Equal Opportunity Statement

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, as amended and the other applicable laws and regulations, the College provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation, as identified and defined by law.

The College neither affiliates knowingly with, nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant Vice President for Human Resources, who is the Section 504 and Title IX Coordinator and Affirmative Action Office, Room 324 Hardway Hall, telephone 304-367-4386.
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**Residence Life**  
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CAMPUS LOCATIONS:

The Locust Avenue Campus
1201 Locust Avenue, Fairmont, WV 26554
304-367-4907 or 304-367-4786

The Gaston Caperton Center
501 W. Main Street, Clarksburg, WV 26301
304-367-4037

The Robert C. Byrd National Aerospace Education Center
1050 East Benedum Industrial Drive, Bridgeport, WV 26330
304-842-8300

REGIONAL SITES

Pierpont at the Atrium
503 Morgantown Avenue, Fairmont, WV 26554
304-366-6762

Pierpont at Merchant Street
214 Merchant Street, Fairmont, WV 26554
304-367-4501

Pierpont at Braxton County High School
200 Jerry Burton Drive, Sutton, WV 26601
304-368-7235

Pierpont at Lewis County High School
205 Minutemen Drive, Weston, WV 26452
304-269-6389 or 304-368-7256

Pierpont at MTEC
1000 Mississippi Street, Morgantown, WV 26501
304-291-9245 ext. 264

Pierpont at Veterans’ Square
320 Adams Street, Fairmont, WV 26554
304-367-692
# IMPORTANT TELEPHONE NUMBERS

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<thead>
<tr>
<th>Office</th>
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<tr>
<td>Academic Advising/BOG Program</td>
<td>Hardway 248</td>
<td>304-367-4990</td>
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<tr>
<td>Admissions &amp; Recruiting</td>
<td>Hardway 248</td>
<td>304-367-4907</td>
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<tr>
<td>Bookstore</td>
<td>Falcon Center 2nd Floor</td>
<td>304-333-3636</td>
</tr>
<tr>
<td>Career Services/College Workstudy</td>
<td>Hardway 248</td>
<td>304-333-3701</td>
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<tr>
<td>Center for Workforce Education</td>
<td>Veterans Square 1st Floor</td>
<td>304-367-4920</td>
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<td>Counseling &amp; Disability Services</td>
<td>Turley Center 316</td>
<td>304-367-4686</td>
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<td>Financial Aid &amp; Scholarships</td>
<td>Turley Center 3rd Floor</td>
<td>304-367-4141</td>
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<td>Health Services</td>
<td>Falcon Center 3rd Floor</td>
<td>304-367-4155</td>
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<td>Housing</td>
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<td>304-367-4216</td>
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<td>ID Card Services</td>
<td>Falcon Center 1st Floor</td>
<td>304-368-7227</td>
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<td>Library Services</td>
<td>Ruth Ann Musick Library</td>
<td>304-367-4733</td>
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<td>Public Safety</td>
<td>Falcon Center 3rd Floor</td>
<td>304-367-4157</td>
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<td>Registrar</td>
<td>Turley Center 3rd Floor</td>
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<td>Student Accounts</td>
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<td>Teaching &amp; Learning Commons</td>
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<td>Testing &amp; Assessment</td>
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<td>Tutorial Services</td>
<td>Library 2nd Floor</td>
<td>304-367-4294</td>
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<td>Veterans Services</td>
<td>Turley Center 3rd Floor</td>
<td>304-367-4660</td>
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# ADMINISTRATIVE OFFICES

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<tr>
<td>Copy Center</td>
<td>Falcon Center 3rd Floor</td>
<td>304-367-4185</td>
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<td>Dining Services</td>
<td>Falcon Center 3rd Floor</td>
<td>304-367-4119</td>
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<td>Honors Program</td>
<td>Jaynes Hall 311</td>
<td>304-367-4260</td>
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<tr>
<td>Newman Center</td>
<td></td>
<td>304-363-2300</td>
</tr>
<tr>
<td>Office of the Provost</td>
<td>Hardway Hall 202</td>
<td>304-367-4786</td>
</tr>
<tr>
<td>Regional Academics</td>
<td>Lewis County Center</td>
<td>304-368-7256</td>
</tr>
<tr>
<td>School of Academic Studies</td>
<td>Jaynes Hall, room 207</td>
<td>304-367-4596</td>
</tr>
<tr>
<td>School of Business, Aviation &amp; Technology</td>
<td>Engineering Tech, room 202</td>
<td>304-367-4221</td>
</tr>
<tr>
<td>School of Health Careers</td>
<td>Colebank Hall, room 130</td>
<td>304-367-4882</td>
</tr>
<tr>
<td>School of Human Services</td>
<td>Education Building, room 137</td>
<td>304-367-4919</td>
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<tr>
<td>School of Workforce Education</td>
<td>Veterans Square G01</td>
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<td>Student Services</td>
<td>Hardway Hall 248</td>
<td>304-367-4907</td>
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<td>Student Activities</td>
<td>Colebank Hall, room 318</td>
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<td>Student Government Association</td>
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<td>304-333-3647</td>
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<td>Student Publications Office</td>
<td>Jaynes Hall 301</td>
<td>304-367-4254</td>
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<tr>
<td>Wesley Foundation</td>
<td>1224 Locust Avenue, Fairmont</td>
<td>304-363-8210</td>
</tr>
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</table>
# Pierpont Community & Technical College
## 2013-2014 Academic Calendar

### 2013 Fall Semester
- **Monday - Saturday, August 12-17**
- **Friday, August 16 (Beginning at 2pm)**
- **Friday - Sunday, August 16-18**
- **Saturday, August 17**
- **Monday, August 19**
- **Monday, September 2**
- **Friday, October 11**
- **Monday, Oct.21-Thursday, Nov. 14**
- **Monday-Friday, November 25-29**
- **Friday, November 29**
- **Monday, December 2**
- **Friday, December 6**
- **Monday-Friday, December 9-13**
- **Friday, December 13**
- **Saturday, December 14**

### Professional Development Week
- **Residence Halls Open for New Students,**
- **Last day to register for classes**
- **Welcome Weekend**
- **Weekend Classes Begin**
- **Other Classes Begin**
- **Labor Day, No Classes**
- **Mid Semester**
- **Advanced Scheduling for Spring Semester**
- **Thanksgiving Recess, No Classes**
- **Graduation Deadline**
- **Classes Resume, 8 A.M.**
- **Last Day of Classes**
- **Final Exams**
- **Residence Halls Close**
- **Weekend College Finals**

### 2014 Spring Semester
- **Friday, January 3**
- **Monday, January 6**
- **Monday-Friday, January 6-10**
- **Friday, January 10**
- **Saturday, January 11**
- **Monday, January 13**
- **Monday, January 20**
- **Friday, March 7**
- **Monday-Friday, March 10-14**
- **Monday, March 17**
- **Monday, March 17 -Thursday, April 17**
- **Friday, April 18**
- **Friday, May 2**
- **Monday-Friday, May 5-9**
- **Friday, May 9**
- **Friday, May 9**
- **Saturday, May 10**

### Last day for Spring Admission
- **Last day to submit Spring 2014 Academic Suspension Appeals**
- **Professional Development Week**
- **Residence Halls Open for New Students**
- **Scheduling/Orientation**
- **Weekend Classes Begin**
- **Other Classes Begin**
- **Martin Luther King Day, No Classes**
- **Mid Semester**
- **Spring Break, No Classes**
- **Classes Resume, 8 AM**
- **Advanced Scheduling for Fall Semester**
- **Good Friday, No Classes**
- **Last Day of Classes, Graduation Deadline**
- **Final Exams**
- **Residence Halls Close**
- **Commencement**
- **Weekend College Final Exams**

### 2014 First Summer Term
- **Friday, May 16**
- **Monday, May 19**
- **Friday, May 23**
- **Monday June 9**
- **Monday, May 26**
- **Thursday, June 19**

### Last day to submit Summer 2014 Academic Suspension Appeals
- **Scheduling/Fee Payment/Classes Begin**
- **Applications for August 2014 Graduation Due**
- **Last day to submit Fall 2014 Academic Suspension Appeals**
- **Memorial Day, No Classes**
- **First Summer Term Ends**

### 2014 Second Summer Term
- **Monday, June 23**
- **Friday, July 4**
- **Thursday, July 24**

### Scheduling/Fee Payment/Classes Begin
- **Independence Day, No Classes**
- **Second Summer Term Ends**

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13-14 Student Handbook
PIERPONT’S HISTORY & MISSION

Introduction
Pierpont Community & Technical College is headquartered on a 120-acre campus in Fairmont, West Virginia, which it shares with its partner institution, Fairmont State University. With a population of about 19,000, Fairmont, located approximately 90 miles south of Pittsburgh, Pennsylvania, is the seat of government for Marion County. The mission of Pierpont is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont is part of the state’s growing high technology corridor with a metro area of about 50,000 residents. With an enrollment of more than 3000, Pierpont offers more than 40 associate degree programs, skill sets and one year certificates, as well as a variety of courses at more than 15 sites in North Central West Virginia, including the Braxton County Center in Flatwoods and the Lewis County Center in Weston. Through its Center for Workforce Education in downtown Fairmont, Pierpont provides workforce training and community education for its 13-county region. Pierpont operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, which offers programs in flight and aviation maintenance. Pierpont also offers classes at a campus in Clarksburg, the Gaston Caperton Center.

Brief History of Pierpont Community & Technical College

1974 - The Community College was established at Fairmont State College.

1989 – Under the provisions of SB 420, governance for Fairmont State College and Fairmont State Community & Technical College was changed from the Board of Regents to the Board of Directors.

2000 – Fairmont State Community & Technical College established a campus compact under the provisions of SB 653 and began working toward the goal of independent accreditation.

2001 – Fairmont State College and Fairmont State Community & Technical College are appointed a shared Board of Governors.

2003 – Fairmont State Community & Technical College assumes responsibility for providing Community College education to five (5) of the counties formerly served by Glenville State College under the provisions of HB 2224.

2003 – Fairmont State Community & Technical College hosted a site visit from the North Central Association in the spring of 2003. The college received notification of receipt of 10 year accreditation from the North Central Association on August 8, 2003.

2004 – SB 448 reclassified Blair Montgomery as President of Pierpont Community & Technical College and established a Local Consortium District for the Community College.

2006 – SB 792 renames Fairmont State Community & Technical College as Pierpont Community & Technical College and remerged it as a division of Fairmont State University (FSU).

2007 – Higher Learning Commission returns for a Focused Visit to remerge the accreditation of Fairmont State University and Pierpont Community & Technical College.

2008 – HB 3215 requires separation of Pierpont Community & Technical College from Fairmont State University and provides the College with a separate Board of Governors (constituted in August 2008). Pierpont is again required to attain independent accreditation from FSU.

2008 – Higher Learning Commission holds a Focus Visit at Pierpont and recommends that the accreditation achieved in 2003 be reinstated for Pierpont Community & Technical College.
MISSION STATEMENT

The Mission of Pierpont Community & Technical College is to provide opportunities for learning, training, and further education that enrich the lives of individuals and promote the economic growth of our service region and state.

Pierpont Community & Technical College strives to enhance the quality of life for people of North Central West Virginia through accessible, affordable, comprehensive, responsive, workforce-related training, and quality higher education opportunities.

To fulfill this mission, Pierpont Community & Technical College will:

• Provide a comprehensive selection of career/technical educational opportunities at the certificate and associate degree levels developed through interaction with employers, employees, and college personnel

• Offer transfer education opportunities enabling students to acquire an affordable general education background before matriculating to the college or university of choice

• Provide opportunities for seamless transition from certificates to associate and baccalaureate degrees

• Make available developmental educational opportunities to students who need assistance in improving academic skills to be successful in higher education

• Develop and deliver continuing and community educational opportunities throughout North Central West Virginia such as lifelong learning opportunities, occupational recertification programs, and higher education opportunities for students enrolled in secondary schools

• Provide workforce training and economic development activities for the citizens of north-central West Virginia based on needs of the community and region

• Focus on development of cognitive, affective, and psychomotor skills to foster individual growth, career development, responsible citizenship, and commitment to lifelong learning

The College concentrates its energies and resources on its students, many of whom are the first generation of their families to attend college, adults returning to college or enrolling in higher education for the first time, and transfer students. The College, therefore, offers its diverse student body a wide range of programs, flexible scheduling, and support services, all designed to foster success. To strengthen intellectual development, all students pursuing a degree at Pierpont Community & Technical College are engaged in a general education program, a body of coursework designed to expand their knowledge of civilization, society, scientific inquiry, and artistic expression while preparing them to think about interrelationships among disciplines and prepare for a lifetime of learning.

The College is committed to student learning and focuses its resources on programs that prepare students for careers and advanced education in West Virginia and beyond. Pierpont Community & Technical College provides a broad spectrum of degree options in business and offers programs with specialized accreditation in engineering technology and health careers.

Pierpont Community & Technical College is closely identified with its communities. Partnerships with business and industry, public schools, government agencies, and other organizations contribute to economic development; the College fosters enlightened and productive citizenship in its immediate location, the region, and the world.
Society has allocated to Pierpont Community & Technical College and its community – faculty, students, and administrators – a position of special esteem and unique freedom to facilitate the accomplishments of its mission. The parallel obligation of Pierpont Community & Technical College is to establish high goals and strive to achieve them. The aim of Pierpont must be the pursuit of truth and the furtherance and creation of knowledge. The greatest measure of the excellence of Pierpont is the intellectual growth of its students, their commitment to the use of reason in the resolution of problems, their development to technical and intellectual integrity.

**Freedom of Expression and Assembly**

Students enjoy the essential freedoms of scholarship and inquiry consistent with programs of formal education in institutions of higher learning and are accorded the same degree of academic freedom enjoyed by faculty and staff members of the Pierpont Community & Technical College community. All Pierpont resources and facilities designed to enhance and encourage learning are available to students, within the bounds of Pierpont policies governing the use of such materials and facilities. Students are encouraged to inquire, discuss, and to evaluate the opinions of any person or groups of people, regardless of whether such persons are members of the Pierpont community.

Any recognized group of students has the right to invite to the campus and to listen to any person or group of persons of its choice, provided that such activities are scheduled in the manner set forth in the published guidelines of Pierpont Community & Technical College and that such activities are conducted in a manner appropriate to the standards of the Pierpont community.

Any recognized group or individual student has the privilege of expressing their own personal views and may espouse causes pertaining to either Pierpont and campus life or to extramural questions and problems, provided the methods of support are peaceful and orderly and in keeping with good taste and propriety and do not infringe upon the rights and freedom of other members of the Pierpont community nor disrupt the orderly procedures necessary to the continuing operation of Pierpont Community & Technical College and its programs of living and learning. All meetings, social affairs, and other student activities must be scheduled in accordance with procedures outlined in this handbook. Each organization scheduling events involving the use of Pierpont Community & Technical College property shall be held responsible for the orderly and proper use of the facility and for the proper conduct of those persons taking part in the activity, avoiding conduct that might disrupt normal institutional operations.

**Student Participation in Governance**

Student participation in governance has at least three facets:

- Students have a right to organize and administer the functioning of essential student activities and programs.
- Students, both individually and collectively, have a right to be heard on any issue that concerns them.
- Students have a right to participate in the institution policy making, including voting representation on certain committees, in decisions directly affecting student life.

**Freedom of Association**

Students may organize whatever associations they deem desirable or may affiliate with any group for which they feel qualified for membership, provided the purposes of such groups are compatible with and in the best interests of the Pierpont Community & Technical College community and its stated purposes of educating the individual. To qualify for recognition and permission to operate as a Pierpont Community & Technical College organization, all groups must follow the procedures as set forth in the Student Body Constitution and Bylaws, Article X. All student organizations concerned essentially with student activities shall be organized and administered by students and have a faculty advisor. The Advisor may or may not vote in the assembly.
ACADEMIC ADVISING

Nancy Parks, Director of Assessment and Advising
Student Services Center
Hardway Hall, room 201
(304) 367-4990
Nancy.Parks@pierpont.edu

The Academic Advising Center service Liberal Studies (undecided) students. Under the direction of Nancy Parks, our professional staff of advisors is trained and committed to assisting students as they begin their academic experience. It is the desire and purpose of the Academic Advising staff to help students recognize their academic strengths and weaknesses, establish realistic goals, and identify the courses necessary, and the resources available, to achieve their goals.

As Academic Advisors, it is our responsibility to:
- Assist students with their educational goals
- Listen actively and empathetically
- Be knowledgeable about the programs and provide accurate and timely information
- Be familiar with academic policies
- Monitor progress of advisees to ensure successful progression toward degree completion,
- Refer the advisee to appropriate resources
- Emphasize the advisee’s responsibility for satisfying degree requirements.

The Academic Advising Center is open Monday through Friday, from 8:00am to 4:00pm. Walk-in and phone appointments are available, however, one-on-one appointments and group advising appointments are also available and are highly recommended. Advising appointments take approximately 30 minutes. To establish an appointment, please call our office.

EDGE Program Advisor
College 101 Transitions Coordinator
Linda Cronin
Harday Hall, room 200
Linda.Cronin@pierpont.edu

Regional Academics Advising Services
Lisa Phillips
The Pierpont Center @ Lewis County
304-368-7256
Lisa.Phillips@pierpont.edu

An academic advisor assists students clarify life, career, and educational goals by developing educational plans and options in support of these goals. The advisor also assists students in overcoming academic and financial barriers that could hinder their progress.

Students are assigned academic advisors shortly after enrollment at Pierpont Community and Technical College based on their program of study selection and should work closely with these advisors for successful completion of their academic goals. Advising is also available at the Lewis County Center http://www.pierpont.edu/academics/regionalacademics/locations/lewis-county.asp
in Weston, Monday through Friday 8:00am – 4:00pm by calling 304-368-7256 to schedule an appointment.

The Career and Technical Education (CTE) Academic Advisor provides academic advising services at the Career and Technical Centers in Pierpont’s 13-county service region periodically throughout the semester and by appointment. To contact the CTE Academic Advisor, please call 304-368-3657 or follow the link for more information.  
http://www.pierpont.edu/academics/regionalacademics/resources/racte_advising

Follow this link for information regarding Pierpont’s 13-county service locations  
http://www.pierpont.edu/academics/regionalacademics/default.asp

Students each semester must meet with their advisor and obtain a pin number in order to schedule courses.

LEWIS COUNTY CENTER SERVICES

- Academic assistance and guidance on a drop-in basis for students with general advising concerns and questions.
- Referral assistance to campus and community services.
- Summer advising of students.

CAREER SERVICES
Brandi Smith, Director  
Student Services Center  
Hardway Hall, room 248  
(304) 367-4907  
Brandi.Smith@pierpont.edu

Pierpont Career Services assists students and alumni throughout every stage of their career development. Whether you are selecting a major, exploring career options, searching for employment opportunities, or preparing for the work force, we can help. We provide a full spectrum of services ranging from, but not limited to: mock interviews, how to write an effective resume, how to network and use social media, how to negotiate salary, and how to determine your career goals and plan your career path. We are here to provide you with the tools necessary to reach your goals and make significant contributions to employers and the community.

COUNSELING & DISABILITY SERVICES
Andrea Pammer, Director  
316 Turley Center  
304-367-4686  
Andrea.Pammer@fairmontstate.edu

Counseling Services  
The Counseling Services Office provides professional assistance to students experiencing a variety of personal and social problems. The staff consists of professionals trained in clinical practice and counseling. Students may seek assistance in dealing with personal and relationship issues, managing homesickness and anxiety, learning to deal with stress and many other problems. Benefits of
counseling include increased self-awareness, maximizing potential and making the college experience more productive and meaningful.

**Crisis Intervention**

**Services for Students with Disabilities**
The Office of Disability Services mission is to eliminate disability discrimination and to ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, Section 504). We work closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school will qualify for services, as will many other students who might not have not received any specialized services during their K-12 education. It is the student's responsibility to contact the Disability Services Office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Approved accommodations are determined on an individual basis. Any requirement an instructor demonstrates as essential to any directly related licensing requirement or to a program of instruction pursued by a student with a disability cannot be altered.

For more information or to register as a student with a disability please contact the Disability Services Office by phone at 304-367-4686 or complete the web registration form.

**Psychological Testing Services**
The Counseling and Disability Services Office offers psychological services, such as diagnostic testing and psychotherapy to its students. For more information or to schedule an appointment, contact the office at 304-367-4686 or stop by the office located at 316 Turley Center.

**FINANCIAL AID**
Cynthia Hudok, Director of Financial Aid & Scholarships
Turley Center, 3rd Floor
(304) 367-4213
Cynthia.Hudok@fairmontstate.edu

The Office of Financial Aid and Scholarships provides students with access to a variety of Financial Aid programs, including scholarships, grants, loans and college work study to assist in meeting their educational expenses. Eligible applicants must be admitted as regular students into a Certificate of Applied Science or Associate degree program. Official high school and college academic transcripts (if applicable) or GED scores must be on file with the Office of Admissions. Financial Aid eligibility is determined after evaluation of the Free Application for Federal Student Aid (FAFSA). Students are encouraged to apply annually, prior to the priority filing date of March 1 to ensure full consideration for all aid programs. Students wishing to be considered for academic scholarships need to complete an academic scholarship application by March 1. Detailed information describing scholarship programs may be found online at http://www.pierpont.edu/pierpontfinaid/funding/scholarships.

Financial Aid Counselors are available to talk with students and their families on the third floor of the Turley Center on a walk-in or appointment basis. Students receiving Financial Aid who are considering making an adjustment to their credit hour load or withdrawing from the institution should consult a Financial Aid Counselor first.
Federal regulations and institutional policy require that your academic progress be reviewed at the end of each enrollment period, including summer. All students enrolling for the first time at Pierpont Community & Technical College (Pierpont) (including transfers) will be considered to be meeting academic progress during the first semester of enrollment at Pierpont; subsequent reviews will include all coursework (including transfer work) that is contained on Pierpont academic transcript. To receive funds administered by the Office of Financial Aid and Scholarships at Pierpont Community & Technical College, students must be making measurable academic progress toward completion of an eligible degree. Federal regulations require evaluation of both qualitative and quantitative academic progress.

**Qualitative Progress**

This evaluation is based upon the cumulative “Grade Point Average (GPA)” as shown on your academic transcript. Undergraduate students must meet the following Cumulative GPA:

- 01-24 total credit hours -- minimum cumulative GPA \( \geq 1.5 \)
- 25-48 total credit hours -- minimum cumulative GPA \( \geq 1.8 \)
- 49 total credit hours and above -- minimum cumulative GPA \( \geq 2.0 \)

**Quantitative Progress**

This is based upon two areas of progress: “pace” and “maximum time frame”.

**Pace** is defined as the rate at which attempted academic credits are successfully completed. This is calculated by taking the cumulative number of hours successfully completed and dividing by the cumulative number of hours attempted. Grades of “W”, “F” and “I” count as attempted hours. Transfer hours that appear on your transcript are also included. A student must be successfully completing 67% of all hours attempted. The calculation will be rounded to the closest whole number.

**Maximum Time Frame** allowed to complete your degree (including transfer hours) is 150% of the normal time frame. Repeated courses are counted against the maximum time frame.

- Certificate Program of 36 hours must be completed within 54 attempted hours.
- Associate program of 60 hours, students must complete within 90 attempted hours.

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.

Post-graduate work (credits taken after receiving first degree including a second associate’s or an associate’s degree after receiving a bachelor’s degree) must be completed within 60 hours of post-graduate work. Since all classes attempted will count toward the 60-hour limit, students should meet with their academic advisors to determine what classes are required for completion of the second degree.

** Students who receive academic forgiveness for previous course work will continue to have all attempted credit hours and all earned grades that are included on academic record considered as part of the evaluation of satisfactory academic progress for financial aid.
Failure to meet SAP Standards:

Students who fail to meet the qualitative or quantitative standards defined above at the end of any enrollment period (including summer), will be placed on “warning” for the next semester. During this warning semester the student may continue to receive financial aid.

Students who are within 15 credit hours or less of the maximum time frame defined above will be placed on “warning” for the next semester. Failure to meet any of the above defined standards at the end of a “warning” semester will result in the loss of financial aid eligibility for future semesters.

Students will be notified by postal mail and e-mail of SAP status after grades are posted. As soon as the status is updated, it can be viewed on the student’s FELiX account.

Appeal Process:

A student may appeal the loss of financial aid through the Office of Financial Aid and Scholarships. To appeal, the student must have experienced extenuating circumstances which have impacted academic progress. Examples of extenuating circumstances are death of immediate family member, injury or illness or other unusual circumstances evaluated by the Office of Financial Aid and Scholarships. The appeal must include the following:

- Why the student failed to make satisfactory academic progress;
- What has now changed that will allow the student to make satisfactory academic progress at the end of the next semester (statements of good intent are not sufficient);
- Student’s academic plan for meeting satisfactory academic progress; and
- Documentation to verify extenuating circumstances.

If the appeal is granted, the student will be placed on financial aid probation for one semester and receive aid during that probation semester. At the end of the Probation Semester the student MUST meet the defined SAP standards or meet the academic plan that was developed for the appeal.

Appeals must be submitted by the Friday preceding the week before classes begin. Deadline dates for 2013-14 are:

- Fall 2013: August 9, 2013
- Spring 2014: January 3, 2014
- Summer 2014: May 9, 2014

Any appeals submitted after the above dates will be considered late. Students who wish to enroll and submit the appeal after the deadline should make plans to pay all charges through personal means. If the appeal is subsequently reviewed and approved, any financial aid for which the student is eligible will be processed and any excess funds will be returned to the student.

Appeals will be reviewed by Financial Aid Counselors. If denied by the counselor, the student may request that the appeal be reviewed by Director of Financial Aid and Scholarships. If appeal is denied by Director of Financial Aid and Scholarships for Fall or Spring, it will automatically be referred to the Faculty Assembly Financial Aid Appeals Committee. This committee will meet one time during the week prior to the start of the Fall and Spring Semesters. Denial of appeals by the Financial Aid Director for Summer Semester is final and will not be forwarded to the Faculty Assembly Financial Appeals Committee.
Students are limited to two appeals while enrolled at Pierpont. Financial Aid eligibility can be re-established once the student meets SAP standards. Students who continue enrollment before re-establishing eligibility are required to pay for charges through personal means.

**ID CARD OFFICE**
Shana Bock, Director
IDCardOffice@pierpont.edu
Shana.Bock@pierpont.edu
www.pierpont.edu/idcardoffice

Your student ID card is your official Pierpont Community & Technical College identification card.

There is no charge for your first ID card. There is a $15 fee for replacement of lost, damaged or stolen ID Cards. You will need to bring a driver’s license, state ID, military ID, or a passport for identity verification (an ID will not be issued without a valid form of photo identification).

You can visit any of the following locations to have an ID Card issued:

**ID Card Office**
Falcon Center – First Floor
1201 Locust Avenue
Fairmont, WV 26554
(304) 368-7227

**The Gaston Caperton Center Teaching & Learning Commons**
501 West Main Street
Clarksburg, WV 26301
(304) 367-4030

Students that attend classes at any of the 13 counties and cannot make it to the above locations to get their ID issued will have their photo taken at their current location and it will be submitted to the ID Card Office. Once photos are received, ID cards will be made and sent to the correct county for distribution must bring a driver’s license, state ID, military ID, or passport for identity verification.

**Your ID Card is required for use in the following:**
- The libraries
- Recreation Center (dependent on class registration and fee assessment)
- Parking Garage (dependent on class registration and fee assessment)
- Dorm Access (Bryant Place)
- To attend campus activities and athletic events
- Traditional Meal Plans with Flex Dollars (purchase required)
- Commuter Meal Plans (purchase required)

Students can also add Pre-Paid ID Dollars to their ID Card (pre-paid declining balance). You can add money to your ID Card at Enrollment Services, located in Hardway on the Locust Avenue campus (304-367-4892 or 1-800-641-5678). These funds rollover term to term.

Pre-Paid ID Dollars can be used at the following services around the Locust Ave. campus:
The libraries of Pierpont Community & Technical College function at the heart of the academic program. Librarians and staff members are available to work closely with students and faculty to develop research skills and to provide a wide range of support services that enhance the learning experience. There are three locations where students may receive and access the resources and services of the libraries. On the main campus in Fairmont, the Ruth Ann Musick Library is available. At the Gaston Caperton Center in Clarksburg, the Teaching and Learning Commons provides access to computers, reserve material, library services, and technology support. The National Aerospace Education Center has a library containing special materials related to the aerospace program and industry.

**Hours:** During fall and spring semesters, when classes are in session, the Musick Library hours on the main campus are: Sunday, 2 p.m.—2 a.m.; Monday through Thursday, 7 a.m.—2 a.m.; Friday, 7 a.m.—midnight, and Saturday, 7:30 a.m.—5:30 p.m. The hours of all libraries and any exceptions to the schedule are always posted on the library’s webpage at: [library.fairmontstate.edu](http://library.fairmontstate.edu). The Musick Library goes to a 24 hour schedule during the final three week of the semester in the fall and spring.

**Collections and Computer Access:** The libraries are available to all students. The online catalog may be accessed through the library web page at [marlo.fairmontstate.edu](http://marlo.fairmontstate.edu). It contains the holdings of the libraries with over 227,680 books, magazines, newspapers, DVDs, and other materials. Electronic holdings available through the library website include over 68,000 journals, 9,000 streaming videos, and 165,000 electronic books including downloadable print, audio, and video materials available through the West Virginia Digital Entertainment Library Initiative (WVDELI). Over 150 computers are available in the Musick Library for access to the internet, online electronic databases, Blackboard, journals, magazines, and newspapers, online books, and these computers have word processing and other academic software installed for students use. Musick Library is saturated with wireless and laptops may be connected to the network for access to the internet, library resources, and to printing.

**Reference Services:** The librarians offer instructional programs and training sessions at all locations where courses are offered. Students are taught how to find and use all of the resources available in the libraries and accessible to any student anywhere with internet access. The Musick Library is open over 115 hours a week during fall and spring semesters, and a professional librarian is available most of those hours. Librarians are also available online through chat (go to the library webpage and click on Ask Me to connect). Librarians are also available to answer questions using SMS (TXT a message to (304) 908-4289), and through email at the Askalibrarian@pierpont.edu address. Questions may
also be tweeted to @fsupctclib. Students may access library resources and assistance with a smartphone or other mobile device. Most phones or other mobile devices should load the mobile site version automatically when the library homepage is accessed. There is a link to the mobile site at the bottom of the library homepage or go to http://guides.library.fairmontstate.edu/mobile/1101.

**Interlibrary Loan:** If students need research materials not owned by the library, the items may be requested through the interlibrary loan service using ILLiad. This is accessed by going to the library website and clicking on the dropdown menu near the top of the page called Interlibrary Loan. Set up a free account and submit the interlibrary loan requests. There is no charge to students and faculty for this service.

**Online Services:** Thousands of electronic resources including full text journals, electronic books, encyclopedias, style manuals, newspapers, government documents, and reference tools are available to any student at any location with internet access. The library has added a search engine, Summon, that sits on top of most of the libraries' databases, the catalog, and other materials, providing the ability to search all materials with a single search. Summon allows the student to narrow the search to peer-reviewed research articles or books, or other information materials. Librarians will provide specialized help in locating and using any resources needed. Electronic Reserves provide online access to readings assigned by faculty members (the faculty member provides access information and the password for e-reserves documents). Students may access all of the online databases, journals, books, etc., from off campus, via the use of their UCA username and password.

**Services for Students:** Photocopiers are available and students may use them by swiping their ID card. Microfilm reader-printers are available on the top floor of the Musick Library. FAX services are available at the Circulation Desk. Students may also use a number of supplies, including staplers, hole punches, highlighters, tape, etc., available at the circulation desk on the ground floor and at stations on all floors of the library.

**Regulations:** Students must have a current and valid ID card to check materials out of the libraries. Books circulate for four weeks, while videos/DVDSs and CDs may be checked out for seven (7) days. Reserve materials are located at the circulation desk on the ground floor of the Musick Library, and faculty members may place materials on two-hour in-library use, overnight use, or three days (or more) reserve. Paper journals and newspapers normally do not circulate. Fines are charged and students are responsible for returning all materials. If materials are not returned by the end of the semester, the cost of replacing the materials will be charged to the student’s account and records will be blocked. The library system automatically emails notices to students about overdue materials. The library collections are protected by a security system. Materials are the property of the state of West Virginia and should not be removed without the proper checkout process. Should a student attempt to remove materials without proper authorization, the student is subject to the laws of West Virginia and to disciplinary action by the institution.

**PLACEMENT TESTING SERVICES**

Nancy W. Parks
Director of Assessment and Advising
201 Hardway Building
304-367-4990
Nancy.Parks@pierpont.edu
All incoming students who do not have ACT or SAT scores that meet the required minimum scores for entry into college-credit courses or who do not have the appropriate transfer courses from other colleges are required to complete placement testing. Pierpont offers the COMPASS test, a computerized, adaptive version of the ACT free of charge to current or incoming students.

Results of COMPASS testing indicate if students are eligible for admission into college-credit composition and or college-credit math classes OR if they are required to complete the appropriate developmental skills course(s.)

COMPASS testing is offered on all registration days on the Locust Ave., Fairmont, and Caperton Center, Clarksburg, WV campuses, as well as by individual appointment on several campuses:

- Locust Ave., Fairmont, WV: 207 Jaynes Hall, 304-367-4990
- Caperton Center, Clarksburg, WV: Library, 304-367-4030
- MTEC, Morgantown, WV: Adult Learning Center, 304-291-9226
- Lewis Co. campus, Weston, WV (Lewis Co. HS): 304-269-6389
- Braxton Co. campus, Braxton Co. HS, Flatwoods, WV: 304-765-7300

Out-of-State students: Students who wish to take a COMPASS test without visiting a campus in WV may contact the Director of Assessment at 304-367-4990 or at Nancy.Parks@pierpont.edu to make arrangements for “remote” testing at a college in their area. In those cases, students will likely be charged a fee, up to $50, to take COMPASS tests at a college they do not plan to attend.

For detailed information about the COMPASS test, including scoring and course placement; review sites; and re-testing policy, please visit: http://www.pierpont.edu/pierpontadmit/sites/default/files/COMPASSinfo.pdf

*Students with ACT subscores of 17, 18, and 19 in Reading; English; and Math, respectively, are exempt from placement testing in those areas provided that those scores are less than five years old at the time of course registration. Students with SAT subscores of 450 in Writing and 460 in Math, respectively, are exempt from placement testing in those areas provided that those scores are less than five years old at the time of course registration. Students who have not taken an ACT or SAT are required to complete all portions of the COMPASS test regardless of high school grades in those courses.

**HIGH STAKES TESTING SERVICES AND COLLEGE BOARD (CLEP) TESTING**

Deborah Woods
Director of Operations, Center for Workforce Education
320 Adams Street, Suite G01, Fairmont, WV
304-367-4930
Deborah.woods@pierpont.edu

Pierpont Community & Technical College (PCTC) is an authorized High Stakes Testing Center. Pierpont’s Center is housed off-campus at the Center for Workforce Education, 320 Adams St., Ste. G-01, Fairmont, WV 26554. It is operated in partnership with several different high stakes testing vendors. The PCTC Testing Center conducts tests for many professions including certification and licensure testing. The center also provides workplace assessment from ACT’s WorkKey™ products. WorkKeys is a national system for documenting and improving workplace skills.
In addition, PCTC is an open CLEP Testing Site and offers all currently available CLEP tests the results of which can be transmitted electronically to a student’s school choice. Please check with your school to ensure that it accepts the examination of interest.

PEARSON VUE® AUTHORIZED TESTING CENTER

Pierpont Community & Technical College is an authorized Person VUE® Testing Center. The college’s Pearson VUE® Testing Center is housed at the Center for Workforce Education. The Pearson VUE advanced computer-based testing system administers exams for the NREMT as well as leading IT certification programs such as Cisco Systems®, CompTIA, and others through a global network of quality test centers.

To register for these tests, please contact the Center at (304)368-7254.

COLLEGE BOARD® (CLEP™)

The College-Level Examination Program (CLEP) allows students to demonstrate that they have acquired college-level mastery of course content in 34 different subject areas. Students who successfully complete a CLEP exam can: enrich their degree programs with higher-level courses in the same discipline, expand their horizons by taking a wider array of electives, and avoid the need to repeat material that they already know.

For students who are able to pursue their degrees only part-time, or who are struggling to meet the rising cost of higher education, CLEP offers an educationally sound way to shorten the path to a college degree. This benefit makes earning a degree more feasible – making it more likely that part-time or financially strapped students will continue working toward a degree.

To register for these tests, please contact the Center at (304) 368-7254.

MICROSOFT OFFICE SPECIALIST CERTIFICATION TESTING

The center has the ability to deliver the Microsoft Office Specialist Certification exams titles in Microsoft Office 2007 and Microsoft Office 2010: Word, Excel®, PowerPoint®, Outlook®, Access™, and Windows Vista™ through a partnership with Certiport™. The MOS is recognized as a powerful indicator of office proficiency.

To register for these tests, please contact the Center at (304) 368-7254.

For more information about information hours of operation or to schedule an exam, call (304) 368-7254 or (304) 367-4920 or visit our website at http://www.pierpont.edu/ce/high-stakes-testing-center and scroll to the exam in which you’re interested.

TEAS Testing Services

Pierpont Community & Technical College and Fairmont State University require that students seeking admission to the LPN or RN nursing programs take the Test of Essential Academic Skills (TEAS) prior to admission. The TEAS test is offered through the Center for Workforce Education High Stakes Testing Center. To select a testing date and register for the exam, visit their website at http://ce.pierpont.edu/index.cfm?method=templates.CustomTemplatePreview&ContentID=119&.
TUTORING SERVICES
Linda King
Director of Tutorial Services
Pierpont School of Academic Studies
2nd level Library
Phone: 304.367.4081
E-Mail: Linda.King@pierpont.edu

Tutorial Services Center

Peer tutoring is available on a "drop-in" basis to all Pierpont Community & Technical College/Fairmont State University students through the Tutorial Services Center at the Locust Avenue campus only. All full-time and part-time Pierpont/FSU students are entitled to free tutoring. Students with documented disabilities may be eligible for additional support services. Students are encouraged to request tutoring for extra academic support and especially if they are in danger of failing a class. Each semester, peer tutoring is available for most basic required courses and for a variety of other courses. The center has individual tutoring areas equipped with dry boards, desks, and computers. Students in good academic standing (sophomores, juniors, seniors) who would like to serve as paid "peer tutors" must complete an application, take a free, one-hour tutor training practicum online course, complete other required training, and meet established criteria and standards to qualify as a tutor. The Peer Tutorial Services program is certified by the College Reading & Learning Association (CRLA). For hours of availability, check the Peer Tutoring Schedule located on the college website under Tutorial Services or contact the Director of Tutorial Services in the Library, 2nd Level at 304-367-4081.

Math/Writing Center

Professional tutors for Mathematics offer tutoring for all math courses and math related topics including study procedures, problem solving strategies, and overcoming math anxiety. Professional tutors for writing across the curriculum offer help with all writing assignments including essays, research papers, technical documents, and literary analysis. The services of the Math/Writing Center are free and available on a "drop-in" basis for full-time and part-time Pierpont students at the Locust Avenue campus (202 Jaynes Hall), Caperton Center (Clarksburg, WV), MTEC (Morgantown, WV), and Lewis County Center. For hours of availability, check the Professional Math Tutoring Schedule or the Professional Writing Tutoring Schedule on the college website under Tutorial Services or contact the Director of Tutorial Services in the Library, 2nd Level at 304-367-4081.

Online Tutoring
Brainfuse is an online tutoring service available free to all currently enrolled students. To access Brainfuse, go to your Blackboard account via your "my campus" account. Once you enter a class through Blackboard, select the "tools" link to access Brainfuse.

TEACHING & LEARNING COMMONS
Office of Information Technology
Musick Library, Room 126
304-367-4810

The Teaching and Learning Commons (or just the “TLC” for short) is a division of the Office of Information Technology. We are located in room 126 of the Library and offer a variety of services specific to the student community enrolled in Pierpont Community & Technical College. We
encourage you to visit our web page which can be found on the institution’s web sites. There you will find many resources to enhance your technological experiences on your journey through higher education.

From our Help Desk, we offer telephone, walk-in, and live chat support to assist the campus community during regular business hours (8:00 am to 4:00 pm). To reach us, just call 367-4810. We also offer some evening and weekend hours. Please call for availability.

The Help Desk staff can help remove malware from your personally owned computers, assist getting your devices (computers as well tablets and smartphones) connected to our network, and offer many other services. Unfortunately, we do not have the facilities to repair your personal hardware, but we will diagnose problems and provide you with your options.

**MyCampus Portal**

The MyCampus Portal (available from both institutions’ web sites) is your gateway to online student resources. Here you will be able to access all online student resources (email, Blackboard, Library, FELiX, etc.) with a single logon as well as receive important news and announcements.

**Blackboard**

Blackboard is the online course management and instruction system used by faculty and students. All classes have an online component that allow students to access grades, calendars, assignments, quizzes and discussion boards.

**“Cloud” Computing**

Most lab software can be accessed via our “cloud” environment. You can log into the cloud from many different types of devices such as desktops, laptops, tablets, and even smart phones from anywhere on or off campus. We can help you get this access setup on your device.

**Open Computer Labs**

There are computer labs on campus that are open for general student use. You can work on your course assignments, check your email, and surf the internet.

- **Library** There are open access computers throughout the library and the computer lab on the ground floor comes complete with a Starbucks that offers a variety of beverages and snacks.

- **Falcon Center** Located on the 3rd floor across from the Cafeteria.

**Internet Access**

We have a campus-wide wireless network for access from anywhere on campus. In addition to the wireless access, the residence halls have wired network ports in each room. Of course, all internet access is free of charge.

**FELiX**

FELiX (which is short for Falcon Electronic Information eXchange) provides you access to your student records and information. You will use FELiX to receive your grade reports, view your academic history, pay your tuition and fees, schedule your classes, etc.

**Email Account**

All students are provided with a free webbased email account. Student accounts also serve as Windows Live IDs.
**Online Storage**
All students are provided with a 25 gb "Sky Drive" which is accessed from their email account's interface and a 2 gb network drive associated with their network account.

**Emergency Notifications**
In the event of a campus emergency, every student will receive an email message in their student email account informing them of any pertinent information. We will also post emergency messages on the institution’s main web pages as well as in the portal announcement section. Students can also opt in to have a text message sent to their cell phones, Facebook, and Twitter accounts as well. Text messages will be used for emergencies only (this includes weather...
THE FALCON CENTER
Dr. Robin Yeager, Director
316 Colebank
(304) 367-4783

The Falcon Center is Pierpont Community & Technical College’s student center. It offers a variety of fitness and wellness programs, eating areas, and study lounges. The Campus bookstore, dining services, ID card office, food court, computer lab, and conference center, are all housed within the building. Wireless internet access is available throughout the facility.

The Falcon Center offers a variety of recreation and fitness areas including 7,000 square feet of fitness equipment with cardio theater, five multi-purpose sports courts, a 25-yard fitness and lap pool, Jacuzzi, Sauna, outdoor sunning deck, a four-lane jogging/walking track, and locker rooms. Students taking classes on the Locust Avenue campus are automatically assessed the membership fee. Students who do not have classes at Locust Avenue may request the membership fee be added to their student account through Student Services at the beginning of each term.

ALADDIN FOOD SERVICES
Jeff Swaim, General Manager
3rd Floor Falcon Center
(304) 367-4119

Aladdin Food Management Services, LLC offers several dining options on the Locust Avenue campus including the Cafeteria, the Nickel, Pablanos & Ciabattas, and the Market Store and Smoothie Bar located in the Falcon Center and the Starbucks located in the Library.

The Cafeteria, located on the third floor of the Falcon Center, offers a “Market Place” dining venue with an option for “all-you-care-to-eat” at one low price. Students may also purchase meal plans. Students on meal plans must present their student ID card every time they come into the cafeteria or other dining location.

The Nickel, located on the second floor of the Falcon Center, offers fast food and convenience store items. Serving fabulous wraps, sandwiches, “grab & go” sandwiches and salads, burgers, popcorn chicken, pepperoni rolls, pizza, curley fries, Seattle’s Best Coffee, and chilled beverages. The Nickel accepts Flex Dollars, Falcon dollars, credit and debit, in addition to cash.

Pablanos & Ciabattas, located on the second floor of the Falcon Center, offers additional fast food options. This location accepts Flex Dollars, credit and debit cards in addition to cash.

Starbucks is located on the first floor of the Ruth Ann Musick Library of the Locust Avenue Campus. It offers lattes and Starbucks coffee as well as “Grab and go” sandwiches and salads, fresh baked muffins, brownies, or pastry. Starbucks accepts Flex Dollars, credit and debit cards in addition to cash.
BOUND FOR SUCCESS BOOKSTORE
2nd Floor Falcon Center
(304) 333-3636

The Bound for Success Bookstore is the official college bookstore for Pierpont Community & Technical College. Located on the second floor of the Falcon Center on the Locust Avenue campus, it carries textbooks, schools supplies and a variety of merchandise such as study aids, general reading and test prep books, clothing, gift items, bookstore gift cards, computer supplies and imprinted Pierpont items.

The bookstore stocks both new and used textbooks for purchase, along with digital format books when available. The bookstore also offers a textbook rental program for select titles. Please call the store or visit the website for more information.

COPY CENTER
Georgeann Cain
3rd Floor, Falcon Center
304-367-4185 (phone)
304-367-4023 (fax)
gcain1@pierpont.edu

The Copy Center is located on the third floor of the Falcon Center between Health Services and Public Safety. It is open for business from 8:00am to 4:00pm Monday through Friday. For copy services (no finishing), the Copy Center offers a 24-hour turnaround time. Jobs with finishing other than stapling or 3-hole punching require more time but the staff will do their best to meet established deadlines. For more information and a complete list of services and pricing, visit the website.

DEPARTMENT OF PUBLIC SAFETY
Chief Jack Clayton
3rd Floor Falcon Center
(304) 367-4157

The Department of Public Safety is made up of Police Officers vested with full law enforcement powers and authority by virtue of West Virginia state law. The Department offers 24-hour patrol protection throughout campus including: Residence halls, parking lots and other facilities. Because the Locust Avenue Campus is within the corporate limits of the City of Fairmont, the Department maintains a mutual assist agreement with the City of Fairmont Police Department.

Students, faculty and staff should report all emergencies, criminal complaints, public safety concerns and general requests for service to the Department of Public Safety. Individuals are encouraged to report incident and problems to college officials, including Resident Directors and Student Affairs Counselors. The Department of Public Safety maintains nine auto dial emergency phones on outdoor pedestals and 14 phones in the parking garage that automatically dial 911.

For more information on the Department of Public Safety, please click here.
STUDENT HEALTH SERVICES
Mary Watson
Director – Student Health Services
Third Floor Falcon Center
304-367-4179
Trish.Watson@pierpont.edu

The Student Health Services is located on the 3rd floor of the Falcon Center at the Locust Avenue campus. Office hours are 8A-4P Monday through Friday. Summer hours are the same. Enrolled students residing on campus or those taking at least one class on campus pay health service fee and are eligible for services through Student Health. Students may access services by calling 304-367-4155 during office hours or by walking in. A valid student ID is required. There is no additional charge to students above the health service fee. If additional testing such as labs or x-rays are ordered at an off campus facility, those are at the student’s expense. Student Health does not bill insurance and the school does not offer student health insurance.

Serviced available in Student Health include treatment of acute illness or injury such as you would receive from your usual health care provider. School required physicals are offered by appointment, with the exception of athletic physicals. Women’s health exams and contraceptives are offered through West Virginia Family Planning Program. Enrollment in the program is required and exams are by appointment. Allergy injections are administered as ordered by the student’s allergist. Sexually Transmitted Infection counseling, testing, and treatment is available. Annual flu vaccines are offered at no charge to students. Tests for strep throat, mononucleosis, influenza, urinalysis, urine pregnancy, and blood glucose are done in the office per order of the Nurse Practitioner. Some over the counter medications as well as first aid supplies are stocked and provided to students as needed as no extra charge. For more information please click on www.pierpont.edu/health.
ACADEMIC DISHONESTY

All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern. Cheating is defined here as the obtaining of information during an examination, the unauthorized use of books, notes, or other sources of information prior to or during an examination, the removal of faculty examination material, the alteration of documents or records, or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one’s original effort or without giving due credit.

ACADEMIC STANDING POLICY OF PIERPONT COMMUNITY & TECHNICAL COLLEGE

Satisfactory Academic Standing
A student is deemed to be in Satisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is 2.0 or higher.

Unsatisfactory Academic Standing
A student is deemed to be in Unsatisfactory Academic Standing when his/her cumulative grade point average, based upon coursework taken at Pierpont, is below 2.0.

Academic Probation
The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Pierpont, falls below 2.0. The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Fairmont State, is 2.0 or better. A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.

Academic Suspension
The academic records of students on probation will be reviewed at the end of each regular semester with regard to Academic Suspension. The following guideline will be used in the review. Academic suspension occurs when a student’s cumulative grade point average, based upon coursework taken at Pierpont, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Minimum GPA *</th>
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<tbody>
<tr>
<td>16-29</td>
<td>1.45</td>
</tr>
<tr>
<td>30-59</td>
<td>1.75</td>
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<tr>
<td>60+</td>
<td>2.0</td>
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</table>

*Attempted hours at Fairmont State plus transfer credits.
The suspension list will be compiled at the end of the fall and spring semester. Students must be placed on probation for one semester before they are subject to academic suspension. No student with a current semester GPA of 2.0 or better will be subject to academic suspension. A student who is academically suspended for the first time will not be permitted to enroll in coursework at Pierpont Community & Technical College for the following fall or spring semester. One full fall or spring semester constitute the required period of suspension. A student who is academically suspended for the second time will not be permitted to enroll in coursework at Pierpont for a full academic year (fall, spring, and summer terms). A student who is academically suspended from the third time will not be permitted to enroll in coursework at Pierpont for four full academic years.

A student is automatically eligible for readmission after the period of suspension is over, but must reapply through the Office of Admissions to have their Academic Suspension hold removed. Pierpont Community & Technical College will accept credit for courses taken at any accredited institution while a student is suspended.

ACADEMIC SUSPENSION APPEALS

A student who is suspended may appeal the decision by writing a letter to the Associate Vice President for Student Services. The written appeal will be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term. The decision of the Admissions and Credits Committee is final. For additional information concerning this procedure, contact the Associate Vice President for Student Services.

Appeal Procedure for a Student Dismissed Due to False Credentials

A student admitted upon the basis of false credentials as determined by the Office of the Registrar subject to immediate dismissal from Pierpont Community & Technical College.

ADDING & DROPPING CLASSES

Students at Pierpont Community & Technical College will be permitted to add classes for upcoming semesters as a part of a scheduling process. The dates for scheduling for upcoming terms will be announced each semester by the Office of the Registrar. Eligible students may add and drop classes from their schedules from the beginning of the scheduling period until the end of the first five days of classes of the upcoming term (four days for summer terms). Students must obtain a registration pin from their academic advisor prior to scheduling.

DROPPING CLASSES

Students may drop classes from their academic schedule without a “W” being recorded through the end of the Add/Drop period of any academic term.

Students may Withdraw from a course(s) with a “W” being recorded up to the Friday during the:

- 10th Week of a Full Semester
- 5th Week of the 1st 8 Week Session
- 5th Week of the 2nd 8 Week Session
- 5th Week of the Weekend College
- 3rd Week of the 1st 5 Week Summer Session
- 3rd Week of the 2nd 5 Week Summer Session
- 8th Week of the 10 Week Summer Session
Students may drop a course by logging on to www.pierpont.edu. Select the MyCAMPUS portal access and login using the secure sign on. All course scheduling issues are processed through FELIX online. After this time, students may only drop classes with a “W” noted on their academic transcript for the course. See the Registrar’s calendar for add, drop, and withdrawal. Students who withdraw from institution beginning with first day of the semester will receive “W” for all classes. You must drop and withdraw online through ‘myCampus’ (not Blackboard).

Notes: • If you have a financial hold on your account or other problems, you will not be able to access your account online to drop. Please visit or call Student Services in Hardway Hall immediately for assistance. Once the hold has been lifted, you may not be able to access your online account until the next day. DO NOT WAIT UNTIL THE LAST MINUTE TO DROP OR WITHDRAW. WE ARE UNABLE TO ASSIST YOU AFTER BUSINESS HOURS.

You are responsible for your schedule. Every time you add or drop a class, review your schedule online and make sure you are properly registered. If you do not attend a course, you are responsible for dropping that course. You WILL NOT BE AUTOMATICALLY DROPPED FROM THE COURSE.

Any questions concerning the adding or dropping of classes or questions concerning withdrawing from the institution should be directed to the Student Services Center, located in Hardway Hall Room 248 or by calling (304) 367-4907.

**EXCESSIVE COURSE WITHDRAWAL FEE**
(Effective August 2006)
Students who withdraw from individual classes will be charged a $50.00 fee for each course from which they withdraw after the allowable maximum. Community College students may withdraw from a total of four courses before the fee is charged.

**CATALOG POLICY**

It is the responsibility of students to be knowledgeable of official Pierpont policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and intentions of the institution. Pierpont reserves the right to change provisions or requirements at any time to reflect curricular changes and administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the institution. It is for informational purposes only.

Students should keep informed of current degree, curriculum, and course requirements. The academic advisors and appropriate administrative offices of Pierpont may be consulted for further information. A student who enrolls at Pierpont shall follow the degree provisions of the catalog in use at the time of admission or any subsequent catalog, providing the entire subsequent catalog is adopted.

Students who have interrupted their schooling for more than one year will become subject to the degree provisions of the current catalog. Note that academic policies can change each year and apply to all students regardless of when you begin your studies. Refer to the current catalog each year for academic policies.
DEAN'S LIST

Students who register and receive letter grades for 12 or more hours taken at Pierpont Community & Technical College (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean’s List.

GRADUATION WITH HONORS

Candidates for graduation with an associate’s degree who maintain a grade point average 3.4 or better will receive the designation of “With Honors” on their diplomas and “Honors” on the commencement program.

STUDENT ABSENCES

Attendance: Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student’s educational experience. Although a student may jeopardize his/her grade by nonattendance, the final grade should reflect performance, not attendance only.

Absences: In the administration of its attendance policy, Pierpont Community & Technical College recognizes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents Pierpont; and (2) the unavoidable absence, resulting from illness, death in the family, or other causes clearly beyond the student’s control. Other types of student absences may be regarded as either excused or unexcused at the discretion of the student’s instructor. Pierpont relies chiefly on its faculty to encourage a reasonable pattern of class attendance and on the maturity of its student body to establish such a pattern. Each instructor shall make available on the first day of class what the attendance requirements are and what penalties shall be imposed for nonattendance.

If an instructor establishes a policy penalizing absent students by lowering their grades, the instructor MUST distribute a written statement of this policy to the student during the first class period of the term. The statement should contain precise information relating to a percentage of grades cut per unexcused absence and the instructor’s definition of an excused or unexcused absence. Responsibility for establishing that an absence is “excused” subsequently rests with the student, who must explain the absence to the instructor at the first class meeting following the absence. The instructor is not permitted to require a doctor’s excuse; however, the student should be prepared to give a plausible account of the absence.

In cases where the student’s grade is jeopardized by the instructor’s ruling that the absence is unexcused, the student may appeal for re-evaluation to the Registrar. Before the class meets again, the student must petition the School Chairperson as determined by the Registrar to investigate the case and make a ruling. If the instructor’s judgment is overruled, the instructor would then have the option of appealing to a School Committee. The School Committee’s ruling is final.

If the student does not request an evaluation of the absence by the instructor at the first class meeting following the absence, the student is regarded as having agreed that the absence was properly unexcused.
Any instructor who establishes a policy penalizing a student must file his/her policy with his/her school chairperson. The Chairperson should review all policies and confer with any instructor whose policy seems unworkable. In all cases, students must be present for all major examinations.

PROTECTION AGAINST PREJUDICIAL OR CAPRICIOUS ACADEMIC EVALUATION APPEAL PROCEDURE (Revised 2013)

It is the policy of Pierpont Community & Technical College that students are responsible for fulfilling prescribed course objectives, completing stated course assignments, and adhering to stated academic standards for each course in which they are enrolled. Students’ grades will be based solely on performance measured by academic related standards, and students will not be penalized for taking reasoned exception to views expressed in the academic forum. Students who believe that their final grade reflects capricious (without apparent reason) or prejudiced academic evaluation or reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability may employ the following procedures to seek modification of such an evaluation. The procedures are designed to ensure just, impartial, and expeditious investigation and resolution of a student’s claim. Except in certain unusual circumstances the following procedures must be followed in sequence by students who believe their grade to be unfair for the above reasons, although the deadline dates may be accelerated with consent from both parties at the departmental level. Failure of the student to meet any of the deadlines in this process voids the appeal.

• Students must contact the instructor involved within the first ten days of the term immediately following grade issuance. Errors in evaluation or misunderstanding of the grading system of the instructor may be resolved in this way. If, for some unforeseen reason, the instructor is unavailable in that period, students must inform the Associate Vice President for Student Services in writing by completing the Academic Complaint form within the first ten days of the term immediately following the grade issuance that they question their final evaluation in the course. The Associate Vice President will refer the complaint to the appropriate Dean or Program Coordinator who is then charged with contacting that instructor to attempt resolution.

• If students do not receive satisfaction from consultation with the instructor and believe their grade to be the result of prejudicial or capricious evaluation, or that it reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability, they may appeal the grade. The student will inform the Associate Vice President for Student Services of their intent to appeal by completing the Academic Complaint Form. The Associate Vice President will refer the appeal to the Dean of the School or College of the instructor in writing of their intent to appeal, including a summary of the reason(s) and the grade they feel they deserve. The notification must be filed within the first ten school days that school is in session following the semester or term for which the grade was received. Summer school grades may be appealed within the first ten days of the fall term. In the event that the instructor is also the Dean, Associate Dean or Chair, this notice of intent to appeal shall remain with the Associate Vice President for Student Services, who shall take the Dean or Chair’s part in the next procedure.

• Upon being notified of the appeal, the School or College Dean (Associate Vice President, if applicable) will schedule a meeting of the chair, the student, and the instructor. This meeting should be scheduled within ten school days of the notification, except for extraordinary circumstances, in
which case it would be as soon as possible. At this meeting, in an informal conference, the Dean should try to resolve the issue between the student and instructor. All pertinent information must be presented to the issue. Written copies of this decision shall be forwarded immediately to the Associate Vice President for Student Services, the chair, where appropriate, the instructor, and the student, with off-campus mail being sent certified or registered. This correspondence should specify the next possible stage in the appeal process and should also specify the exact deadline date of any further appeal. That date shall be ten school days from the mailing date of the Dean’s decision.

• If either the student or the instructor is not satisfied with the decision of the Dean, an appeal may be made to the Associate Vice President for Student Services within the specified deadline period. The appealer must send written notice of intent to appeal within ten school days of the mailing date of the Dean’s mailing, unless postal officials verify that the party did not receive the earlier correspondence within the specified period. The Associate Vice President will schedule a meeting with the student and instructor as soon as possible to hear the case. Then a decision will be made to uphold the Dean’s decision or to reverse it. Notice of this decision will be sent to the student, instructor, chair, where appropriate, and Dean, with off-campus mail being certified or registered. This correspondence shall also outline the next possible step in this process and shall specify the exact date (ten school days following this mailing) of the next deadline. In the event of the absence of the Dean or Associate Vice President beyond these deadlines, the Provost and Vice-President for Academic Affairs shall appoint an administrative officer with academic rank to act in this capacity.

• If either the student or the instructor is not satisfied with the decision of the Associate Vice President for Student Services (or, if applicable the alternate administrative officer appointed) an appeal may be made to the Academic Appeals Board of the Faculty Senate. The procedures of the Academic Appeals Board are outlined in the Pierpont Faculty Handbook.

Procedure for Appeals Not Otherwise Provided for Certain Academic Penalties
Section 6 (Appeals) of Pierpont’s Board of Governors Policy 18 (Student Academic Rights) contains the policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member of Pierpont Community & Technical College. Pierpont provides published appeal procedures for final course grades, academic probation, and academic suspension. Other academic penalties not covered by published procedures, such as penalties imposed by an instructor in accordance with Section 5.2 of Policy 18, may be appealed as follows:

• First, the student shall contact the instructor to resolve the matter. (At this point and at all levels, the required meeting shall be held as soon as possible but in no instance shall exceed the time limits set forth in Policy 18.)

• If the student does not receive satisfaction after contacting the instructor, he or she must complete the Complaint Form and submit it to the Office of the Associate Vice President for Student Services. The Associate Vice President will forward the complaint onto the appropriate Dean or Program Coordinator. In the event that the instructor is also the chairperson, the complaint will be handled by the Associate Vice President, who shall take the chairperson’s part.

• If either the student or the instructor is not satisfied with the decision of the chairperson, either of the two may submit a written appeal to the Associate Vice President of Students Services who will forward it along to the Admissions and Credits Committee for review. The Chairperson of the Committee shall schedule a Committee meeting as soon as possible to hear the case, and the Committee shall render a decision. When conducting a hearing, the Committee shall observe the procedures set forth in Section 6.3.2 of Policy 18.
• The student or the instructor may request review of the Committee’s decision in writing to the President of Pierpont Community & Technical College or designee. The decision of the President or designee shall be final.

The procedure prescribed herein shall also be followed in appeals of academic dismissal from a limited enrollment program, except such an appeal shall begin with the chairperson of the appropriate School. Further, the provisions of Section 7 of Policy 18 shall be applied in appeals of academic dismissal.

REPEATING A COURSE

(Effective August 2007)
Pierpont Community & Technical College enforces Series 22 of the Community and Technical College System of West Virginia as follows:

If a student earns a grade of “D” or “F” (including failure due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of an associate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student’s record. Courses passed with a grade of “C” or better may be legally repeated. Courses completed at Pierpont with a grade of “D” or “F” may be repeated at any West Virginia public institution, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulations are met.

Regularly enrolled students who complete work at another accredited institution must secure written permission from the registrar before attempting such course work. The transfer grade policy will apply to these grades. Courses taken at other West Virginia public institutions that are legally repeated at Pierpont will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Pierpont and the above stipulation are met.

WITHDRAWAL FROM COLLEGE

Students can withdraw from the institution with “W” being recorded prior to the last week of classes. Students who fail to follow this procedure will receive an “F.” Withdraw by logging on to FELIX through the MyCampus portal at www.pierpont.edu. Students are urged to print a copy of the transaction for their records.
Student Activities & Organizations
INTRAMURAL SPORTS
Tina Mascaro
1st Floor Falcon Center
(304) 367-4291

The Intramural program offers organized sport activity for Pierpont students (enrolled in classes on the Locust Avenue campus) and employees. Activities include both team and individual sports and participants (teams) may be from residence halls, organizations, sororities, fraternities, or independent groups of individuals. A variety of activities are offered to cover a wide range of interests. Examples include flag football, softball, spades and horseshoes. For more information check out the Intramural program page.

Student Organizations and Activities
Jessica Spatafore, Director of Student Activities
Colebank Hall, room 318
304-333-3647
Jessica.Spatafore@fairmontstate.edu

A vital part of a well-rounded college experience is the inclusion of co-curricular activities. Pierpont Community & Technical College and our educational partner Fairmont State University make every effort to reach the interest of all students by offering a wide and varied selection of student organizations and activities to become involved in. A complete list of student organization available to Pierpont students may be found on the web at: http://www.pierpont.edu/stulife/student-organizations

Student Organization Meeting Time

Club Time is officially scheduled every Tuesdays and Thursdays from 12:30 p.m. until 1:30 p.m. There will be no classes, tests, or laboratory periods scheduled on the Locust Avenue Campus during this time. These twice-a-week activity periods are for meetings of both faculty and student organizations, although meetings may be scheduled at other times at the discretion of the student organization.

Planning and Scheduling a Campus Activity

Any recognized campus organization, committee, board, or department may plan an activity and publicize it on campus. In most cases, a facility may be reserved by that organization or department for such activities. Advanced planning and scheduling are necessary to avoid several organizations requesting to use a facility at the same time. Fairmont State University has established policies and procedures for those wishing to schedule activities on campus. Most campus facilities, including the multi-media rooms in the library, are reserved through the Information Technology Department by calling 367-4810. Ask for a Solutions Center Representative in order to make a facilities request for an event/activity on campus. Only club Presidents or Advisors may make facilities requests for Student Organizations. If your organization would like to reserve any of the Gyms in the Falcon Center, please call Robyn Yeager at 367-4783. There are reservation fees and set up fees associated with most of the facilities on campus and your organization will be expected to pay upfront for costs associated with such reservations. Student Organizations are exempt from some of the Reservation Fees for a few locations on campus. Please confirm any such costs with the IT Solution Center representative when making a facilities request.
Student Government Association
Meagan Gibson, Advisor
Meagan.Gibson@fairmontstate.edu

The Student Government Association is an organization comprised of elected student representatives from the Pierpont Community & Technical College and Fairmont State University student bodies. The majority of Student Government members are elected in the spring including the President, Vice President, Secretary and Treasurer. Additional elections are held in the fall to complete the membership with the election of Freshman representatives and any open positions. The Student Government Association meets weekly on Thursday at 12:30pm in Hardway Hall, room 128. All meetings are open and any student is welcome to attend. Additional information may be found about the Student Government Association on the web.

Student Publications
Dr. Sharon Brescoach, Advisor
301 Jaynes Hall
(304) 367-4254

The Columns
The Columns is the student newspaper of Fairmont State University and Pierpont Community & Technical College and is published monthly. As the student newspaper it is written, edited, and designed by students. The newspaper is financed by student fees. Any student in good academic standing may apply to become a staff member. Staff members are eligible to receive one to three hours of journalism credit. Prior experience is not required.

The Mound
The Mound is the Yearbook of Fairmont State University and Pierpont Community & Technical College and is published annually. Like The Columns newspaper, The Mound is created by a student staff and financed by student fees. Copies of The Mound are available free of charge to all full-time students and are distributed on the Locust Avenue campus in early fall. Any student in good academic standing may apply to become a staff member. Staff members are eligible to receive one to three hours of journalism credit.

Whetstone
The Whetstone is a student produced art and literary journal published annually. It is distributed free of charge to students. Students in good academic standing may apply to become a staff member. Staff members are eligible to receive one to three hours of journalism credit.
GENERAL REGULATIONS & POLICIES
ALCOHOL & ILLEGAL DRUGS
Pierpont Community & Technical College does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on any campus, or in any approved residence, or by recognized campus organizations. This is consistent with Interpretive Rule, State College System of West Virginia Board of Directors, Series No. 42. Pierpont’s position is to firmly discourage the use of alcoholic beverages without infringing upon the rights of those persons protected by the law. The legal age in West Virginia for purchasing alcoholic liquor, wine, or non-intoxicating beer is 21.

Students are advised that they will be held responsible and disciplined for any violation of the law governing the use of alcohol or other illegal drugs. As adults, students are expected to obey the law and be responsible for their own conduct. Individuals found in violation of alcohol policies or state law, or whom display prohibited or disruptive behavior as a result of intoxication while on the premises, or while participating in college sponsored activity, may be subject to disciplinary action. Individuals found violating municipal ordinances or state laws relating to the purchase or consumption of alcoholic beverages while on any campus of Pierpont Community & Technical College may also be subject to prosecution for the violation in the appropriate court. The imposition of disciplinary proceedings is not dependent upon nor determined by existence or outcome of any criminal prosecution. Counseling services are available for students who are concerned about their drinking or drug abuse. They are there to listen to you, to help you understand the nature of alcohol and drug abuse and to suggest a program, if appropriate, to meet your needs. For more information, call (304) 367-4792 or refer to the Academic Catalog.

CAMPUS SPEED LIMIT
Speed limit on campus is 15 miles per hour (unless otherwise posted) during normal conditions. Drivers are expected to yield to and stop for pedestrians.

VIOLATIONS
By state law, Pierpont Community & Technical College Public Safety officials have the authority to issue parking and traffic citations, tow vehicles, and collect a civil penalty for any violation of these regulations. Details on Parking and Vehicle Regulations are available online.

Any questions concerning traffic or parking regulations should be directed to the Director of Public Safety at (304) 367-4157 or to the officers on duty.

COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT
State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). A male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all United States Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site, http://www.sss.gov.
COMPUTER ABUSE POLICY
Computer abuse will not be tolerated. Any abuse of campus computers and/or computing facilities is also subject to applicable sections of the “College Standards of Personal and Group Conduct” contained in this handbook.

Computer Usage Guidelines
Users are to have a valid UCA and are only use those computer resources that are specifically authorized. Users may only use their UCA in accordance with its authorized purpose. Users should not let another person use their UCA. Passwords should be changed often to ensure that private and secure files are kept safe. Abuse or misuse of Pierpont computing resources will also be subject to disciplinary action as determined by the Office of Student Services. Students should refer to the Pierpont Acceptable Use Policy for complete guidelines.

DRUG AND ALCOHOL VIOLATION DISCLOSURES
Parental Notification of Alcohol and Drug Violations
The Higher Education Amendments of 1998 provides that:
“Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education record, if -(A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession."

Pierpont Community & Technical College Policy: Per the guidelines of the Higher Education Amendments of 1998, Pierpont may notify the parents or legal guardians of students who are involved in disruptive or inappropriate behavior or incidents resulting in residence hall or campus disciplinary action and which involves the use or possession of alcohol or drugs.

DRUG-FREE AWARENESS PROGRAM
In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Pierpont has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries may be directed to the Assistant Vice President of Human Resources.

EMAIL ACCOUNT POLICY
The Pierpont e-mail address assigned to a student will serve as the official email address used by the institution for all correspondence including invoices, financial aid notifications, and information from the Student Services Center. The Admissions Office will send an official admission letter informing students of their email account and Unified College Account (UCA) and how to activate the UCA. The Admissions Office will also formally notify students of the institution’s policies regarding the use of Pierpont email for all major institutional correspondence. No other email addresses will be included when emails are sent. The parent email address will be collected at Orientation for new students and the first invoice will be sent to those addresses in addition to the student’s address.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Pierpont Community & Technical College is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Director of Affirmative Action, Cynthia Curry, 324 Hardway Hall, (304) 367-4386.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational 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 are unacceptable. Students wishing to review their educational records must contact the campus official in charge of the office in which the records are located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Pierpont 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 offices of Admissions and Records, Student Services, Financial Aid, Business, academic colleges and schools, departments, and academic advisors.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, 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. Students may withhold directory information by notifying the Student Services Center in writing.

Pierpont may disclose academic information to parents of students by having parents establish the student’s dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents’ most recent federal income tax form listing the student as a dependent.
HARASSMENT POLICY
For more information or to file a complaint, call:
Director of Affirmative Action
Room 324, Hardway Hall
Fairmont, WV 26554
(304) 367-4386

Emphasis is given to supporting an environment which values students, faculty and staff of diverse backgrounds and encourages the fulfillment of educational objectives and potentials free from harassment. Those categories of speech which are protected under First Amendment freedom of speech protections, but which have negative connotations, are however considered inappropriate and offensive behaviors at Fairmont State and will be addressed through educational, and, as appropriate, disciplinary measures. The policy prohibits acts of written and/or physical abuse and harassment, which deny, prohibit, or violate the human rights or civil rights of any member of Pierpont Community & Technical College community of employees and students. The policy also prohibits verbal harassment that would tend to incite an immediate breach of the peace or provoke violent reaction. The responsibility for understanding and respecting diversity is campus-wide, not the sole responsibility of any one office or person.

Statement on Racial Harassment
This statement should be used in conjunction with the Pierpont’s Harassment Policy, which describes in detail Pierpont’s philosophical approach to embracing diversity and multiculturalism, and outlines approach to addressing incidents of harassment. This Statement on Racial Harassment provides clarifying language regarding one form of harassment, racial harassment.

For more information or to file a complaint call:
(304) 367-4386
Director of Affirmative Action
Room 324, Hardway Hall
Pierpont Community & Technical College
Fairmont, WV 26554

Statement on Sexual Harassment
This statement should be used in conjunction with the Pierpont’s Harassment Policy, which describes in detail Pierpont’s commitment to prevent harassment of any form and outlines the approach to addressing incidents of harassment. Pierpont Community & Technical College, as an employer and an educational institution, has responsibility for establishing an environment free from sexual harassment. As an employer, Pierpont must meet the obligations of the EEOC guidelines that define sexual harassment and recognize it as a violation of Title VII of the Civil Rights Act of 1964. As an educational institution, Pierpont must provide protection from and access to redress for sexual harassment against students, as suggested in language in Title IX of the 1972 Educational Amendments. Sexual harassment in any manner or form is expressly prohibited.

For more information or to file a complaint call:
(304) 367-4386
Director of Affirmative Action
Room 324 Hardway Hall
Pierpont Community & Technical College
Fairmont, WV 26554
HAZING
No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.
Hazing may be defined as follows:
• to subject to cruel horseplay
• to harass or punish by the imposition of disagreeable tasks
• to frighten, scold, beat, or annoy by playing abusive tricks upon an individual

Pierpont Community & Technical College prohibits any action, which subjects a new member, initiate, or member of a student organization to activities, which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiations, and informal activities.

Hazing may also include but is not limited to any brutality such as paddling, whipping, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall also include any activity which would subject the individual to extreme mental stress such as: sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment. Students involved in hazing activities are subject to institutional disciplinary action and criminal prosecution.

PARKING
All students wishing to park a car at Pierpont Community & Technical College owned campus locations will be provided with a Parking Hanger. Parking Hangers are required to park at the Locust Avenue, Veterans Square, Merchant Street, Caperton Center and Byrd National Aerospace Education Center 24 hours a day, seven days a week. Parking Hangers are not required at regional locations owned by county Boards of Education or other entities.

Students may obtain a Parking Hanger at Student Services Center, located on the third floor of the Turley Center of the Locust Avenue Campus. Hangers must be displayed from the vehicle’s rear view mirror. Certain parking areas are designated as parking for faculty and staff only. Students not allowed to park in these areas. The top level of the Locust Avenue parking garage is for visitors and faculty/staff. Students must use the first five levels of the garage, entering from Bryant Street. Overnight parking is allowed only in selective parking lots and the garage. Pierpont assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

POSTING OF SIGNS AND NOTICES ON CAMPUS

The following regulations regarding posters, signs, and public notices of any type have been established:

In order to comply with the Americans With Disabilities Act, all advertising literature of organizations sponsoring activities must indicate that the event will be made accessible to persons with disabilities, and auxiliary aids and services will be made available.
Posters, signs, and public notices of any type may be displayed only on bulletin boards. Posting material on any internal or external walls, doors, windows, or any other surfaces is prohibited.

No commercial notices may be posted on campus.

Special exterior signs that announce activities of campus-wide nature may be displayed upon receipt of approval from the Office of Student Affairs. These announcements generally include Student Government sponsored activities, platform speakers, major musical concerts, dramatic productions, and varsity athletic events. Unusual requests will be referred to the Facilities Administration Council by the Office of Student Affairs.

SERVICES FOR STUDENTS WITH DISABILITIES

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose disability may affect their pursuit of a college education. These students must contact the Coordinator for Services for Students with Disabilities, who is located in Turley Center, Room 316, if these services are desired. Documentation of the disability that is to be accommodated for is required. Documentation requirements are available on the web site. Priority scheduling procedures have been established for students with disabilities. Students should contact their advisor for priority class pre-registration. For additional information contact the Coordinator for Student Disability Services at (304) 367 4686 or consult the Disability Services web page at http://www.pierpont.edu/studentlife/disabilityservicesdefault.asp. Students must present each semester to the faculty their accommodations sheets and have them sign off on the form.

SEXUAL ASSAULT

Pierpont will not tolerate, in any manner, any sexual assault on campus or at any campus related facility. Violators will be prosecuted to the fullest extent of the law. Pierpont provides counseling to sexual assault survivors as well as family and friends of survivors. Counseling services are free of charge and appointments are made by phone (304) 367-4686 or in person during regular hours of operation of the Counseling Center. Counselors will also provide advocacy, information, answer general questions regarding the criminal justice system, and provide resources for more specific information. Counselors may also refer individuals to local counseling and mental health agencies, medical offices, women’s shelters, self-defense classes, law offices, and appropriate police agencies. If crisis counseling is required after hours, counselors are available on a 24-hour basis. Phone Campus Security first at (304) 367-4157.

An individual can also contact:

- Hope Inc. Domestic Violence Center in Fairmont at (304)367-1100.
- Rape, Abuse, and Incest National Network Hotline at 1-800-656-HOPE (4673). It is a national 24-hour hotline that can be accessed anywhere in the United States.

SMOKING

Policy Statement: Research demonstrates that cigarette smoking is a clear and present danger to health. Current research also emphasizes the extreme danger to non-smokers from secondary smoke. Therefore, Pierpont Community & Technical College recognizes its duty to provide a safe and healthy environment. Smoking and the use of smokeless tobacco will be prohibited in all buildings and facilities of Pierpont Community & Technical College, including residence halls. This applies to the Locust Avenue Campus in Fairmont, the Gaston Caperton Center in Clarksburg, the Robert C. Byrd
National Aerospace Education Center in Bridgeport and all regional locations. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by Pierpont Community & Technical College. Visitors are expected to comply with this policy. Tobacco products will not be sold on campus. Smoking is permitted outdoors but is prohibited within 20 feet of all entrances and exits to buildings. Smoking or carrying lighted tobacco products is also prohibited in outside areas where people will be standing in line or waiting in crowds.

The success of this policy will require the understanding and cooperation of all smokers and non-smokers, and their acceptance of the responsibility to observe this smoking policy. The Director of Human Resources, in cooperation with the Student Health Service Staff and the Staff Training and Development Committee, will schedule smoking cessation classes for employees and students who wish to avail themselves of the classes. Anyone detecting a violation of this policy should immediately notify the violator.

SOCIAL JUSTICE POLICY
Consistent with its comprehensive mission, and recognizing that the development of human potential is a fundamental goal in as democratic society, the Pierpont Community & Technical College Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, sex, sexual preference, sexual orientation, age, religion, veteran status, or disability. For more information on this policy, please refer to Board of Governors Policy 8.

SOLICITING
“All solicitation and selling of products and articles upon property under the jurisdiction of the State System of West Virginia Board of Directors is prohibited except by organizations and groups directly connected with the institution and upon written approval.” (SERIES 55 - C)

On-Campus Sales (General): Advance permission of at least two weeks must be obtained from the Office of Student Affairs in writing before any recognized campus organization may conduct a sale on campus (excluding food sales). See the Student Organization Handbook for details on permitted fund raising activities and suggested sources for club funding. Sales are only permitted in: approved residence hall lobbies, designated areas in the Falcon Center, academic building lobbies and approved outdoor locations. Door to door solicitation is prohibited.

On-Campus Sales (Food Sales): Advance permission of at least one week must be obtained from the Office of Student Affairs in writing before any recognized campus organization may conduct a food sale. No more than two sales per semester will be granted for any recognized campus organization. Any student group conducting an unauthorized sale will be subject to disciplinary action.

Off-Campus Sales: Student organizations wishing to solicit off campus must first consult with the Interim Vice President for Institutional Advancement to review their plans and be oriented to local solicitation regulations. The City of Fairmont requires that all groups seeking solicitation permits in the city must file a registration statement giving the: group’s name, national and state or local chapter, address, date established, names of officers and director, a copy of the group’s financial statement, a copy of forms establishing the group’s tax-exempt status, general purpose of the fundraising and the persons in charge of collection and distribution of the proceeds.
Funds and Gifts: No individual, firm, group, organization, or corporation is permitted to solicit funds through sales, services, or donations on any Pierpont Community & Technical College campus for either commercial or charitable purposes without authorization in writing of the Vice President for Organization and Development. No student of Pierpont Community & Technical College has authority to participate in the solicitation of funds by sales or through donations, with intention stated or implied that funds so received are to be used for the benefit of Pierpont or the students of Pierpont without written authorization of the Vice President for Organization and Development. This limitation applies to activities either on or off campus. No individual, firm, group, organization, or other agency has authority to use the name of Pierpont Community & Technical College to secure funds for any purpose, by any means, without the written permission of the Vice President for Organization and Development.

Lotteries and Raffles: Raising funds through the use of lotteries, raffles, or any other form of wagering is restricted by West Virginia State law and by Pierpont Community & Technical College regulations. Any on-campus lottery must first be approved by the Office of Student Affairs.

Student organizations contemplating an off-campus lottery should contact the Vice President for Organization and Development. A price charged for an item for sale or for admission to an event must entitle the purchaser to something of full value for their money. The practice of offering for sale some item of little value whereby the holder may participate in a lottery drawing or other game of chance is prohibited. The use of “door prizes” at dances or other social events is legal so long as those paying the price of admission are provided with full value in entertainment for the price paid, and so long as the door prize drawing is incidental and used only as a minor feature of the Occasion. “Door prizes” may not be solicited from local business firms. Exceptions to this rule must be cleared through the Office of Student Affairs in conjunction with the Vice President for Organization and Development where an unusual campus-wide event necessitates community involvement.

WEAPONS

It is prohibited to possess weapons on property owned or controlled by Fairmont State University or at any University sponsored event without the explicit authorization of the Campus Chief of Police, whether or not a federal or state license to possess the same has been issued to the possessor.

Exceptions
The only exceptions to this policy are as follows:

- Law enforcement officers
- Military personnel in performance of their official duties
- University sanctioned classes, groups or events where a particular weapon(s) is required and regularly used as a part of the curriculum or activity, i.e. various Criminal Justice courses, martial arts classes, clubs, theatrical events, etc.

Violation
Violation of this policy shall be charged with a misdemeanor. Upon conviction thereof, shall be fined not more than one thousand dollars or confined in the regional jail not more than six months, or both. (§61-7-14 WV Code). Exceptions to this policy may be requested in writing to the Campus Chief of Police.

Definitions
Firearm: Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not
limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., and any ammunition for any such device.

**Weapon**: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; any object that could be reasonably construed as a weapon; or any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.

**Explosives**: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.
FAIRMONT STATE UNIVERSITY
and
PIERPONT COMMUNITY & TECHNICAL COLLEGE

CONSOLIDATED STUDENT CONDUCT CODE
Article 1: General

1.1. Scope: This procedure sets forth the Fairmont State University and Pierpont Community & Technical College Boards of Governor’s policy regarding Student Conduct for their respective campuses as noted above.


1.3. Effective Date:

1.4 Rationale for the Student Conduct Code

Fairmont State University and Pierpont Community & Technical College expects that every member of their academic communities share their historic and traditional commitment to honesty, integrity, and the search for truth. In addition, Fairmont State University and Pierpont Community & Technical College are concerned with the living and learning environment of all their students. It is expected that each person will grow to have greater respect for self, others, and property.

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

2. All students at Fairmont State University and Pierpont Community & Technical College are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights.

3. Rights and responsibilities under local, state, and national law are neither reduced nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

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

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

6. When a student is charged with a specific violation, the University and College will employ procedures for determining if the charge is fair and accurate.

7. Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.
The missions of Fairmont State University and Pierpont Community & Technical College, as further elaborated in their mission statements, are to, among other things, educate their members and prepare them for responsible and full participation in society. In implementing this Code, the University and College are not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the University and College community unite to administer and support this Code and to suggest change and improvement as necessary.

1.5 The Judicial Affairs Officer

Professional staff members are available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying this Code. The Judicial Affairs Officer and staff member(s) therein will:

1. Advise any group or individual within the institutions wishing to bring charges against one or more students;

2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal in certain situations;

3. Advise Judicial Hearing Officer(s) and assist in setting up hearings, being certain that all policies of the Board of Governors, Fairmont State University and Pierpont Community & Technical College for such procedures are met;

4. Serve as Chairperson, advise and assist the Student Conduct Appeals Board in setting up hearings, being certain that all conditions of the Board of Governors, Fairmont State University and Pierpont Community & Technical College for such procedures are met;

5. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;

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

1.6 Definitions

1. The term “University” means Fairmont State University and any of its satellite campuses; the term “College” means Pierpont Community & Technical College and any of its satellite campuses; and the term “Institutions” means the University and College collectively.

2. The term "student" includes all persons taking courses at either of the institutions, full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially
enrolled for a particular term but who have a continuing relationship with the Institutions or who have
been notified of their acceptance for admission are considered “students” as are persons who are
living in residence halls, although not enrolled in either institution.

3. The term “faculty member” means any person hired by either institution to conduct classroom or
teaching activities or who is otherwise considered by the University or College to be a member of its
respective faculty.

4. The term “Official” includes any person employed by the University or College, performing assigned
administrative or professional responsibilities.

5. The term “member of the University/College community” includes any person who is a faculty
member, official or any other person employed by either institution.

6. The term “Institutional premises” includes all land, buildings, facilities, and other property in the
possession of or owned, used, or controlled by the University or College (including adjacent streets
and sidewalks).

7. The term “student organization” means any number of students who have complied with the
formal requirements for University or College recognition.

8. The term “Student Conduct Appeal Board” means a panel constituted in accordance with
the terms set forth in this Code.

9. The term “shall” is used in the imperative sense.

10. The term “may” is used in the permissive sense.

11. The Judicial Affairs Officer, or designated representative, is the person responsible for the
administration of the Student Conduct Code. The Judicial Affairs Officer shall also serve as the Chair
for the Student Conduct Appeals Board and perform other duties and obligations of the position, as
further described herein.

12. The term “procedure” is defined as the written regulations of Fairmont State University and
Pierpont Community & Technical College as found in, but not limited to, the Student Code,
Residence Hall Handbook, the institutions’ web pages, computer use policies, and
Graduate/Undergraduate Catalogs or successors.

13. The term “Complainant” means a person who submits a charge alleging that a student violated
this Student Code. When a student believes that s/he has been a victim of another student’s
misconduct, the student who believes s/he has been a victim will have the same rights under this
Student Code as are provided to the Complainant, even if another member of the University/College
community submitted the charge itself.

14. The term “Accused Student” means any student accused of violating this Student Code.
15. The term “Judicial Hearing Officer” means the official(s) charged with the responsibility of conducting Initial Hearings pursuant to complaints of student misconduct and taking appropriate disciplinary action in those instances students have been found “responsible.”

Article II: Judicial Authority

A. Initial Hearings –

1. The Judicial Hearing Officer(s) shall be designated by the Judicial Affairs Officer. The Judicial Affairs Officer or his/her designee shall develop policies for the administration of the judicial program and procedural rules for the conduct of Initial Hearings which are not inconsistent with provisions of the Student Conduct Code.
2. Decisions made by the Judicial Hearing Officer(s) shall be final, pending the appeal process to the Student Conduct Appeal Board, if applicable.
3. Only cases with sanctions involving suspension or expulsion may be appealed to said Board. In all other cases, the student may request a Final Review of the Judicial Hearing Officer’s decision by the President of the institution in which the student is enrolled.

B. Appeals –

1. Appeals shall be heard by the Student Conduct Appeal Board.
2. That Board shall be composed of seven members consisting of:
   a. one faculty member from Fairmont State University, one faculty member from Pierpont Community & Technical College,
   b. one administrative person from Fairmont State University, one administrative person from Pierpont Community & Technical College,
   c. one student representative from Fairmont State University, one student representative from Pierpont Community & Technical College,
   d. the Judicial Affairs Officer who shall serve as chairperson of the Board
   e. Faculty members will be nominated by their respective faculty Senates, administrative members shall be appointed by their respective Presidents, and student representatives shall be appointed by their respective Student Government Associations.
   f. All regular members, as well as alternates, shall be designated in the spring of each year to serve a one-year term, from June 1 to May 31.
   g. Members shall recuse themselves if, for any reason, their ability to render an unbiased decision is compromised.
3. The Judicial Affairs Officer or his/her designee shall develop policies and procedural rules for the conduct of appeals which are not inconsistent with provisions of the Student Conduct Code. An audio record, at a minimum, shall be made of all hearings. In all cases, the decision of a majority of the Student Conduct Appeal Board shall be the decision in fact. Decisions made by the Student Conduct Appeals Board shall be final.

C. Final Review –

1. The appellant may request a final review of his/her case by the President of the institution in which the appellant is enrolled.
2. The President will review only the record of the hearing.
3. No additional testimony or information will be considered.
4. The President may either "uphold" the original decision or "not uphold" the Judicial Hearing Officer’s decision or the Appeal Board’s findings as appropriate.

Article III: Proscribed Conduct

A. Jurisdiction of the Student Conduct Code

1. The Student Conduct Code shall apply to conduct that occurs on University/College premises, at University/College sponsored activities, and to off-campus conduct that adversely affects the University/College Communities and/or the pursuit of their objectives.

2. 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).

3. The Student Conduct Code shall apply to conduct while a student as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending.

4. The Judicial Affairs Officer or his/her designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis.

B. Conduct – Rules and Regulations

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

1. Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other University/College activities, including their public-service functions on or off campus, or other authorized activities occurring on the campus but are not under the direct control of the University or College.

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

3. Attempted or actual theft of and/or damage to property of the University/College or property of a member of the University/College Community or other personal or public property.

4. Hazing means to recklessly or intentionally cause any action or situation which endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a team, a group or student organization. The express or implied consent of the victim will not be a defense. Persons knowingly witnessing or acquiescing in the presence of hazing will be considered as participants pursuant to this Code.
5. Failure to comply with directions of University/College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

6. Unauthorized possession, duplication or use of keys to any University/College premises or unauthorized entry to or use of University/College premises.

7. Violation of any published University/College policies, rules or regulations in hard copy or available electronically on the University/College websites.

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

9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.

10. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University/College 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.

11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University/College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

12. Improper obstruction of the free flow of pedestrian or vehicular traffic on University/College premises or at University/College-sponsored or supervised functions.

13. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University/College premises or at functions sponsored by, or participated in by, the University/College.

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

C. Violation of Law and Fairmont State University/Pierpont Community & Technical College Discipline

1. When a student is charged by federal, state, or local authorities with a violation of law, the University/College will not request or agree to special consideration for that individual because of his or her status as a student. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Judicial Affairs Officer or his/her designee.

2. If the alleged offense is also the subject of a proceeding pursuant to the Student Conduct Code, the Judicial Affairs Officer may advise off-campus authorities of the existence of the Student Conduct Code.
Conduct Code and of how such matters will be handled internally within the University/College community.

3. The University/College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by the criminal courts for the rehabilitation of student violators.

4. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Practices

A. Charges and Hearings

1. Any member of the University/College community may file charges against any student for misconduct.
   a. Charges shall be prepared in writing and directed to the Judicial Affairs Officer or his/her designee.
   b. Any charge should be submitted as soon as possible after the event takes place or the discovery of the same, but in no event later than ninety (90) days after the event takes place or the discovery of the same.

2. In some cases, an employee designated by the Judicial Affairs Officer may be authorized to investigate the validity of alleged student conduct violations.
   a. The Department of Public Safety may also be directed to conduct or assist with an investigation.
   b. Upon completion of such an investigation, the Judicial Affairs Officer or his/her designee will decide whether or not sufficient cause exists to proceed with the judicial process.

3. Upon conclusion of an investigation warranting further judicial action, the Judicial Affairs Officer shall notify the student of the charge(s), the complaint(s), the date(s) of alleged occurrence(s), the Code section(s) which is (are) alleged to have been violated, the maximum possible sanction which may be imposed, and the date & time of the Initial Meeting with a Judicial Hearing Officer.
   a. This notice shall be given in writing to the student, mailed by way of U.S. mail or campus mail, to the last known address of the student as provided by the student to the University/College Registrar, or e-mailed to the student at the official University/College address. Delivery of the notice shall be deemed complete three (3) calendar days from the date of sending unless the student indicates receipt of the notice prior to the expiration of the three (3) calendar days. The student may be given the written notice by personal delivery, such delivery acknowledged in writing by the Judicial Affairs Officer.
   b. The Judicial Affairs Officer or his/her designee shall then refer the case to a Judicial Hearing Officer.

4. Initial Meeting: The Judicial Hearing Officer may attempt to informally resolve any disciplinary matters with the student.
a. This can include, but is not limited to, imposition of any sanction or sanctions set forth in the Code.
b. The student will be presented with a written notice of resolution if an informal resolution is achieved with the student. The student shall sign the written notice of resolution acknowledging acceptance of the terms and conditions therein.
c. There is no appeal from any signed informal resolution. The student may refuse/decline an informal resolution prior to signature of the written informal resolution agreement.
d. Upon refusing/declining informal resolution, the matter shall proceed in accordance with the processes set out in the Code. The student shall acknowledge in writing that they are refusing/declining informal resolution and that they waive any and all rights associated with Family Education Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA) they may have during any formal judiciary hearing in this matter.

5. Judicial Hearing(s)
The following procedures apply to formal hearings conducted by Judicial Hearing Officers:

a. If a student fails to attend a hearing, the case will be heard in the student’s absence and they will be informed of the decision in writing as set forth in this Code.

b. During administrative hearing(s) with the student, no party present shall be accompanied by legal counsel. The student may be accompanied by an advisor who may be a parent, legal guardian, another student, faculty, or staff member. If that person happens to be an attorney, that person may not act as attorney during the hearing.

c. Advisors may not directly participate in the hearing proceedings. The Judicial Hearing Officer may order the removal of any person from the hearing, including, but not limited to, the student, advisors or any other person, who is disruptive during the hearing. “Disruptive” conduct may include, but is not limited to, continued interruption of the proceedings and/or attempts to participate in the hearing.

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

e. The Judicial Hearing Officer may accommodate concerns for the personal safety and/or well-being of the complainant, accused student and/or witness(es) during the hearing by providing separate facilities, where and as determined in the sole judgment of the Judicial Affairs Officer or his/her designee to be appropriate.

f. During the hearing(s), the officer may hear and consider any relevant information. The determination of what is and is not relevant rests solely with the Judicial Hearing Officer.

i. In cases involving multiple students charged, information provided at one hearing may be used as relevant information in the related case(s).

ii. When two or more individual cases stem from the same incident, those cases may be heard jointly.

iii. Information relevant to one case may be used in other related cases, whether or not heard jointly.

iv. In cases where information regarding an accused student may prejudice other accused student(s), the case may be heard separately.

g. The Judicial Hearing Officer shall summarize the information in writing; and

i. Dismiss the case, or
ii. Impose appropriate sanctions. Sanctions shall become effective within five business days after notice (verbal or written) thereof has been given to the student. Sanctions shall be stayed in the event the student appeals to the Student Conduct Appeals Board (if applicable) or to the President for Final Review, or

iii. Conduct further investigation as may be necessary.

B. Sanctions

Students found responsible for violating the Student Conduct Code may be assigned disciplinary sanctions. The information below is designed to help students understand and successfully complete their disciplinary sanctions. Sanctions include, but are not limited to the following:

1. Written Reprimand
2. Fines: See Appendix 2
3. Work Sanction: supervised work in University/College programs, offices, buildings, residence halls, or off campus program.
4. Restitution: repayment to the University/College or to any affected party for damages and/or injury.
5. Educational Classes/Projects: such as substance abuse prevention classes, research paper, etc.
6. Referral: to appropriate University, College or community resource such as individual alcohol/substance abuse assessment and/or consultation, anger management, etc.
7. Other Sanctions: as appropriate to the circumstances of a given case.
8. Housing Probation: an official warning that further violations would constitute grounds for loss of the privilege of living in any University/College housing for a specified period of time or until a specific condition or conditions are met. This would be coordinated with the Residence Life Department. The student’s parent(s)/guardian will be notified if the student is a dependent.
9. Housing Suspension: Loss of privilege of living in any University/College housing for a specified period of time or until a specific condition or set of conditions are met. This would be coordinated with the Residence Life Department. The student’s parent(s)/guardian will be notified if the student is a dependent.
10. Housing Expulsion: Loss of the privilege of living in any University/College housing at any time. This would be coordinated with the Residence Life Department. The student’s parent(s)/guardian will be notified if the student is a dependent.
11. Disciplinary Probation I: An official disciplinary status enacted for a specified duration admonishing a student that any further misconduct during this time period may result in suspension. A copy of the notice is sent to the student’s Academic Dean and to the student’s parent(s)/guardian if he/she is a dependent.
12. Disciplinary Probation II: An official disciplinary status enacted for a specified duration stipulating that a student, in lieu of active suspension, is being allowed to remain at the University/College provided that the student adheres to certain conditions, as set by the Judicial Hearing Officer or Student Conduct Appeal Board. Failure to meet these conditions will result in automatic suspension from the University/College. The Judicial Affairs Officer or his/her designee shall determine whether the conditions have been satisfied or violated. The student’s Academic Dean will be notified that the student is on Disciplinary Probation II, as will the student’s parent(s)/guardian if he/she is a dependent.
13. Suspension: Complete separation from all University/College activities, services, facilities and grounds. Suspension may be “term” or “conditional.” Upon return to the University/College, the student will be placed, automatically, on Disciplinary Probation II for a minimum of one year. A suspension shall be noted as a “disciplinary suspension” on student records. A copy of the notice is sent to the student’s Academic Dean and to the student’s parent(s)/guardian if he/she is a dependent.
   a. “Term Suspension” shall be for a stipulated period of time, not to exceed two (2) years, after which the suspended student may return to the University/College.
   b. “Conditional Suspension” shall qualify the student for re-entry to the University/College pending the fulfillment of certain conditions that are reasonably necessary for academic success and peaceful conduct in the campus community. Subject to fulfillment of the stipulated conditions, the suspension shall be indefinite. The Judicial Affairs Officer or his/her designee shall determine whether the conditions have been satisfied.

14. Disciplinary Dismissal: Permanent termination of the individual’s relationship with the University/College. This includes all activities, services, facilities and grounds as well as undergraduate and graduate schools. A dismissal shall be noted as “Disciplinary Dismissal” on the student’s records. A copy of the notice is sent to the student’s Academic Dean and to the student’s parent(s)/guardian if he/she is a dependent. A disciplinary dismissal shall not be subject to appeal.

C. Appeals

A decision reached by a Judicial Hearing Officer that results in a sanction of suspension may be appealed to the Student Conduct Appeal Board by the affected student (“appellant”). The appellant must make a written request for said appeal within five (5) school days of the Judicial Hearing Officer’s decision to the Judicial Affairs Officer or his/her designee.

1. Upon determination that the appellant’s written request meets the criteria for appeal, the Judicial Affairs Officer or his/her designee shall, within five (5) calendar days of receiving said request, schedule a hearing before the Student Conduct Appeal Board. Said hearing shall be scheduled not fewer than five (5) nor more than fifteen (15) calendar days after the student has been notified of the hearing time and date. This time period may be extended for summer and/or winter breaks as appropriate.
2. Written notification to the student shall include the date, place and time of the hearing.
3. The proceedings of the hearing shall be recorded. Tape or digital audio recording shall be deemed a sufficient record of the proceedings although, at the sole discretion of the Judicial Affairs Officer in his/her capacity as Chair of the Board, the proceedings may also be video recorded, documented by a certified court reporter, etc. as he/she may deem appropriate. The student may request a copy of the record of the proceedings at the University’s/College’s costs, payable prior to delivery of the record to the student.
4. While an appeal shall generally be limited to a review of the record of the initial hearing and supporting documents along with any written or oral statements offered by the appellant, the Student Conduct Appeal Board may hear testimony from persons with information that may be required to assist the Board in its deliberations. The Judicial Affairs Officer or his/her
designee shall summon all persons who testified or provided information/evidence during the Initial Hearing to be present during the Appeal. The Judicial Affairs Officer or his/her designee shall also summon other persons as requested by the appellant.

5. Any student, faculty member or other employee of the University or College will be subject to disciplinary action in the event of a failure to respond to a summons.

D. Hearing Preliminaries

1. At any proceeding before the board, the student or other party to the hearing may have the assistance of no more than one (1) advisor or one (1) legal counsel present. If the student chooses to bring legal counsel to the hearing, the Judicial Affairs Officer shall be notified in writing at least 5 (five) business days prior to the hearing so that University/College legal counsel may be present at the hearing. Failure to so notify the Judicial Affairs Officer of said legal counsel's presence shall cause the exclusion of the student's legal counsel from the hearing. This rule shall apply if the “advisor” as defined above is also, incidentally, a lawyer. Failure to follow this rule shall not be “good cause” to continue the hearing.

2. “Legal counsel” must be licensed to practice law in the State of West Virginia.

3. The hearing shall be open, except at the request of the accused student, or the complainant, to close the hearing. The Judicial Affairs Officer, acting as Chairperson, may close the hearing in order to protect complaining witnesses or other parties regardless of any request by any person. The advisor and/or legal counsel for the student may remain in the room if the hearing is closed.

E. Hearing Procedures

1. The responsibility for recognizing and calling persons to speak lies solely with the Chairperson. Upon request of the student or the Chair, all witnesses shall be excluded from the hearing except during their particular testimony. Witnesses shall be admonished by the Chair to not discuss their testimony with any other witness, the student or any other person until after the hearing.

2. Persons unruly or disruptive to any stage of the hearing may be removed at the discretion of the Chairperson.

3. The Judicial Hearing Officer shall first present the results of the investigation and/or the sanctions previously placed against the student by said Officer.

4. The Judicial Hearing Officer and/or other witness(es) may present oral testimony and/or written statements from any person, including the accused student.

5. The student may then present any written documentation or oral testimony from him/herself and/or any other person.

6. At any time during the proceedings, members of the Student Conduct Appeals Board may question witnesses or parties to the proceeding. At the conclusion of each witness’ testimony, the Chairperson will allow both the Judicial Hearing Officer and the student the opportunity to ask questions for the purpose of cross-examination and re-direct questioning of said witnesses.

7. Legal counsel or advisors may serve only in an advisory capacity to the accused student. Legal counsel or advisors may not speak on behalf of the student or otherwise participate
directly in the proceedings. Failure to adhere to this rule may cause the exclusion of legal counsel or advisor.

8. After the presentation of all the information to the board, each party may present statements to the board on the applicability of this Code, the interpretation of any sections herein, or the appropriateness of the previously placed sanctions.

9. During the hearing, the Board may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account any information which is of value in determining the issues involved.

10. After all parties present their respective information, the Board shall go into executive session for deliberation. Following their deliberations, the Board may vote to:
   
   a. Uphold the sanction imposed;
   b. Reduce the sanction imposed; or
   c. Dismiss the action;

A majority vote of the Board members shall prevail. The Board Chairperson is entitled to a vote in the event of a tie.

11. If the student so chooses, he/she may come before the Board upon its return to general session following deliberations. At that time, the student will be verbally advised of the Board’s findings. Regardless of whether or not the student receives verbal notification of said findings, the Judicial Affairs Officer shall notify the student of the decision in writing within three (3) business days after the hearing is closed. The written decision may be sent to the student by mail by the Judicial Affairs Officer. The written decision shall be deemed received by the student three (3) calendar days from the date the written decision was mailed to the student.

Any disciplinary sanctions upheld by the Board or any sanctions reduced by the Board shall be effective immediately unless otherwise specified. Any sanctions dismissed by the Board will be effective immediately.

F. Interim Suspension

In certain circumstances, the Judicial Affairs Officer or his/her designee may impose a University/College suspension prior to the hearing before a Judicial Hearing Officer and/or a Student Conduct Appeal Board.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the University/College community or preservation of University/College property; (b) to ensure the student’s own physical or emotional safety and well-being; or (c) if the student poses a threat of disruption of or interference with the normal operations of the University/College.

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

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Appeal Board Hearing, if required.
G. Final Review

If a decision of a Judicial Hearing Officer or a Student Conduct Appeal Board is “Not Upheld” by the University President, the College President, or their designees as appropriate upon final review, the matter shall be remanded to the original Judicial Hearing Officer or Student Conduct Appeal Board and the Judicial Affairs Officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is upheld by the University President, the College President, or their designees as appropriate, the matter shall be considered final and binding upon all involved. In no case, will a final review result in more severe sanction(s) for the accused student.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Student Conduct Code shall be referred to the Judicial Affairs Officer or his/her designee for final determination.

B. The Student Code shall be reviewed and/or revised under the direction of the Judicial Affairs Officer.
APPENDIX 1 – CODE OF ETHICAL STANDARDS FOR STUDENT CONDUCT APPEAL BOARD MEMBERS

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

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

**Administrative Fee**

An administrative fee of $25.00 is automatically assessed to any student found responsible for violating the Student Conduct Code. The Administrative Fee assists with costs associated with the daily operations of the Office of Judicial Affairs and the administration of the Student Conduct Code.

**Fines/Costs**

Fines may be imposed separately or in addition to any other sanction(s). The Judicial Hearing Officer shall determine the amount of the fine pursuant to the following general guidelines:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25-$200</td>
<td>Fine for a finding of responsibility for a violation of the Student Conduct Code during an incident.</td>
</tr>
<tr>
<td>$35</td>
<td>Fine due to failure to attend an Initial Meeting, Judicial Hearing or failure to complete a sanction by the required date.</td>
</tr>
<tr>
<td>$25</td>
<td>Fine due to failure to complete community service hours by the required date. Fine shall be levied at $25 for each hour not completed.</td>
</tr>
</tbody>
</table>

**Actual Cost**

Payment of actual fees for referrals, assessments, alcohol/drug abuse programs, etc.
RESIDENCE LIFE
Residence Life operates Bryant Place, Morrow, Pence, and Prichard Halls which accommodate approximately 844 students. Each residence hall provides a learning environment designed to enhance academic and student life on campus. Morrow, Prichard and Pence halls are co-ed by floor. Prichard Hall houses our Honor’s learning community and Morrow Hall houses our Outdoor Adventures learning community. Bryant Place is a co-ed by suite community that primarily houses our returning resident students (sophomores, juniors, seniors).

Also available for upper-class students are the College Park Apartments that provide with one, two, and three bedroom apartments. The apartments accommodate approximately 211 students. Traditional new students are not eligible for apartment housing during their first semester on campus.

**Board Requirements**
All students residing in residence halls must participate in a meal plan. Meal plans are also available for apartment or commuter students. Students who have special dietary needs should contact Dining Services for assistance.

**Residence/Off-Campus Policy**
Residence Life recognizes the developmental value of a residentially based education and believes that residence hall living is key component of a student’s overall educational experience. For this reason, students attending at least one class on the main campus are required to live on campus for their freshman and sophomore years (four semesters). Any freshman or sophomore who moves off campus without written approval from the Office of Residence Life will be billed for room and board charges. Occasionally, the demand for housing may exceed the capacity of our residence halls and apartments. In this event, incoming freshman and transfers may be assigned to temporary accommodations, placed on a waiting list, or given a release to live off campus depending on circumstances. If a student has documented special needs, the Office of Residence Life will make every effort to provide the most appropriate on-campus housing assignment, in consultation with health services, academic support services, counseling center, or other appropriate office.

Students are required to live on campus for 2 years (four semesters) unless they meet the following exemption criteria. Exemption requests must be submitted electronically through the housing portal located in myCampus. Requests must be made no later than 30 days before the first day of class. It is the student’s responsibility to provide sufficient documentation to justify the exemption status.

Grounds to apply for exemption status:
1. You are married and/or are living with your partner.
2. You are a parent.
3. You have documented medical circumstances that cannot be accommodated on campus (Documentation of your condition must be provided by your physician).
4. You are a commuter student who lives within 50-miles of the Fairmont campus and is living at the home of a parent or legal guardian.
5. You are 21 years of age or older by the start of your enrollment period.

**The Residence Life Mission**
Welcome! We are here to provide a living, learning environment for a diverse student population. Our desire is to make your residence hall a refuge encompassed with warmth and respect for everyone who enters through its doors. Ultimately we strive to provide an essential educational experience by:
* Teaching life skills
* Encouraging personal growth and development
* Fostering cultural awareness and embracing diversity
* Promoting a sense of inner self-worth
* Aiming to develop community consciousness, an idea of citizenship, and leadership skills
* Recognizing your responsibilities and autonomy as an adult
* Creating a safe and secure environment
* Providing a professional staff to assist you in the attainment of your academic, personal, and career aspirations
* Developing educational, social, recreational, cultural and spiritual programs

General Information
The residence halls are extensions of the classroom. They are designed to provide rich experiences in group living, as well as promote effective study habits, social skills, and leadership experiences. All freshman and sophomore students are required to live on campus unless they have been released from the requirement in writing. Exception to this policy maybe approved upon presentation of justifiable cause or under extenuating circumstances. Campus housing consists of Bryant Place, Pence, Prichard and Morrow Halls along with the College Park Apartments. Freshmen are restricted from living in the campus apartments. The residential staff consists of a Residence Director/Apartment Manager who is assisted by carefully selected, responsible, Resident/Community Assistants residing in each area. The Residence Director/Apartment Manager is in charge of room changes and the general care and supervision of his or her area. Resident/Community Assistants work directly with residents to help maintain an atmosphere for learning and to promote the general welfare of each resident.

Housing Applications and Deposits
Applications for campus housing are available online through myCampus via the housing portal. Look for the house to apply. Deposits will be applied to future applications for current students if the deposit is still available. For new applicants, a deposit must accompany the application and can be submitted online. Applications are only considered complete when the application and deposit has been submitted along with a completed application agreement. The deposit is held for the entire year as a damage deposit and returned, if eligible, when you are no longer living in campus housing. Written notice of cancellation of intent to enroll for the fall term must be received by the Residence Life Office no later than May 31st. For the spring term, written notice of cancellation must be received by the Residence Life Office no later than November 30th. Failure to notify Residence Life by the appropriate date will result in the forfeiture of the deposit. Exception is made if the student is not admitted to college. The application is a lease/contract for occupancy and payment of rent for two full semesters or one year (August to May or August to July for apartment agreements). Also, the contract must be accepted electronically by the student. The students’ parent or guardian must mail a signed agreement if the student is under 18 years of age. No deposit is required when reserving a residence hall space for the summer terms. (Fees are subject and change). Room assignments may be adjusted for students not registered for classes after June 30th for the Fall semester or December 15th for the spring semester.

Room and Board Rates for 2012-2013*

<table>
<thead>
<tr>
<th>Residence Hall and Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morrow, Pence, and Prichard Hall</td>
<td>$1,826.00 per semester</td>
</tr>
<tr>
<td>Bryant Place single</td>
<td>$2,461.00 per semester</td>
</tr>
<tr>
<td>Bryant Place double</td>
<td>$2,078.00 per semester</td>
</tr>
</tbody>
</table>

Bryant Place Temporary Triple Discount: $104.00 per month for each month the student resides in a temporary triple room. The discount ends when the bedroom is de-tripled and returns to a standard double bedroom to the student within the suite voluntarily choose to remain in the triple configuration.

College Park Apartments
- 1 bedroom (unfurnished) $3,141.00 per semester
- 2 bedroom (unfurnished) $2,400.00 per semester
- 2 bedroom (furnished) $2,578.00 per semester
- 3 bedroom (furnished) $2,461.00 per semester

Deposit (for the year) $200.00. This fee will be returned, less any damage, at the end of the school year.

There is no refund of room and board to students who are suspended or removed from housing during the academic year. No deductions in room and board will be allowed for a period of absence from the residence hall during the semester. First time enrollees will have their refunds determined by the Higher Education Act of 1992 and institutional policy.

**All fees are to be paid by the due date provided by the Business Office.** Unless all fees are paid on time, you will be “dropped” from your classes and forfeit your room. A student is not officially registered until all fees are paid.

**These fees are subject to approval and change.**

**Termination of Housing Application/Agreement**

Any student that has applied for housing has executed a binding agreement with Residence Life and Pierpont Community & Technical College for the provision of housing (and dining services for residence hall applicants) for the entirety of the application period. Applications are valid for the entire academic year for fall semester applicants and for the entire spring semester for students beginning in January. Summer housing applications are excluded from these cancellations expectations.

There are limited extenuating circumstances that will be considered as conditions for termination of a residence hall/apartment agreement. Therefore, it is critical that you are certain of your plans to live on campus. Your status within the housing cycle is a factor in determining the option(s) available to you. Cancellation of the application/agreement is distinct from being released from the application/agreement.

**Cancellation of the housing application/agreement:**

You are eligible to cancel your housing application only under the following conditions:

- You must be cancelling your enrollment with Pierpont Community & Technical College.
- You must **NOT** be enrolled in any classes for the term in which your application/agreement applies. If you have already enrolled in classes, you must withdraw completely according to the procedure and guidelines provided by Enrollment Services.
- You have not yet occupied on-campus housing.
- Written notice of cancellation of your application/agreement must be received by Residence Life by the following dates in order to be eligible for a refund of your housing deposit. Cancellations for the fall semester must be received by the Residence Life Office by May 31st. Spring semester cancellation notices must be received by November 30th. Failure to notify Residence Life, in writing, by the appropriate date will result in forfeiture of the deposit.
- Should the applicant be denied admission, a full refund will be made.

**Release from housing application/agreement:**

You must submit request from the housing application if any of the following conditions apply:
You are requesting a release from the application/agreement but are enrolled in classes for the term to which your application/agreement applies.

You are requesting a release from the housing application/agreement and expect to enroll for classes for the term to which your application/agreement applies.

You have occupied on-campus housing.

Approved reasons to be released from your application/agreement:
1. Marriage (verification required).
2. Graduation.
3. To withdraw from school for the remaining part of the academic year.
4. To address health conditions that cannot be accommodated on campus. This request must be supported by*:
   a. A medical history by a licensed physician on his/her letterhead stationary (not a prescription pad) and shall be presented showing at least two, preferably three, examinations at no less than weekly intervals and a diagnosis of the impairment and statement of fact or opinion that there has been a positive diagnosis and/or deterioration of the applicant's health.
   b. A history of any emotional condition that cannot be accommodated on campus, in addition to the above, from at least mid-semester or longer.

*Students will be required to submit the proper documentation.

*Release requests will not be approved because your housing plans have changed or you have found a “less expensive” option off-campus. Your application is as a binding agreement with Residence Life.

**DO NOT APPLY FOR HOUSING AS A BACKUP PLAN OR LAST RESORT.**

**Board Requirements**
All students residing in residence halls must participate in a meal plan. There are four residential meal plan options. Meal plans are also available for apartment’s residents or commuter students. During a semester, meal plans cannot be changed after the end of the Add-Drop period. Please contact the Residence Life Office regarding any questions you have about residential meal plan selections or changes. Contact Enrollment Services office for commuter meal plan selections.

**Food Service**
The validated student identification card must be presented at each meal. Monday through Friday meals will be served three times daily. A brunch and dinner will be served on Saturdays and Sundays.

**Meal Plans (per semester) for 2012-2013**
19 Meal Plan $1,796.00 (Meals over 7 days)
15 Meal Plan $1,726.00 (Meals over 7 days)
15 Meal Plan $1,640.00 (Meals over 5 days)
12 Meal Plan $1,664.00 (Meals over 5 days)

A meal plan must be purchased each semester, including the summer terms (Fees are subject to change). See the FOOD SERVICES section for additional information on dining options and hours of operation.

NOTE: Students who have schedule conflicts during meal times may make arrangements with the Director of Food Service to pick up a bag lunch in lieu of a lunch or a dinner meal at the Dining Hall. Students requiring selective diets due to medical problems may have special foods prepared by contacting the Director of Food Service. A physician’s request may be needed before special meal
service is provided. It is the student's responsibility to provide the "special diet" request in a timely manner.

Room/Apartment Care
All residents are responsible for cleaning their own living areas. Residents are responsible for disposing of their garbage into the trash bins located outside each building. Student garbage not disposed of properly within the appropriate exterior trash receptacles will be subject to student conduct procedures and assessed a service fee per bag of trash, typically assessed at $25.00 per bag of trash. Bunk bed arrangements are prohibited except for Residential Life supplied bunk beds. Rooms will be inspected monthly and before each vacation period by the Residence Life staff members. Warnings may be given for untidiness or any hazardous condition created by the resident. Damages may be repaired during the year at the resident's expense if identified during the inspection process. Whenever possible, ample notice should be provided before entering a resident's room. However, the Residence Life Office reserves the right for authorized personnel to enter rooms without notice for the purposes of:
1. Improvements and/or renovations.
3. Recovery of college/state-owned property which is not authorized for use in the assigned space.
4. Fire, health and safety inspection.
5. Protection of college or student property.
6. "Reasonable Cause" to believe violations of college/residence life policies are occurring.
7. Perceived emergencies.

The displaying of alcoholic beverage containers, as well as any other item that distracts from the appearance of the residence halls, is not permitted in windows. Safety and health regulations prohibit the use of stand-alone microwave ovens, the burning of candles or incense, use of Christmas trees and electric tree lights. Multiple electric outlets and hot plates are not allowed.

ALL COOKING ITEMS MUST BE USED IN KITCHEN AREAS ONLY – NOT IN RESIDENTS' ROOMS. Food must be stored in tightly covered containers.

Halogen/Touchier lamps are also prohibited. Radios, hair dryers, irons and other small appliances are permitted. Please do not use appliances which require a large amount of electric current.

The possession of pets is strictly prohibited.

Each resident is responsible for the use and care of his/her room and all furniture, etc. Thumbtacks, nails, tape, etc., will damage walls and woodwork. A plastic mattress cover is recommended.

Damage to Rooms/Apartments
The Application deposit is held as a security deposit until the end of the academic year or approved release from the contract. When applicable, deposits are released to the student’s account and will offset any housing charges on the account. Residents are not responsible for normal wear and tear to rooms as determined by Residence Life Staff members. Rooms are inspected for damage during break closings and if any damage is identified, the amount will be charged to student’s account. Repairs may be completed in the academic year if the damage warrants immediate repair. Also, each resident in a room will be assessed a penalty if window screens are removed. Removal causes damage and maintenance must be called to replace them. An additional assessment will be made
for any room left in a dirty or disorderly condition when the resident vacates the room. **When individual responsibility cannot be determined, residents will be held collectively responsible for damage, theft, or special service within/for the public areas, or to state property within their residence hall.** Incurred losses will be divided among all the residents for his/her assigned public areas or wings. Common area damages cannot be appealed by the resident. Residents are to remove all personal items from the room at the end of the agreement period, or when they vacate the room. Items left will not be mailed and will be discarded. The college assumes no responsibility for items left behind by residents. Residents must return their room key before vacating his/her residence. Students who leave and do not return their key may be subject to an assessment of $175.00 for changing the door lock and mail box locks in order to assure security for the next occupants. Residents may also be subject to a $150 unapproved checkout fee. Upon vacating the residence, notify the Residence Life staff in order to have your unit inspected for cleanliness and to return your keys before your departure. It is each resident’s responsibility, and to their financial advantage, to follow these guidelines so that the full damage deposit is recovered. (Fees subject to change)

**Housing Assignments**
The Residence Life Office is responsible for all assignments, housing selection processes and assignment changes. New applicants are assigned by Residence Life utilizing the information provided in the housing application. Current students make their own housing arrangements for a future academic year utilizing our online room selection process. Specific information regarding the process is available within the housing portal. When roommates are unhappy together, Residence Life will work with the students to resolve the situation. Students cannot change assignments without Residence Life approval, including bedroom changes within Bryant Place suites. A student must check out before moving from their assigned location. The room key must be returned and the checkout form signed.

Residence Life reserves the right to consolidate students. Residents may be allowed to buyout a vacancy in their room by the Residence Life Office, if the space is available.

**Mail Service**
Mail for campus residents will be delivered by the United States Postal Service directly to the individual residence halls or apartments. Off-campus students must have their mail delivered to their off-campus address. Students should not include Pierpont Community & Technical College or the campus address (1201 Locust Ave,) as part their mailing address regardless of where they live, either on or off-campus. (For additional information, please contact your residence hall director or the mailroom at (304) 367-4243). First class mail will be forwarded during the summer months for resident hall students. All other mail will be returned to the sender, and periodicals (bulk rate and mail that cannot be forwarded) will be discarded. Notify the publisher of your new address well in advance of vacating the residence hall. Mail will not forwarded for apartment residents. Packages are delivered directly to the individual residence hall and the apartment mail room. When packages are received, they will be stored in the designated mail room and a slip placed on your mail box. Packages can be retrieved from staff according to the schedule established for each resident hall or apartments. **Please note: Packages delivered by express mail services are occasionally stored at central distribution centers when direct delivery to resident hall or apartments is not available.**

**Mailing Address**
The proper address for correspondence is given below:

Morrow Hall
Resident's Name

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13-14 Student Handbook
Tobacco Use
Residence halls are smoke-free. No smoking is permitted in any area of the residential facility, including residents' rooms. All smoking must be done 20 feet away from all entrances on campus. Smokeless tobacco is not permitted in public areas (i.e., lobby, bathrooms, study lounges).

Withdrawal from School and Non-Attendance of Class
Residents who withdraw from all their classes during a semester are required to vacate the residence hall immediately after the withdrawal is completed. Also, any resident who stops attending classes may have his/her residence hall contract canceled and will be given notice to vacate their housing. All residents must check out properly with Residence Life staff member or be assessed a $150.00 fine for improper check out. Replacement key costs are also applied if keys are not returned at the conclusion of the move out process. Residents dropping below full time academic status may be removed from housing, but are not automatically required to move out.

Motor Vehicles
Students will receive a parking decal for display when parking on campus. Should a parking decal be lost or stolen, it will be the individual's responsibility to purchase a new parking decal.

Regulations for Fire Drills
1. When a fire alarm sounds, each resident will:
   a. Dress appropriately.
   b. Close the windows and leave the light on.
   c. Close the door as you leave the room. Doors should be locked.
d. Walk a safe distance from the building to the designated rally point.
e. Follow the directions provided by the Residence Life Staff.
2. Residents not in their rooms when the alarm sounds should leave by the nearest exit.
3. Upon approval from the Residence Life Staff or authorized personnel, you may re-enter the building.
4. Failure to vacate the residence halls during a fire drill may result in disciplinary action, such as dismissal from the residence hall or a sanction.
5. Pulling an unauthorized fire alarm may result in automatic suspension from the residence hall and/or prosecution by local authorities.

Use of Facilities
The following facilities are available for the students’ use.
1. Laundry - all residence halls and apartment have washers and dryers to be used by residents. Non-residents are not permitted to use these facilities. Garments should not be left unattended in the laundry equipment. Items left unattended for more than 24 hours will be discarded.
2. Telephones – telephone hook-ups are installed in all rooms. All regulations on their use are determined by the telephone company and must be followed. Apartment residence must contact the phone company to activate service at the residence expense.
3. Televisions - televisions are located in the residence hall lobbies and lounges. There are no restrictions on viewing except to keep the volume low at all times. Basic TV cable is available in each room and apartment.
4. Internet access is available in each housing location with access available per resident. Wireless service is available in all halls and is the only service available in the College Park Apartments.

Each resident should observe the following guidelines when using public kitchen facilities:
1. Clean the sink and range after use.
2. Place your name on any food stored in the refrigerator. Use refrigerator for long term storage at your own risk.
3. Use foods promptly to prevent spoilage and to prevent loss by theft.
4. Each resident is required to clean up and dispose of trash properly after using the facility.
5. Dishes left in kitchen areas more than 24 hours will be discarded.
6. Kitchen lounges are expected to be kept clean at all times. Lounges may be locked and privileges revoked at any time without notice if areas are found unkempt. Noise in all lounges should be kept to a minimum. Lounge and study areas are the students’ living room. A television set is located in the lounge. Some type of clean clothing is to be worn in the lounges and study areas at all times.

Computer Use Policies
Pierpont Community & Technical College’s computer network is intended to support the academic efforts of the entire community. Only members of the matriculated student body and college employees are entitled to use it. Computer users are required to properly sign-in and expected to abide by procedures and policies. Disciplinary sanctions will be forthcoming to those that fail to comply with computer room policies. Use of the network to run a business or other type of non-affiliated organization is not permitted along with the use of software to monitor data in the network. The creation or transmission of threatening, indecent, or obscene material in any form is prohibited. Harassment and hate e-mail is illegal and will be subject to disciplinary action.

Vacation Periods
All Halls close during all vacation periods (i.e. Thanksgiving, Winter, and Spring break) and rooms must be vacated following the last meal served by the Dining Hall. Break housing is offered at additional daily rate cost for students that cannot leave during break periods. Contact the Resident Life Office for directions to request break housing. Students must adhere to the deadlines to request break
housing. Apartment residents may reside in apartments during all break periods. We ask that residents notify apartment staff of their break housing plans for safety purposes.

No part of the induction of an associate into a fraternity/sorority may be administered in residence areas. Furthermore, Greeks, as well as other organizations, are not permitted to solicit members in the residence areas without the written permission of the Director of Residence Life. All fliers or other advertisements must adhere to the guidelines established by Student Affairs. Also, all organizations must have written permission from the Director of Residence Life prior to conducting meetings or gatherings in the residence halls.

**Quiet Hours Policy**
Reasonable noise level is required at all times. This includes the lobby, lounge areas and computer rooms. Residents are not permitted to create disturbances from the windows or by using any audio device in the window area. Stereos are not permitted in the windows (any listening device with two or more speakers). Television or small radio sets in residents' rooms must be kept at a low volume at all times. Residents, who cannot comply and repeatedly violate this policy, will be requested to remove the stereo, TV, or radio from their room for the remainder of the year. Repeat visitations may result in judicial action depending upon circumstances.

**Residence Hall Safety and Security**
For security reasons, residences must enter and exit the buildings through the main entrance. Emergency exit doors are secured and only intended for use during an emergency. Residence hall entrances will be secured between 11:00 p.m. until 6:00 a.m., daily. The desk monitor in each building will admit residents after the doors have been locked. All residence hall visitors must be registered guests of a resident and checked in at the main lobby desk in each building. Anyone failing to register, or who violates Residence Life policies, is subject to disciplinary measures. Apartment residents are responsible for all visitors and their related actions. Apartment visitors are subject to all campus rules and procedures. Security alarms are installed on the emergency doors of each residence hall. Door propping, tampering, and intentionally “setting off” the alarm will be considered a violation and breach of security. Non-approved use of emergency doors is considered a violation. Those involved will be subject to disciplinary sanctions. Revisions to security procedures may be implemented if deemed essential for the safety and security of our residents. Your living area should be locked at all times, including when you are just down the hall, showering, or while you are sleeping. A locked door is the main deterrent to theft. Should a theft occur, report it to a staff member and Department of Public Safety, located in 3rd floor Falcon Center. The institution is not responsible for stolen property.

**Hall Meetings**
Residence halls will have regular meetings throughout the semester. These meetings provide residents with valuable information regarding hall policies, programs/activities, accomplishments, etc. Hall meetings will be posted 24 hours in advance, except for emergencies.

**Definition of Visitation for Residence Hall Residents**
The following definition of visitation clarifies Residence Life’s philosophy toward Residence Hall visitation and the concerns which need to be balanced in the implementation of our visitation policy:

**Visitation is:**
* An organized method by which residents may have friends, relatives, and fellow students visit their primary living areas for the purpose of studying, relaxing, and socializing.
* A set of reasonable parameters within which roommates may determine collectively how to balance study, sleep, and social activities within the residence halls.
* A privilege extended to adult students living within the residence halls.
* A means by which college facilitates responsible growth and development among residence hall students to prepare them to handle the freedom they will encounter when choosing to pursue independent living arrangements.

**Visitation is not:**
* Open access to our residence halls.
* Permission to engage in illegal or illicit activities.
* Cohabitation.
* Pierpont Community & Technical College assuming a parental role with our students.
* A means by which a student's privacy is compromised by the presence of a visitor.
* One student's rights that supersedes another student's desire for an academic atmosphere.

**Summary** - Concerns to be balanced relating to visitation:
* Security of residents/escorting of guests.
* Control of guest; host responsibility for guest.
* Access/openness of hall to invited and uninvited visitors.
* Rights of roommates to privacy, sleep, and study.
* Roommate permission required.
* Limit abuse by "freeloaders".
* Restroom access for guests.
* Gender privacy in restrooms for residents.

**Visitation Policy and Guidelines**
Regular visitation will be granted Sundays through Saturdays from 9:00 am until midnight. During these times, guests may be signed-into a residents' room. The following guidelines have been established to ensure the safety and welfare of our residents and their guests:

1. A guest is anyone who is visiting a resident of that particular residence hall by his/her invitation. Persons who are not visiting a resident of that hall, or who is not attending and/or participating in an official university function/activity, may be required to leave the building.

2. Residents' guests must be 18 years of age or older.

3. Guests who are under 18 years old will be required to present documentation from his/her parent/guardian indicating that they have permission to visit. This note must contain the following information:
   a. Guest's name
   b. Resident's name and residence hall being visited
   c. Date of visitation
   d. Address of parent/guardian
   e. Statement to acknowledge that college is not responsible for guests during their visit
   f. Telephone number where the parent/guardian may be reached to verify approval
   g. Parent/Guardian's name and signature

All underage guests must be signed-into the residence hall by the on duty Resident Assistant only.

4. All guests that are visiting residents must enter through the main lobby and sign-in at the front desk. Guests must present the on-duty Monitor or Resident Assistant with a valid photo identification that exhibits his/her proof of age. Guest must be escorted by the resident at all times.

5. Guests are expected to abide by all rules, regulations, and policies during their visit. Residents are ultimately responsible for their guests' behavior and actions. Disciplinary sanctions and fees...
may be imposed on residents whose guests violate rules, regulations, and policies, or vandalizes institution property.

6. Alcoholic beverages are not permitted. Furthermore, persons under the influence will be refused visitation privileges and admittance to the residence hall.

7. Guests must vacate the residence hall, including the lobby area, by midnight. Extended visitation allows guests to remain in the residence hall main lobby until 2 a.m.

8. Overnight guests are restricted to Friday and Saturday night. For weekends in which the campus is closed on Friday or Monday, an extra night of visitation is permitted. All overnight guests must leave by midnight on Sunday. All roommates must complete on Overnight Visitation Form in the presence of an RA and submit it before the end of the Friday night RA shift (12:00 a.m.). Residents may not have overnight guest in the residence hall more than three consecutive nights and more than twice a month. Parental/guardian permission note must be submitted to the Residence Director if the guest is underage (see 3 for required information). With approval from the Residence Life staff and resident's roommate, family members may visit during the week.

9. Visitation privileges may be suspended by the residence life staff for due cause, or to adequately ensure the safety and welfare of our residents.

10. All guests must be accompanied/escorted at all times by the resident that signed them in, no exceptions will be tolerated. Guests may not be left unattended in the resident's room while s/he visits elsewhere in the residence hall.

11. Noise must be kept to a minimum. Guests who create a disturbance will be required to leave.

12. Residents may sign-in more than one guest. However, residents should coordinate this with their roommates to avoid conflicts and other undue hardships.

13. Room keys will not be provided to guest. Providing guest with room/building keys, university identification, etc. is considered a security violation and appropriate disciplinary measure will be pursued.

14. Guests are required to use the designated restroom facilities. The residence hall will assign appropriate restrooms/showers for visitors.

15. Residents are permitted only sign-in one overnight guest per night, excluding immediate family members. Only the Resident Director may grant a resident permission to sign in more than 1 guest overnight.

16. Visitation during finals week may be limited or suspended due to insufficient staffing and other safety concerns.

17. Complaints by roommates and/or other residents may result in the suspension of a resident's visitation privileges.

18. Upon written request, the Director of Campus Life may grant additional visitation privileges for "special occasions."

19. Violations of any of the above procedures will result in disciplinary sanctions and possible expulsion from the residence hall.

20. The Vice President for Student Affairs and the Resident Life Office retain the right to review, modify, and for cause, suspend visitation privileges. Notice of the modified stipulations and revisions will be posted 24 hours in advance.

**Residence Hall Rules, Regulations, Procedures and Judiciary Board**

The Office of Residents Life is responsible for overseeing the residential judicial system and coordinating all related processes and functions. The office provides proactive programming and educational interventions in an effort to foster the development of student responsibility and community. The office is responsible for the interpretation and enforcement of the Student Conduct Code and Residence Life Rules and Regulations related to all alleged acts of student misconduct in residential facilities. The goals of the judicial system are:
1. To provide educational programs and interventions directed at encouraging responsible, community-minded behavior.
2. To establish and enforce reasonable and clear limits designed to protect the community and the rights of its members.
3. To develop and support a positive learning and living environment.
4. To educate students regarding responsibility and accountability for their actions.
5. To encourage and foster self-insight and self-initiated change of behavior.
6. To protect the rights of individuals accused of violating Fairmont State rules and regulations.
7. To provide a fair, supportive and timely hearing process to address instances of alleged violation of campus rules and policies.
8. To offer learning experiences for students, staff, and faculty who participate in the ongoing maintenance and implementation if the process.

The basic philosophy of the Residential Life judicial system is educational in nature. Judicial policies and processes are designed to encourage students to empower themselves to establish and maintain positive, responsible and supportive communities. Students, staff and faculty are trained to discuss and confront inappropriate behaviors with students in a straightforward, positive manner. Respect for the students, honest dialogue and the objective consideration of all evidence and testimony is critical to the process. The key to effective disciplinary counseling is twofold: to assist the student in understanding the inappropriateness of his/her actions and the ways in which such actions negatively impact other individuals and/or the community; and help the students identify and learn more effective methods of judgment and action in the future. When students are found responsible for any violation, educational interventions such as fees, projects, papers, hall programs, seminars, community service, etc. are a frequent component of the judicial sanction as a means to enhance the learning process. Judicial sanctions are rendered from available information in an effort to be educational and impactful.

Judicial Process
Residence Life staff, Public Safety members, students and faculty can report and alleged policy violation to the residence Life Office. Reports from residence hall staff or residents will be submitted directly to the Residence Life at which time a hearing officer will be determined.

Flow of Community Reports
The flow of incident reports submitted for judicial action will be as follows:
Step 1: The Community Report is submitted to the Residence Life Office.
Step 2: The Residence Life staff member logs the report and assigns an incident number and determine the appropriate hearing officer.
Step 3: The hearing officer will look up the student’s schedule and establish a meeting with the student to identify the specific policies alleged to have been violated and discuss the details of judicial process.
Step 4: The hearing officer will meet with the student regarding the charges and the judicial process. The student can choose to temporarily hold a hearing officer or to refer the case to the residential judicial board process.
Step 5: The hearing officer will communicate the decision regarding the incident if the student is found responsible for violation(s), there will be appropriate sanctions. This decision is followed up by written sanction letter within two (2) business days.
Step 6: The hearing officer will submit all completed judicial files to the Residence Life Office upon completion of the academic year.

Notes:
Residence Life Rules and Regulations that is violated might warrant a non-judicial warning letter including, but may not be limited to:
• Community Responsibility
- Guests (depending on circumstances)
- Quiet Hours
- Various restrictions on what you can have in a residence hall room
- Appliance
- Health and safety, i.e., tapestry on ceiling
- Incense and candles
- Removal of screen
- Playing ball, Frisbee, or any other sports in residence hall rooms/apartments, corridors, or other areas
- Duplicate mail box key
- Amplified musical equipment

**Judicial Board**
The Residence Life Judiciary Board was established as an alternative method to adjudicate alleged policy violations. Institutional policies, rules, and regulations must be adhered to uniformly among the residence halls. Likewise, these procedures were formulated to guarantee that due process rights are provided for all residents. As a responsible adult, we expect our residents to read and abide by the guidelines that are presented in the Student Handbook. Therefore, the following structure and guidelines have been created to ensure uniform compliance:

**Due Process:**
1. The Residence Life Judiciary Council shall be comprised of seven (7) members. Five (5) members must be present to convene for purposes of reviewing a disciplinary hearing.
2. A majority vote will be required to issue any sanction, excluding expulsion from the residence hall. If a tie occurs, the lesser sanction(s) will be pronounced.
3. Two-thirds vote of the council must be ascertained for a resident to be expelled from the residence hall.
4. Leading the judiciary hearing will be the Director of Campus Life or her/his appointed designee. The DCL or designee’s role will be to ensure the hearing follows proper protocol and the process is fair and equitable. S/he will also provide input regarding applicable policies, rules, regulations, and laws. When needed, the board advisor may ask appropriate questions that will assist the Judicial Board.
5. The defendant is not required to be present at her/his hearing. If they fail to appear, the hearing will be conducted without them. Regardless, the hearing will be fair and nonbiased. Furthermore, his/her absence will not be construed as admission of guilt.
6. The defendant will have an opportunity to respond to each alleged offense via pleading guilty or not guilty. Also, s/he will be provided an opportunity to briefly explain each alleged charge.
7. Members of the council, the defendant, and ex-officio representatives will have adequate time to ask questions of the witnesses. Only information relevant to the case is permitted as testimony.
8. One person may accompany the defendant as an advisor, at the defendant’s discretion. However, advisors are not to directly ask questions or address the council. Advisors must consult with the defendant and the defendant will ask questions and address the council. They are only advisors. A residence life judiciary hearing is not a court of law. Decisions are based on the preponderance of evidence available to the council.
9. Parents or legal guardians are not notified of a pending judiciary hearing. Members of the Residence Life Judiciary Council are not permitted to disclose any information to parents, guardians, legal counsel, etc., even with written authorization.
10. The Residence Life Judiciary Council’s decision serves as a recommendation to the Director of Campus Life. S/he may uphold the council’s findings, or for cause, alter the disciplinary sanction(s). If the Director of Campus life alters the council’s recommendation, s/he will provide the council with a written explanation for such modifications.
11. The Director of Campus Life will review any extraneous or major offense that occurs during the last two weeks of a semester in lieu of the Residence Life Judiciary Council.
Sanctioning Guidelines:
1. The Residence Life Hearing Officer or the Judiciary Council must be fair and non-biased in their judgment and decision making abilities.
2. The Residence Life Hearing Officers or the Judiciary Council has the authority to recommend a variety of sanctions to be implemented, provided they are within residence life guidelines; with expulsion from the residence hall being the most stringent disciplinary recommendation.
3. Sanctions, as well as offenses, are cumulative. Hearings will examine all alleged offenses committed in the residence hall, including violations from previous academic term. Disciplinary actions are progressive (increases) if the resident continues to violate rules, regulations, and/or policies. Furthermore, the hearing officers the council is obligated to review and assess the defendant's residence hall history (i.e., disciplinary offenses) prior to rendering a decision.
4. If a resident is expelled from the residence hall, s/he may be prohibited from entering any residence hall and its surrounding grounds (i.e., parking lot, sidewalks, and grass areas) for up to one (1) year of the hearing date. Failure to comply may result in trespassing charges being pursued, as well as Campus Police and/or local law enforcement agencies being notified. Also, the defendant is not permitted to reside off-campus during this time period.
5. In situations where a resident's, or staff member's welfare may be jeopardized (i.e. incidents involving weapons), the Residence Life Judiciary Council may be by-passed and the Student Affairs Review Committee will hear the case. Residence life reserves the right to take immediate administrative action to address community issues related to such incidents. Judicial procedures will follow to determine appropriate judicial action.
6. Residents who are expelled from the residence hall will be charged room rent for the remainder of her/his lease agreement.

Appeal Process:
1. A defendant must have a reason to appeal the decision of the hearing officer or the judiciary council. The following are reasons to challenge a judicial decision:
   a. The hearing was unfair. A defendant must justify this in his/her request for an appeal; just stating that the hearing was unfair is not sufficient.
   b. The discipline was too severe for the offenses committed. If the defendant believes that the disciplinary sanctions were too severe, s/he must provide a suitable alternative for the appeal to be reviewed.
   c. New evidence is available. The request for an appeal must contain this evidence in its content. An appeal may be denied if one of the above criteria is not fulfilled. Also, the appeal committees are not required to interview the defendant, witnesses, or council members. Therefore, it is imperative that the request for an appeal be explicit enough to justify a challenge to the Residence Life Judiciary Council's decision.
2. A written appeal must be submitted to the Vice President of Student Affairs or designee within three (3) working days of the receipt of the judicial decision. Appeal instructions will be clearly indicated in the decision letter. The defendant is temporarily resolved of any specific sanction expectations during the appeal process. The defendant should be treated as if the original decision was never rendered. Should additional violations occur during the appeal process, the appeal may be suspended and the terms of the initial decision reinstated while the charges are being adjudicated.
3. The Vice President or designee will review the appeal request and the documentation. They will conclude that the sanction should either be upheld or altered. If they select to change the sanction recommendation(s), they must do so in writing to the defendant and the director of campus life within three (3) working days of the appeal notification. Also, if s/he upholds the initial decision, a letter stating their concurrence must be presented to the defendant and the director of Campus Life within five (5) working days of their decision.
4. During any phase of the appeal process, the imposed disciplinary sanctions may be increased or decreased by the Vice President for Student Affairs or the designee, for due cause.
5. All written correspondence will be delivered to the defendant's on-campus mailbox. Therefore, during the appeal process, the defendant must check his/her on-campus mailbox daily. Any missed deadlines will be the defendant's responsibility and extensions will not be granted.
6. Under extenuating circumstances, timelines may be extended if the Director of Campus Life or Vice President for Student Affairs grants prior approval.

**Residence Life Policies, Rules and Regulations:**

The three (3) categories of violations are as follows: 1) Extraneous offenses which by-pass the Residence Life Judiciary Council in lieu of the Campus Judicial Council; 2) Major offenses which are grounds for expulsion from the residence hall; and 3) Minor offenses which are not usually grounds for expulsion from residence areas, unless the violations are in conjunction with major offenses.

1. The following are examples of extraneous offenses:
   a. Murder
   b. Sexual offenses
   c. Harassment (see the Student Handbook for definitions)
   d. Hazing (see the Student Handbook for a definition)
   e. Weapons - weapons are considered any item that may be utilized to inflict harm on any person or group (i.e. knives of any size or style, guns of any type, BB gun, explosive devises of any type including fire crackers, baseball bats, archery (bows and arrows) equipment, billiard sticks and balls, clubs, forks, whips, flash lights, aerosol spray cans, as well as other items that may cause harm toward another); this includes use, possession, and/or sale)
   f. Illegal drugs – Possession of large quantities, distribution or possession with the intent to distribute controlled substances.
   g. Theft of property valued at $500 or over
   h. Computer harassment or illegal use (see the Student Handbook for definitions).
   i. Vandalism that results in extensive property damage.
   j. Bomb threats.
   k. Violation of federal, state, or local laws that are not mentioned among the extraneous, major, or minor offenses.
   l. Any incident that may result in immediate harm to another or oneself

Extraneous offenses proceed to the Student Affairs Review Committee for review. Usually, the first time a student commits an extraneous offense, it may warrant expulsion from the residence hall. Also, any extraneous offense that occurs during the last two weeks of the semester may by-pass the Campus Judicial Council and be reviewed by the Vice President of Student Affairs.

2. Major offenses are as follows:
   i. Alcohol (possession, consumption, sale, distribution, or being under the influence of alcohol)
   ii. Visitation (failure to abide by the visitation policy, i.e., not following proper sign-in procedures, unescorted guests, not using designated restrooms)
   iii. Illegal drug paraphernalia
   iv. Illegal drugs (possession of personal use quantity, use or detection via senses by residence hall staff member)
   v. Contributing to the delinquency of a minor (providing alcohol to someone who is under 21 years of age)
   vi. Smoking
   vii. Gambling
   viii. Fighting (assaults) and/or threats to residents, guests or staff
   ix. "Prank or obscene" telephone calls
   x. False reporting of an emergency
   xi. Unauthorized entry
   xii. Littering
xiii. Theft of property under $500
xiv. Failure to evacuate during fire alarms
xv. Burning candles or incense
xvi. Any violation that involves mail delivery
xvii. Trespassing
xviii. Security or safety violation (i.e., exiting through an alarmed door; propping open a secured door; storing unauthorized items; providing room/hall key to an unauthorized person).
xix. Interference, obstruction, and/or failure to abide by college officials in the performance of his/her duties
xx. Indecent exposure (i.e., wearing inappropriate clothing, exposing oneself in public areas).
xxi. Misrepresentation of the facts during an official investigation (i.e., submitting false reports to Campus Police and/or a member of the residence life staff)

Any combination of the above warrants a hearing. In most cases, only three major offenses are required for a defendant to be expelled from the residence hall. Although, certain offenses (possession of drug paraphernalia, illegal drugs, indecent exposure, fighting and/or threats to residents, guests, or staff, false reporting of an emergency, etc.) may result in an immediate hearing and possible expulsion from the residence hall after the first offense. Some offenses may result in a judiciary hearing. Due to the creativity of students, it is impossible to predict every inappropriate action that may occur. Any major offense committed during the last two weeks of the semester will be reviewed by the Director of Campus Life.

Minor offenses are listed below:

a. Excessive noise
b. Smokeless tobacco violations
c. "Horse play"
d. Computer room violations (i.e., not abiding by proper sign-in procedures)
e. Disorderly conduct
f. Pets
g. Minor incidents of vandalism, including practical jokes (i.e., shaving cream on doors, toothpicks in a lock)
h. Excessive room "lock outs" (residents that are "locked out" of his/her room more than three times per semester)

Any offense that does not create a threat to the residence community or its residents may be construed as a minor offense. Hearings with a hearing officer are required for all minor violations. Appropriate sanctions will be identified including but not limited to sanctions such as verbal or written warnings, community service, or educational projects. The resident’s failure to adhere to the sanctions will warrant referral for further corrective disciplinary actions.

As a special note: It should be understood that all those present in a location, or in the immediate area surrounding the residence area, where an infraction is taking place might be charged with the violation(s). Thus, a resident, even if s/he is not participating in the questionable act, may be charged with the offense. It is our recommendation for you to immediately leave and/or report an incident where inappropriate behavior is occurring.

Parental Notification of Alcohol and Drug Violations

The Higher Education Amendment of 1998 provides that:

"(I) Drug and Alcohol Violation Disclosures
Nothing in the Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if
(A) the student is under the age of 21; and
(B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Per the provisions of the Higher Education Amendment of 1998, Residence Life may notify the parents or legal guardians of under 21 year old students who are involved in disruptive or inappropriate behavior which results in disciplinary action while they are under the influence of alcohol or illegal drugs.