the animal from the premises permanently. Failure to do so may lead to confiscation and removal of the pet by Student Life staff or the appropriate local authorities. Residents may be assessed a fine as well as any associated cost for any pest control or cleaning. Residents are permitted to keep fish in their room providing: (a) the fish tank size does not exceed 10 U.S. gallons; (b) all residents of the room agree to have a fish tank in the room; and (c) all appropriate precautions are taken to ensure that the electrical connection to the fish tank is safe.

NOTE: This policy does not apply to persons with a disability that require the use of a service animal. If you require the use of a service animal, approval from the
Student Enrichment Center must be submitted to the Department of Housing and Residence Life.

**Recreational Equipment**

Riding a bike, scooter, skateboarding, or rollerblading and use of outdoor sporting equipment such as balls, Frisbees, golf clubs, bats, lacrosse sticks, etc. are prohibited inside of all residence halls because of the risk of unintended injuries, accidents, and potential property damage. Possessing or using any motor-driven vehicle inside a residence hall is also prohibited, except for devices utilized by a person with a disability.

**Student Life Review Board**

The Student Life Review Board will review all appeals for cancellations of room and board after contract signing (not including cancellations that coincide with withdraw from classes) and appeals of damage charges as forwarded by the Director of Housing and Residence Life. The Director of Housing and Student Life may also consult the Student Life Review Board in matters that include special circumstances regarding billing or housing policies. The Student Life Review Board will consist of membership including: representatives from the Business Office, Financial Aid & Registrar’s Office, one student, Director of Housing & Residence Life, and an Area Coordinator.

**Roofs, Ledges, and Balcony Areas**

The presence of individuals or objects on roof, balcony or ledge areas is prohibited at all times. Roof, balcony, and ledge areas are restricted for safety reasons and for protection of property.

**Room Changes**

The University may require residents to move to other accommodations in University-owned and operated facilities if it is determined by Housing and Student Life to be in the best interest of the resident and/or other occupants of the residence hall community to do so. In any case, efforts will be made to offer comparable accommodations if a room change is beyond the control of a student and/or the Student Life and Housing staff.

**Room Condition**

Each resident of a room must complete, sign, and return a Room Condition Form (RCF) at the beginning of the school year, or at the time of moving into a new residence hall room, to document any problems with the condition of the room when it is initially occupied. Residents will be held responsible for any damage to their room that is found when they move out unless (a) it was noted on the RCF;
(b) it is normal wear and tear; or (c) it is a maintenance problem that arose during the year that was properly reported. Rooms will be inspected at the end of the spring semester or whenever the room is vacated. Residents are encouraged to be present for this inspection and to schedule this inspection with their Resident Assistant (RA) before moving out. An improper checkout charge of $20.00 will be assessed if the resident fails to check out of the room and sign an RCF.

Summer Housing

Summer Housing is provided to students registered for summer classes/and or working for a campus department. Students employed off campus, but not registered for summer courses, are not eligible to reside in summer housing. Information regarding accommodations and costs are published in the spring semester.

Unauthorized Access

Authorized Entry:

- Residents of the residence hall
- Parents and guests invited by residents of the residence hall and escorted by the host resident.
- Officials and authorized employees of the University
- Local, state and federal law enforcement officers
- Licensed subcontractors and business vendors expressly authorized by the Department of Housing and Residence Life

Any person who enters the building without an escort from a member of the residence hall or fails to comply with the requests as stated above will be subject to disciplinary consequences. Non-West Liberty students who enter a residence hall without an escort will be subject to criminal charges. Residents of the residence hall are required to ask guests to wait outside until the host can greet the guest at the entrance and be escorted at all times. A person who provides access to an unescorted guest by allowing the guest(s) to enter the building with him/her will face judicial charges. Violations created by guests will result in consequences for the host and may include disciplinary action which may include termination of the housing contract and/or criminal prosecution and trespass.

University Place Apartments

Apartments are available for Junior and Senior students in the leased apartment complex across from main campus. Eligibility to reside in these apartments includes 3.0 GPA, no judicial history/active probationary status. Residents in this facility are given the option of paying for a 5-meal commuter board plan as opposed to the full residential board plan. Apartments are fully furnished and house 2-3 residents each, and students are not permitted to bring any large
furniture or appliance items themselves, (i.e. couches, futons, large refrigerators, tables, etc.) Health & Safety Inspections will be completed twice monthly in these apartments. Applications are received and decisions made prior to the room selection process each spring semester. Apartment resident must follow procedures specific to the apartments, as outlined in the Campus Housing Policies and Procedures, in addition to all Residential Policies and Procedures and Community Living Standards.

**Weapons**

Possession, manufacture, use, sale, or distribution of firearms, ammunition, BB and pellet guns, paint guns, knives, martial arts weapons, slingshots, and all other dangerous weapons is prohibited in the residence halls.