

Pierpont Community & Technical College



Student Handbook 2019-2020

Equal Opportunity and Affirmative Action 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, color, gender, national origin, age, height, weight, religion, creed, genetic information disability, veteran's status, sexual orientation, gender identity, and gender expression/association that is identified and defined by applicable laws and regulations in employment, admissions, educational programs and activities.

All career and technical education courses and programs are offered at Pierpont regardless of race, color, national origin, gender or disability.

The College neither affiliates knowingly with, nor grants recognition to an individual, group or organization having policies that discriminate based on race, color, gender, national origin, age, height, weight, religion, creed, genetic information disability, veteran's status, sexual orientation, gender identity, and gender expression/association that is identified and defined by applicable laws and regulations in employment, admissions, educational programs and activities.

Further inquiries may be directed to the Assistant Vice President for Organizational Development who is the Section 504 and Title IX Coordinator and Affirmative Action Office, Room 200 Advanced Technology Center, 500 Galihier Way Fairmont WV 304-367-4692

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

The North Central Advanced Technology Center

500 Galliher Drive, Fairmont, WV 26554
(304)333-3684 (admissions), (304)367-4920 (center for workforce), (304)222-2718
(general)

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

WVU Medicine- United Hospital Center

327 Medical Park Drive, Bridgeport, WV 26330
(681)342-1871

WVU Medicine- West Virginia University Hospitals

1 Medical Center Drive, Morgantown, WV 26506
(304)598-4251

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. Pierpont offers more than 40 associate degrees, certificate of applied science degrees, and skill set/advanced skill set certificates, as well as a variety of courses at ten sites in North Central West Virginia, including the Braxton County Center in Flatwoods, the Lewis County Center in Weston and the Pierpont Center at MTEC in Morgantown. Through its Center for Workforce Education located at the North Central WV Advanced Technology Center, in Fairmont, Pierpont provides workforce training and community education for its thirteen-county region. Pierpont co-operates the Robert C. Byrd National Aerospace Education Center in Bridgeport, which offers a Pierpont associate degree program in aviation maintenance. Pierpont also offers classes at a co-operated branch campus in Clarksburg, the Gaston Caperton Center.

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.

Rights and Responsibilities of Pierpont Community & Technical College Students

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.

All state and federal laws, college policies and local ordinances must be followed. No person may block building entrances, create health or safety issues, impede pedestrian or vehicular traffic, interfere with regularly scheduled classes, events or ceremonies or essential operations, use amplification systems that create undesirable noise levels, create destruction of property, hold gatherings with 75 feet of entrance to any campus facility, hold gatherings of 50 people or more without a permit, cause a threat to public safety.

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.



STUDENT SERVICES

ACADEMIC ADVISING

Jennifer McConnell

Director of Admissions and Recruiting

Student Services Center

Hardway Hall, room 248

(304) 367-4907

Jennifer.mcconnell@pierpont.edu

The Academic Advising Center serves Liberal Studies/General students, formerly known as “undeclared.” The Advising Center is committed to assisting students as they begin their academic experience and transition in to declared majors. The Academic Advising Center assists students in recognizing their academic strengths and weaknesses, in establishing realistic goals, and in accessing needed resources to map the clearest path toward timely graduation.

Advisors are knowledgeable about Pierpont’s academic programs and policies and are available as a resource for both faculty and students. In addition to assisting students in declaring academic majors at the community college level, services also include helping students map a plan to transfer in to Baccalaureate programs; writing academic plans for financial aid appeals; and comparing time to degree for multiple majors’ options in cases where the student is uncertain of which degree plan to pursue.

The Academic Advising Center is open Monday through Friday, from 8:00am to 4:00pm. Walk-in, email, and phone appointments are available; however, scheduled one-on-one appointments and group advising sessions are highly recommended. Students are welcome to bring significant others to their appointments but are reminded that the students themselves are ultimately responsible for the interactions in and outcomes of the advising session.

Once students declare a major, they are then assigned to a specific faculty member in their respective academic area of study.

Once assigned an academic advisor, students will confer with these advisors to successfully complete their academic goals.

**EDGE Program Advisor
College 101 Transition Coordinator –**

Contact 248 Hardway Hall for information (304)367-4907

Regional Academics Advising Services

Deborah Barker

The Pierpont Center @ Lewis County

(304)368-7256

Deborah.Barker@pierpont.edu

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.

Advising is 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. Call (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 thirteen-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>

CAREER SERVICES

Jennifer McConnell

Student Services Center

Hardway Hall, room 248

(304)367-4907

studentservices@peirpontedu

Pierpont Career Services assists students, prospective students, and alumni throughout every stage of their career development. Career Services is committed to helping you meet your academic, career, and employment goals. 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 job and internship search, college transfer preparation, career workshops, job fairs and how to accomplish your career goals and plan your career path. All services are free. We are here to provide you with the tools necessary to reach your goals and make significant contributions to employers and the community. Pierpont has also purchased "Student Lingo" products to help prepare students for life at Pierpont and after Pierpont.

COUNSELING & DISABILITY SERVICES

Suzan Clemens, Supervised Psychologist and Disability Counselor

248 Harway Hall

(304)333-3661

(304) 367-4073

(304)367-4906 (TTY)

Suzan.Clemens@pierpont.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

In an emergency situation that requires immediate attention call 911.

If you or someone you know is in a crisis situation on campus during office hours (M-F, 8am-4pm):

-You can come directly to the Counseling Center or call us at (304) 333-3661 to obtain help from an on-site counselor.

For an after-hours mental health crisis that does not involve physical danger:

-Please utilize a local or national crisis line for assistance.

Valley HealthCare (1800)232-0020 (Local)

(1800)SUICIDE or (1800)273-TALK

(1877)YOUTHLINE

Trevor Project (LGBTQ) (866)488-7386

IMALIVE.org (Online Crisis Network)

For a mental health crisis that requires physical assistance:

-Calling campus security (DPS) (304)367-4357, 911, or going to a local hospital's Emergency Department is recommended.

CARE Team

If something has happened to you or others and you are not sure who to speak with or talk to, and it is not an emergency, use the link below to contact the care team.

<https://www.pierpont.edu/current-students/student-services/counseling-center/CARE>

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, contact the office of Counseling & Disability Services by phone at (304)333-3661 or by email at access@piepont.edu To register as a student with a disability please complete the [web registration form](#) to make an appointment for an intake.

FINANCIAL AID

Ashley Tennant Director of Financial Aid

Hardway Hall, room 248

(304)367-4907

Financialaid@pierpont.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 in Applied Science or Associate degree program. Official high school and college academic transcripts (if applicable) or TASC/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 \(FAFSA\)](#).

For 2020-21 FAFSA, as soon after October 1, as possible, collect all your tax information for the prior-prior year . You will need your parent's information if you are under the age of 24, not married, no children, not on active duty, not a veteran or a ward of the court. Students are encouraged to apply annually, prior to the priority filing date of March 1 to ensure full consideration for all aid programs. Priority deadline for the WV State Grant is April 15th. Pierpont Scholarships are generally awarded after April 1. Detailed information describing scholarship programs may be found online at:

<https://pierpont.edu/financial-aid/explore-aid-scholarship-options>.

Financial Aid staff members are available to talk with students and their families in 248 Hardway Hall 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.

Library Services

Pierpont Community and Technical College has joined the West Virginia Community College System library consortium. To access the library, please log in to ROAR and select Blackboard.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**



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 meeting academic progress during the first semester of enrollment at Pierpont; subsequent reviews will include all course work (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 ≥ 1.5
- 25-48 total credit hours -- minimum cumulative GPA ≥ 1.8
- 49 total credit hours and above -- minimum cumulative GPA ≥ 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. During this warning semester, the student may continue to receive financial aid.

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 ROAR 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:

1. Why the student failed to make satisfactory academic progress;
2. 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);
3. Student's academic plan for meeting satisfactory academic progress; and
4. 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 before the week before classes begin. 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 financial aid SAP 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.

Academic Amnesty Courses:

Candidates for academic forgiveness or second chance opportunity, may receive financial assistance during the readmission semester if under Financial Aid Warning, Probation and/or Academic Plan. If the student does not meet the financial aid standards of SAP or the requirements of their Academic Plan at the end of the readmission semester, student's financial aid will suspend as dictated by the Financial Aid Satisfactory Academic Progress Policy. Candidates must have a signed, written request on file with the Registrar and with the Office of Financial Aid & Scholarships for financial assistance to be released during the readmission semester.

Repeating a Course:

Pierpont Community & Technical College enforces Series 22 of the WV Council for Community and Technical College Education.

If a student earns a grade of "D" or "F" (including failures 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 a baccalaureate 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 not be legally repeated. See current catalog for more information.

Students who repeat a previously passed class may have limitations on financial aid eligibility.

Nonstandard Courses:

Federal student aid cannot be awarded for courses that do not count toward a student's program completion. Examples include non-credit courses, audited courses, and English-as-a-Second-Language courses that are not part of an ESL program

PLACEMENT TESTING SERVICES

Student Services
248 Hardway Building
(304)367-490
studentservices@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, selective programs, or who do not have the appropriate transfer courses from other colleges may be required to complete placement testing for some courses or programs of study with prerequisite requirements.

Results of this placement testing may indicate if students are eligible for admission into traditional, 3-credit/3-contact hour college-credit composition and/or college-credit math classes, or sciences courses, OR if they are required to enroll in expanded versions of those courses that entail required academic support. In some cases, students may be required to complete math and English support courses along with the gateway course.

Placement testing is offered on all class registration days on all campuses; however, students are **strongly encouraged** to complete placement testing in an appointment **before** their registration/advising appointment by contacting any one of the following testing locations:

- Locust Ave., Fairmont, WV: 207 Jaynes Hall, (304)367-4907
- 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

Distance/Out-of-State students: Proctored placement testing may be available; please contact the Advising Center for details. In most cases, though, students who must travel a long distance to the campus will complete placement testing on the same day they register for classes.

**Students with ACT sub scores of 17, 18, and 19 in Reading; English; and Math and students with SAT sub scores of 450 in Critical Reading and 460 in Math are exempt from placement testing in those respective areas, provided these tests were taken within five years prior to course registration.*

Students with scores of 3 or higher on the State of WV high school standardized testing in math and English are also exempt from placement testing.

Students who've already completed college-credit math and or English classes or have successfully completed free-standing developmental skills classes at other colleges will be exempt from placement testing.

HIGH STAKES TESTING SERVICES AND COLEGE BOARD (CLEP) TESTING

*Advanced Technology Center,
500 Galliher Drive, Fairmont, WV
(304)367-4920*

Pierpont Community & Technical College (PC&TC) is an authorized High Stakes Testing Center. Pierpont's Center is housed at the Advanced Technology Center, 500 Galliher Drive, Fairmont, WV 26554. It is operated in partnership with several different high stakes testing vendors. The PC&TC Testing Center conducts tests for many professions including certification and licensure testing. In addition, PC&TC 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 Advanced Technology Center. 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 can 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 can 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 Certipoint™. 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 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 Advanced Technology High Stakes Testing Center. To select a testing date and register for the exam, visit their website at <https://pierpont.augusoft.net/>.

TUTORING SERVICES

Jeffrey Noel

Director of Tutorial Services

Room 207 Jaynes Hall

E-Mail: jeffrey.noel@pierpont.edu

Tutorial Services Center

Peer tutoring is available on a "drop-in" basis to all Pierpont Community & Technical College students through the Tutorial Services Center at the Locust Avenue campus only. All full-time and part-time Pierpont 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 required courses and for a variety of other courses. Students in good academic standing (sophomores, juniors, seniors) who would like to serve as paid "peer tutors" must complete an application, take a free, 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)

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.

Caperton Center (Clarksburg, WV), and other off-campus sites as needed. For hours of availability, check the Professional Math Tutoring Schedule or the Professional Writing Tutoring Schedule on the college website under Tutorial Services.

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. The Tutoring Center is not available during Summer instruction, but Brainfuse is available 24/7 for tutoring help.

IT HELP DESK

*Room 104, Colebank Hall
(304)333-3731
help@pierpont.edu*

The IT Help Desk is in Room 104 of Colebank Hall and offers a variety of services specific to the student community enrolled at Pierpont Community & Technical College. From our Help Desk, we offer telephone, walk-in, and live chat support to assist the campus during regular business hours (8 a.m. to 4 p.m.). To reach us, call (304)333-3731. 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 as tablets and smartphones) connected to our network, and offer many other services.

Having trouble connecting to Campus User?

[Try these simple steps before calling the help desk!](#)

Pierpont Portal

The Pierpont Portal is your gateway to online student resources. Here you will be able to access all online student resources (email, Blackboard, Library, ROAR, etc.) with your UCA credentials 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 allows 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 on or off campus. We can help you get this access setup on your device.

Computer Labs

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

ROAR

ROAR provides you access to your student records and information. You will use ROAR 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 web-based email account from Google. Activate your account as soon as possible as Email is the primary communication platform for the institution.

Online Storage

All students are provided with unlimited and highly mobile cloud-based storage using Google Drive which can be accessed from their Gmail account.

Free Microsoft Office

Students can visit www.office.com/getoffice365 and enter their Pierpont email address. Once validated, students have free access to Office 365 ProPlus. Teachers and staff can also access Office 365 ProPlus by visiting www.office.com/teachers and validate with their Pierpont Email Address.



Anti-Virus

All students have access to free anti-virus software provided by Avast. Click the link below for more information and to download.



Pierpont Mobile App from Dub Labs

Accessing all the tools you need has never been easier. Read news, locate your class buildings via Campus Maps, find out about Class Cancellations and more. Features include:

Academic:

- Apply for school online via Admissions
- Access the Pierpont Portal
- Do research at the Library right from your mobile device.

Campus Life:

- View School Events and Calendars.
- Find your way around with Campus Maps.

Information:

- Get Push Notifications immediately about current Pierpont happenings.
- Access anywhere: Read up on school News from any place.
- Stay connected with videos, image galleries and links to our social media sites.

This app is free to download and use. It does everything but your homework!

The App can be found on both the Google Play Store and the iTunes App Store: Search Pierpont



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 important information. We will also post emergency messages at pierpont.edu as well as in the Pierpont Portal announcement section. Students can also opt to have a text message sent to their cell phones, Facebook, and Twitter accounts. Text messages will be used for emergencies only (this includes weather-related closings).

Contact

Pierpont IT Help Desk
Room 104, Colebank Hall
P: (304)333-3731
E: help@pierpont.edu

Hours

Fall/Spring Hours
Monday - Friday: 8AM-4PM
Saturday: Closed
Sunday: Closed

Summer Hours

Monday - Friday: 8AM-4PM
Saturday - Sunday: Closed

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, Chick Fil A, and Ciabattas located in the Falcon Center and the Starbucks located at the entrance of the bookstore.

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.

Chick Fil a & 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 at the entrance of the bookstore

BOUND FOR SUCCESS BOOKSTORE

2nd Floor Falcon Center
(304)333-3636

<http://www.bkstr.com/fairmontstatestore/home>

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, school 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.

DEPARTMENT OF PUBLIC SAFETY

*Chief Matt Swain
Wallman Hall 102
(304)367-4157*

The Department of Public Safety was created to maintain law and order on the campuses of Fairmont State University and Pierpont Community & Technical College by working to prevent crime and apprehending violators when crimes do occur. The department serves a diverse population of students, faculty and staff with an emphasis on the philosophy of community oriented policing. In addition to Law Enforcement and Parking Control, the department is responsible for Emergency Management and Preparedness efforts and is tasked with the College's and University's Emergency Operations Plan that would be activated should a natural or man-made incident strike the campus. Coordination of the institutions' Clery program is also provided by the Public Safety Department.

Enforcement and Staff

The campus police provide law enforcement and a variety of community and benevolent services. The department is staffed with full and part-time sworn and nonsworn officers. All sworn police personnel are certified by the state of West Virginia as law enforcement officers and exercise full arrest power. Graduation from the WV State Police Academy or equivalent recruit training is required as well as the completion of annual in-service training to maintain certification and competencies.

Mutual Aid

The campus is within the city limits of Fairmont which allows Campus Police to work closely with the Fairmont Police department through a Mutual Aid Agreement that enables both departments to work together in one another's jurisdiction upon request. They are both involved in a Federal Grant funded program called "Project Safe Neighborhood" that consists of joint patrols through the City and Locust Ave Campus to deter crime.

Services

The Department of Public Safety provides various services such as, unlocking and starting vehicles, security escorts, traffic enforcement, locking and unlocking of buildings, event security and security patrols throughout the Locust Avenue Campus. One member of the staff is a Certified Emergency Medical responder, who responds to emergencies, coordinates the AED program and provides in-service emergency training for other police and security staff.

Programs and Projects

The Department employs a program specialist and part-time coordinator for the daily maintenance of the office. They process parking tickets, take payments, process appeals, provide temporary decals, and serve as a "Victim Advocate".

For more information on the Department of Public Safety, visit the website:
<http://www.fairmontstate.edu/campuspolice/about-us> .



ACADEMIC INFORMATION

Pierpont Community & Technical College
200 Advanced Technology Center
(304)367-4786
Office of Academic Affairs
academicaffairs@pierpont.edu

ACADEMIC DISHONESTY POLICY

Pierpont Academic Dishonesty Policy (2016 revision)

Academic dishonesty is defined to include, but is not limited to, any of the following:

1. Plagiarism is defined in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, submitting, without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, electronic, visual, or oral material that has been copied in whole or in part from the work of others, whether such source is published or not, including, but not limited to, another individual's academic composition, compilation, or other product, or commercially prepared paper.

2. Cheating and dishonest practices in connection with examinations, quizzes, papers, and projects, include, but are not limited to:

1. Obtaining help from another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments).

2. Knowingly giving help to another student during any graded assignment (including but not limited to examinations, quizzes, and on-line assignments), taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his or her own.

3. The unauthorized use of notes, books, or other sources of information (including cell phones) during examinations.

4. Obtaining an examination or any part thereof without authorization.

3. Forgery, misrepresentation, or fraud includes, but is not limited to:

1. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.

2. Use of documents or instruments of identification with intent to defraud.

3. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain.

5. Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation.

6. Knowingly furnishing false statements in any academic proceeding.

Process to Initiate a Charge of Academic Dishonesty

To initiate and process a charge of academic dishonesty, including plagiarism, cheating, and academic fraud, and/or to begin the process of issuing sanctions/punishment, the instructor must do the following:

1. Notify the student in writing of the charge and the penalty and schedule a conference within five academic days of discovering the infraction.

2. Meet with the student to discuss the issue, to present evidence, to review all relevant materials, to give the student opportunity for rebuttal, and to complete the Notification of Academic Misconduct (NAM) form as soon as possible but no longer than five academic days following the discovery of the violation.

3. Responsibility/Resolution

1. If the student accepts responsibility for both the charge and the sanctions, he or she signs the misconduct form and the case is closed. Within five academic days of resolution of the case, faculty should make three copies of the NAM form: one for the student, one for faculty records, and one for the Office of the Provost.

2. If the student does not accept responsibility as charged, he or she may appeal to the dean of the program (the paperwork should be forwarded to the Dean by the instructor). If the student and dean reach a resolution, the dean should make three copies of the NAM form: one for the student, one for departmental records, and one for the Office of Provost. These copies should be distributed within five academic days of resolution of the case.

3. If the student and the dean do not reach a resolution, the student may appeal to the Academic Appeals Board (the paperwork should be forwarded to the Academic Appeals Board Chair by the Dean). This appeal must be initiated within five academic days of the student's meeting with the dean.

4. If the student appeals to the Academic Appeals Board, the assigned panel will examine the case, and a decision will be reached. All case information and case results should be held in strictest confidence.

5. If the student disagrees with the decision of the Academic Appeals Board, he or she may appeal to the Provost, whose decision is final, (the Chair of the Academic Appeals Board will forward the paperwork onto the Provost). The appeal must be initiated within five academic days of the student receiving the decision from the Academic Appeals Board Chair.

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 Pierpont, 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).

Attempted Hours	Minimum GPA *
16-29	1.45
30-59	1.75
60+	2.0

*Attempted hours at Pierpont plus any additional 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.

ACADEMIC SUSPENSION APPEALS

A student who is suspended may appeal the decision by writing a letter to the Office of Academic Affairs. The written appeal will be forwarded to the Chairperson of the Admissions and Credits Committee before the beginning of the following term and adhering to the dates in the academic calendar. The decision of the Admissions and Credits Committee is final. For additional information concerning this procedure, contact the Office of Academic Affairs (304)367-4786 or academicaffairs@pierpont.edu.

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 (PIN) from their academic advisor prior to scheduling.

DROPPING CLASSES

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

Students may drop a course by logging on to www.pierpont.edu. Select the Pierpont Portal access and login using the secure sign on. All course scheduling issues are processed through ROAR 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 the Pierpont Portal (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 248 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, refunds, or questions concerning withdrawing from the institution should be directed to the Student Services Center, located in Room 248 Hardway Hall, (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 (A-F) 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

Candidates for graduation must officially apply for a degree in Enrollment Services located in 248 Hardway Building, Locust Avenue campus. September 1 is the cut off for December graduation, February 1 for May graduation, and July 1 for summer graduation. Students must be enrolled in the majors and concentrations for which they intend to graduate from. Currently there is no additional fee for graduation. If a student misses their graduation date, they must reapply for graduation using the process stated above.

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 on the commencement program. Students ready for graduation in the Spring, may have the designation of "With Honors" in the commencement program, but will not be granted the diploma designation until final grades have been posted and audited.

PRESIDENT'S LIST

Students who register and receive letter grades (A-F) for 12 or more hours taken at Pierpont Community & Technical College (excluding credit or audit marks) and receive a grade point average of 4.0 are considered honor students and are named to the President's List.

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 non-attendance, 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 or program of study. 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 Dean 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 the Academic Appeals Board. The ruling of the Academic Appeals Board 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 Dean. The Dean should review all policies and confer with any instructor whose policy seems unworkable. In all cases, students must be present for all major examinations.

PROCEDURE FOR APPEALS NOT OTHERWISE PROVIDED FOR CERTAIN ACADEMIC PENALTIES

Section 6 (appeals of the Pierpont 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.

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:

1. 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 exceed the time limits set forth in Policy 18.)
2. If the student does not receive satisfaction after contacting the instructor, he or she may appeal to the program Coordinator or Dean of the School of the instructor, indicating the purpose of the appeal in writing. If the instructor is the program Coordinator or Dean of the School, the written appeal shall be sent to the College Provost/Vice President for Academic Affairs who shall take the Deans or Coordinators part in the procedure.
3. If either the student or instructor is not satisfied with the decision of the Coordinator or Dean, either may submit a written appeal to the Chair of the Academic Appeals Board Committee. The Chair shall schedule a meeting as soon as possible to hear the case and render a decision. The Committee shall observe the procedure set forth in Section 6.3.2 of Policy 18.
4. The student or the instructor may appeal the Committee's decision in writing to the President of Pierpont or designee. The decision of the President or designee will be final.

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

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 Office of Academic Affairs 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 Office will refer the complaint to the appropriate School 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 Office of Academic Affairs of their intent to appeal by completing the Academic Complaint Form. The Office of Academic Affairs will refer the appeal to the Dean of the School 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. If the instructor is also the Dean, or Associate Dean of the School, this notice of intent to appeal shall be sent to the Provost/Vice President for Academic Affairs, who shall take the Dean or Assistant Deans part in the next procedure.
- Upon being notified of the appeal, the School Dean (Provost/VPAA, if applicable) will schedule a meeting of the program Coordinator, 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 Office of Academic Affairs, and Provost/VPAA, the Coordinator, instructor and 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 Office of Academic Affairs within the specified deadline period. The appellant 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 case will be sent to the Academic Appeals Board. The procedures of the Academic Appeals Board are outlined in the Pierpont Faculty Handbook. The Appeals Board will hear the case, and may call in the student, instructor and/or Dean. A decision will be made to uphold the Dean's decision or to reverse it by the Appeals Board. Notice of this decision will be sent from the Appeals Board Chair to the student, instructor, 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.

- If either the student or the instructor is not satisfied with the decision of the Academic Appeals Board, an appeal may be made to the Provost/VPAA or designee. The appellant must send written notice of intent to appeal within ten school days of the mailing date of the Appeal Board Chair mailing, unless postal officials verify that the party did not receive the earlier correspondence within the specified period. The decision of the Provost/VPAA or designee is final.

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 not be legally repeated.

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used to determine grade point average. 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 ("W" will post for all courses)

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 ROAR through the Pierpont Portal at my.pierpont.edu. Go to “Student and Financial Aid”, “Class Scheduling”, “Withdraw from the Institution”. Students are urged to print a copy of the transaction for their records.

- If you have a hold or other problems, visit or call Enrollment Services in 248 Hardway Hall. (304)367-4907
- Do not wait until the last minute
- You are responsible for your schedule and signing up for the proper courses, and responsible for withdrawals, you will not be automatically dropped from courses.

ACADEMIC FORGIVENESS POLICY

(Amended by the Admissions and Credits Committee on May 5, 2016 and approved by Faculty Assembly on May 13, 2016)

Only the students applying for readmission after the effective date of this policy will be eligible for forgiveness under this policy.

The Academic Forgiveness Policy does not alter, change or amend any other existing policies at Pierpont and is formulated to be consistent with WV Title 135 Procedural Rule, Series 22 Sections 4 and 5 of the West Virginia Council for Community & Technical College Education and supersedes all previous policies.

Academic forgiveness is intended for the Pierpont student returning to college with a grade point deficiency and for calculating a grade point average for graduation only and are excluded from candidacy for Honors designation upon graduation. Students seeking Academic Forgiveness must meet with an Administrative Officer and complete an Academic Forgiveness Request form prior to the last day of class for the semester in which the student is readmitted to the college. The form will be submitted to the Registrar. Contact the Pierpont Office of Student Services or Office of the Provost/Vice President for Academic Affairs for additional information.

A student may be eligible for academic forgiveness under the following conditions:

- The student has not been enrolled at any college on a full-time (12 credit hrs. or more) or a part-time basis at any higher education institution for a period of four (4) consecutive years immediately preceding readmission into Pierpont and has applied to and been readmitted into Pierpont on probation;
- The student must meet all institutional degree requirements for the student's program of study;
- The policy covers only students who have not been awarded their first academic degree;
- Students must schedule and attend a meeting with an appropriate Administrative Officer to discuss grade exclusion prior to submitting an Academic Forgiveness Request Form;

The Administrative Officer will deliver the Academic Forgiveness Request Form to the Registrar;

Only D and F/FIW grades received prior to the four-year non-enrollment period may be disregarded for GPA calculation for graduation purposes only;

The Academic Forgiveness policy excludes the examination of letter grades transferred in from other institutions that are on the official Pierpont transcript;

Once grades have been excluded from the GPA calculation it is with the understanding that courses for which the D grades were earned cannot be used to satisfy any requirements for graduation and no credit will transfer over;

When and if all prerequisite conditions have been met, academic forgiveness will be applied upon the successful completion of at least twelve credit hours of courses numbered 1000 or above with a minimum GPA of 2.0, earned at Pierpont Community & Technical College.

When forgiveness is granted, grades of D, F and FIW earned prior to the aforementioned four-year period are excluded from the computation of the grade point average. However, no failing grade will be removed from the permanent record. The academic forgiveness policy may be applied after a student has earned 12 credit hours that apply toward graduation, with a minimum GPA of 2.0.

The Registrar will officially calculate the student GPA disregarding D, F/FIW grades earned before the return to college. However, grades shall not be deleted from the student transcript. No grade will be permanently removed from the student transcript.

Only currently enrolled students are eligible to apply for Academic Forgiveness.

Academic Forgiveness can only be granted once for any student.

This policy pertains only to the GPA calculation for graduation and does not pertain to GPA necessary for special academic recognition, graduation with honors, financial aid standards of progression, or admission requirements for certain programs of study.

Academic Forgiveness is institution specific. There is no guarantee that academic forgiveness granted by Pierpont will be honored by FSU or other institutions, and Pierpont is not bound by the decision of any other institution to disregard grades earned in college courses.

The Board of Governors AAS Degree Program is governed by a different forgiveness policy.

ACADEMIC SECOND OPPORTUNITY POLICY FOR TRANSFER STUDENTS

(Approved by Admissions and Credits Committee, May 5, 2016 and approved by Faculty Senate, May 13, 2016)

This policy does not alter, change or amend any other existing policies at Pierpont and is formulated to be consistent with WV Title 135 Procedural Rule, Series 22, Sections 4 and 5 of the West Virginia Council for Community & Technical College Education and supersedes all previous policies.

Purpose: One of the missions of the community college is to help students who have previously attended college and done poorly be able to recover and successfully complete a degree plan and enter the workforce. The Academic Second Opportunity Policy is for transfer students who have never attended Pierpont Community & Technical College, are degree seeking and are transferring in with a GPA and attempted credit hours that will make it difficult to earn a degree.

Policy: A student who has a GPA lower than 2.00 and has been separated from a Higher Education Institution other than Pierpont Community & Technical College for at least four academic years, and has never been enrolled at Pierpont, may request an application for Academic Second Opportunity. The student must meet with an approved Academic Affairs or Student Services Administrative official before filing a request. The request must be received prior to the last day of class for the semester in which the student is admitted to the College. This request will be reviewed upon completion of twelve graded semester credit hours.

If the application for Academic Second Opportunity is accepted, all previous academic work remains on the student's permanent record, but the grades for previous work are not used in computing the grade point average. Grades of C minus or higher earned during previous college attendance are computed as "passing hours" (P) and may be applied to major program and graduation requirements. Grades of D or lower earned during previous college attendance may not be applied to the major program or graduation requirements. The student pursues his or her academic program with no initial Pierpont Community & Technical College or higher education grade point average, and thereafter is subject to the conditions of warning, probation and suspension that govern all students.

Once invoked, Academic Second Opportunity cannot be revoked and it may be awarded only once and may not be awarded retroactively. This policy pertains only to the GPA calculation for graduation and does not pertain to honors, financial aid standards of progression, or admission requirements for certain programs of study. Students who are awarded Academic Second Opportunity are excluded from candidacy for the Honors designation upon graduation. A student who has a degree from another institution is not eligible for consideration.

The Board of Governors AAS Degree program and readmitted Pierpont students are governed by different forgiveness policies.

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 because 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 Pierpont Chief Judicial Officer. 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 employment inquiries may be directed to the Assistant Vice President of Human Resources and student issues and concerns may be directed to the Associate Vice President for Enrollment Management.

EMAIL ACCOUNT POLICY

The Pierpont Google 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 based on 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. (see page 2)

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.

FERPA forms may be found on the registrar site,

https://www.pierpont.edu/sites/default/files/forms/Student_Affairs/FERPAFormPierpont12716.pdf

HARASSMENT POLICY

For more information or to file a complaint, call:

Cynthia Curry, 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 Pierpont 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) 367-4892

Steve Leach

Room 200, Advanced Technology Center

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)367-4907

Lyla Grandstaff Title IX Coordinator
Room 248 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 sticker. Parking stickers are required to park at the Locust Avenue, Advanced Technology Center, Merchant Street, Caperton Center and Byrd National Aerospace Education Center 24 hours a day, seven days a week. Parking stickers are not required at regional locations owned by county Boards of Education or other entities. The Parking sticker should be placed on the rear driver side window at the top or bottom of the window.

Students may obtain a Parking sticker at the Pierpont Student Services Center, located at 248 Hardway Building 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 are 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 any campus.

Additional parking rules and regulations can be found at <http://www.fairmontstate.edu/campuspolice/policies-and-procedures/parking-and-vehicle-regulations-students-faculty-staff>

POSTING OF SIGNS AND NOTICES ON CAMPUS

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

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.

PRINTING CHARGES

Students who log onto machines using their UCA and print to a copier in a classroom, lab the Library, or offices will be subject to printing charges. Ten (10) free pages of printing are allotted each month before charges are incurred. Black and white prints are less than color copies and each will be billed to the student's account accordingly. 2016-17 costs were \$.05 for black and white and \$0.15 for color copy page.

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 will be provided for those students whose disability may affect their pursuit of a college education. These students must contact the Disability Services office at (304)333-3661 and attend an intake appointment if these services are desired. Disability Services is in the Turley Center, Room 316. Documentation of the disability for which accommodations are being requested is required. Information about documentation requirements is available on the Disability Services section on the Pierpont website. Students who are registered must present to the faculty their accommodation letter for each class every semester and have the faculty

sign the letter to receive the accommodations. For additional information contact the coordinator for Disability Services at (304)367-4073 or consult the Disability Services webpage at:

www.pierpont.edu/studentlife/disabilityservices/default.asp.

SEXUAL ASSAULT

Pierpont will not tolerate, in any manner, any sexual assault on campus or at any campus related facility. Violators will be prosecuted fully of the law. Pierpont provides counseling free of charge to students who are sexual assault survivors. Appointments are made by phone (304) 333-3661 or in person at the Counseling Center during regular hours of operation (M-F, 8-4). If crisis counseling is required after hours, an individual can contact:

- Hope Inc.: Domestic Violence Center in Fairmont at (304)367-1100.
- Rape, Abuse, and Incest National Network Hotline at (1800)-656-HOPE (4673). It is a national 24-hour hotline that can be accessed anywhere in the United States.
- WV Foundation for Rape Information & Services:
<http://www.fris.org/CrisisCenters/WVCrisisCenters.html>

See the Title IX Web page and BOG policy 9 for additional information.

<https://www.pierpont.edu/faculty-staff/shared-administration/human-resources/title-ix>

https://www.pierpont.edu/sites/default/files/BOG_P09.pdf

In accordance with Title IX regulations, the institution has designated Lyla Grandstaff VP Student Services and Enrollment Management as Title IX Coordinator. She is charged with monitoring compliance with these regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her at (304)367-4907.

The Title IX Coordinator oversees the dissemination of information regarding Title IX to students, staff and faculty; coordinates training for employees; maintains Title IX grievance/complaint files; monitors Title IX Deputies in the investigation and disposition of complaints; and answers inquiries from college and community members.

Title IX deputies, including Amy Cunningham, Jillian Sole and Steve Leach at Pierpont field inquiries from students, faculty, staff and administrators regarding their rights and responsibilities under Title IX; help to investigate cases of alleged discrimination; and assist the Title IX Coordinator in oversight and implementation of Title IX compliance and training efforts.

In addition, the Counseling Center offers counseling to sexual assault victims as well as family and friends. Counseling services are free of charge and appointments may be made by phone at (304) 333-3661.

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 and is a tobacco free campus. Smoking and the use of smokeless tobacco will be prohibited on the campuses 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, the Merchant Street campus, the North Central Advanced Technology Center 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. For more information on this policy, please refer to [Board of Governors Policy 60](#).

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 a 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](#).

SOCIAL MEDIA

If you are a Pierpont student that wishes to set up an official social media for your department club or organization, please contact socialmedia@fairmontstate.edu for approval and to help you plan for the best results.

Social Media Guidelines for Pierpont can be found at:

<https://www.pierpont.edu/webcommunications/socialmedia>

When participating, be upfront and honest about who you are and what you represent. Use common sense before you post or comment and respect the values and etiquette of communities that you join.

- Be transparent about your identity and if you are representing Pierpont.
- Clearly state your roles and goals
- Never conceal your identity
- Ask your supervisor when you need approval to respond directly to users on sites.
- Post accurate and useful information
- Don't self-promote
- Have all the facts before you post
- Fact check before posting
- Cite and link sources

- If you have questions about appropriateness, don't post, ask a supervisor
- If you make an error, correct as soon as possible
- Post quick, concise and easy to read posts
- Don't use images or logos you do not have permission to use
- Monitor your sites and update frequently
- Don't spam or make remarks that are off topic
- Maintain confidentiality and data security, don't post confidential or proprietary information
- Don't violate the Freedom of Information and Protection Privacy Act
- Personnel matters regarding employees, and students should not be discussed
- Maintain personal sites on your own time and own computer

Before responding ask yourself:

- Does this comment need a response?
- Am I the right person to respond?
- Do I know the culture of the blog or on-line community?

Tips

- Speak in first person
- Be personable and respectful
- Share links to official sources
- Don't leak confidential information
- Proof read at least three times before posting

SOLICITATION

"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 Activities 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 Activities 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 using 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.

STUDENT EMPLOYMENT

The Office of Student Employment serves Pierpont students wanting a part-time job on campus or a part-time community service job off-campus. Student employment jobs give students the opportunity to earn extra money, learn valuable skills and experience to take with them when they graduate, and build valuable relationships with faculty, staff, supervisors and other students.

Federal Work Study and Auxiliary Student Workers Programs are available for employment. Federal Work Study is funded through the federal government and Pierpont. Awards are given on financial need basis. The Auxiliary Student Worker program is funded directly by the institution, and is not needs based.

WEAPONS

It is prohibited to possess weapons including firearms on property owned or controlled by Pierpont Community & Technical College or Fairmont State University at any College/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
- 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.

PIERPONT COMMUNITY & TECHNICAL COLLEGE



STUDENT CONDUCT CODE

Who can report an incident?

You. Not only can you report an incident, but any member of the campus community can report inappropriate behavior by our students. Any student, faculty member, staff member, administrator, or a concerned party may bring a complaint to the attention of the Pierpont Chief Judicial Officer (CJO). Persons who plan to bring a complaint against a student should notify the offices as quickly as possible.

How do I report an incident?

You may file a report with Campus Police(304) 367-4157), through Pierpont's Chief Judicial Officer by contacting 248 Hardway Hall (304)367-4907.

The written report should include date; times; student(s) involved; witness(es); a factual account of what occurred (no opinions); and a signature.

Once a report is received, it will be investigated and appropriate action(s) will be taken. If the student is deemed to be an immediate threat to an individual or the campus community, s/he will be removed from campus pending the completion of the investigation. The student has the right to appeal.

The Judicial Process: The Nuts and Bolts

Below is the abbreviated version of the judicial process.

Student Conduct Hearing:

Off-Campus, On-Campus (not in Residential Housing), or Magistrate/City Police Involvement:

When a Pierpont student violates a student conduct policy off-campus, on-campus (but not in the residence halls), or receives a Magistrate Citation, s/he first is scheduled to attend a Student Conduct Hearing conducted by the Pierpont Chief Judicial Officer (CJO);

- 1) During this hearing, the CJO reviews the initial report, police report, and witness statement(s). The conduct officer will talk directly to the alleged offending person. After this student conduct hearing, the student will plea responsible or not responsible for his/her action(s).
 - a) If s/he accepts responsibility, the CJO will decide on any sanctioning or follow up to occur
 - b) If s/he denies being involved in the alleged incident, the CJO would continue his/her investigation. Once the hearing officer has decided based on all aspects of the case, the hearing officer will render an informed decision based off all information provided. Decisions are made under preponderance of the evidence. "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which shows that the facts sought to be proved is more probable than not.

The Grounds to Appeal

Primary judicial authority resides with the CJO. Appeals of CJOs decisions may be referred to Student Hearing Board (SHB).

In cases involving student conduct sanctioning, the student has five business days from the date the outcome letter was sent to submit a written appeal to the Pierpont CJO. If an outcome was determined by the CJO of Fairmont State as related to housing matters, and response should be forwarded to the Fairmont State CJO.

- a) The written appeal should include any supporting documents, videos, or witness statements.
- b) Sanctions originally imposed will stay until an outcome has been determined. If a student has been removed from the residence halls or from the college this may remain in place until the appeal process is complete, especially when there is perceived danger.
- c) The appropriate CJO will review the records and supporting documents to consider the following:
 - a. Affirm the finding of responsibility
 - b. Affirm the finding of responsibility and reduce but not eliminate the sanction(s) or
 - c. Remand the case to the same or a new Hearing Officer

Grounds for an appeal are considered if any of the following are met:

- 1) New evidence is available that was not present at the time of the original hearing.
- 2) A violation of due process or material deviation from substantive and procedural standards.

The Student Hearing Board

The Student Hearing Board hears all appeals. The SHB is composed of faculty members elected by Pierpont Faculty Senate. The Board hears cases as directed by the CJO (see grounds to appeal). The CJO will notify the chairperson of the SCAB.

The SHB shall consist of eight faculty members from Pierpont. For the appeals proceeding, the SHB hearing cases shall be constituted with:

A chairperson, two faculty members from the SHB, and two appointed students. The SHB will annually elect a chairperson who will not have a vote when hearing cases.

After hearing all related evidence, the panel by secret ballot shall render a decision regarding the academic appeal.

The final review of the SHB hearings and discussions shall reside with the Office of Academic Affairs/Provost Office.

The Student Hearing Board Proceedings

Below is a synapse of a SHB hearing:

- 1) During hearing(s), 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.
- 2) Both parties may present witnesses.
- 3) During the hearing(s), the SHB may hear and consider any relevant information. The determination of what is and is not relevant rests solely with the Pierpont CJO.
- 4) After reviewing all information, the SHB will convene to decide the case. This discussion will not be recorded and must be confidential. They may render one of the following decisions:
 - a) Impose appropriate sanctions which may be disciplinary suspension from classes and being banned from campus, or
 - b) Grant the appeal and dismiss the case, or
 - c) Public Safety must a conduct further investigation.

THE FINAL APPEAL

If the student desires, s/he may submit a written appeal to the Vice President of Academic Affairs/Provost (academicaffairs@pierpont.edu). Based upon the written documentation, he/she may uphold the original decision or reverse the decision.

THE VIOLATIONS

A student that commits any of the following acts is subject to sanction:

1-Abusive Conduct

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.

2-Alcohol

Use, possession, manufacturing, furnishing, or distribution of alcoholic beverages (except as expressly permitted by University/College regulations), or public intoxication. Students may not furnish alcohol to a person under the age of twenty-one. Students may not operate a motor vehicle under the influence of alcohol or while impaired by the consumption of alcohol.

3-Disorderly Conduct

Conduct which is disorderly, lewd, or indecent; breach of peace.

4-Disruption of Activities

Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, or other University/College activities.

5-Drug Possession/Use

Students may not possess, use, or distribute controlled substances. Students may not possess or use drug paraphernalia. Students may not use any prescribed drug in a manner inconsistent with the prescription, nor may a student distribute drugs to others. Students may not intentionally or recklessly inhale or ingest substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one's mental state, or use products in a manner inconsistent with their intended and lawful use.

Narcotics - Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law is prohibited.

6-Tobacco Use (Pierpont BOG Policy 60)

The use of tobacco and tobacco related products is prohibited on all premises owned, operated, leased or occupied by Pierpont Community & Technical College, or any street, road or thoroughfare passing through Pierpont owned property. This definition includes regional campuses.

Prohibited tobacco and tobacco related products include, but are not limited to, cigarettes, e-cigarettes, chewing tobacco, dip, pipes, cigars, cigarillos, hookah or waterpipe smoking, snus and snuff. This policy applies to faculty, staff, students, contractors, vendors, and visitors, and it applies to all indoor and outdoor events.

There shall be no advertising, sale or free sampling of tobacco or tobacco related products on Pierpont Campuses. Littering the campus with the remains of tobacco, tobacco related products or other related waste products are prohibited. All members of the College community and visitors must comply with this policy. Violation of the policy by employees, students and visitors may be subject to fines and/or disciplinary action. The President's designees are responsible for the enforcement of this policy.

7-Misuse of Student ID Card/Keys

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

8-Failure to Comply/Uncooperative Behavior

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.

9-Firearms/Weapons

Using, possessing, or storing of firearms, explosives, other weapons, or dangerous chemicals on any campus property.

10-Fire Violations

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.

11-Forgery, Misrepresentation, or Fraud

- Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record;
- Use of university documents or instruments of identification with intent to defraud;
- Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the university or from a university course;
- Knowingly presenting false data or intentionally misrepresenting one's records for personal gain;
- Knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation;
- Knowingly furnishing false statements in any university academic proceeding.

12-Harassment

Harassment is repeated, unwelcomed, verbal, written, physical, or any other conduct that disrupts or interferes with a student's rights to a healthy environment.

13-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 prohibit 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
- and shall 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 or adverse effect

Students involved in hazing activities are subject to institutional disciplinary action and criminal prosecution.

14-Federal, State, or Local Law Violations

Federal, State and local law violations include a violation of any federal, state, or local law.

15-Plagiarism

Plagiarism is defined in terms of prohibited acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:

- 1) Submitting as one's own work the product of someone else's research, writing, artistic conception, invention, or design; that is, submitting as one's own work any report, notebook, speech, outline, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished;
- 2) Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.
- 3) Cheating and dishonest practices in connection with examinations, papers, and projects including, but not limited to:
 - a. Obtaining help from another student during examinations;
 - b. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own;
 - c. The unauthorized use of notes, books, or other sources of information during examinations;
 - d. Obtaining without authorization an examination or any part thereof.

16-Physical Assault or Battery

The use of physical force against an individual or acts that cause physical injury. Intentionally making physical contact of an insulting or provoking nature with another person or intentionally causing harm to another person.

17-Policy Violations

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

18-Sexual Assault

Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent;

- a. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.

19-Sexual Exploitation

Non-consensual recording or photographing of sexual activity not limited to recordings, photos, or other images of an individual's sexual activity. Allowing third parties to observe sexual activity.

20-Stalking

Occurs when a person engages in a course of conduct directed at a specific person under a set of circumstances that would cause a person to fear bodily injury or to experience emotional distress.

Department of Justice definition of Stalking:

Stalking includes, (1) Repeated, unwanted, intrusive, and frightening communications from a perpetrator by phone, mail, or e-mail; (2) Repeatedly leaving or sending victims unwanted items, presents, flowers; (3) Following or waiting for a victim at places such as home, school, work, or place of recreation; (4) Making direct or indirect threats to harm the victim, victim's children, family, or pets; (5) Damaging or threatening to damage the victim's property; and (6) Posting information or spreading rumors about the victim on the internet in a public place or by word of mouth.

21-Student Conduct Violations

- a. Failure to obey the notice from a Student Conduct Board, College or University official to appear for a meeting or hearing for violations of the College/University Code of Student Conduct.
- b. Falsification, distortion, or misrepresentation of information before a Student Hearing/Conduct Board.
- c. Disruption or interference with the orderly conduct of a judicial proceeding.
- d. Institution of a student conduct code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the College/University Student Code of Conduct.
- f. Attempting to influence the impartiality of a member of a Student Hearing/Conduct Board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Hearing/Conduct Board prior to, during, and/or after a judicial proceeding.
- h. Failure to comply with the sanction(s) imposed under the student code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

22-Technology Violations

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to improperly interfere with the work of another student, faculty member, or University official.
- e. Use of computing facilities to send obscene or abusive messages.
- f. Use of computing facilities to improperly interfere with normal operation of the University or College computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the College/University Computer Use Policy.

23-Theft

Attempted or actual theft of and/or damage to property.

24-Traffic Obstruction

Improper obstruction of the free flow of pedestrian or vehicular traffic.

25-Unauthorized Entry/Presence

Students and their guests may not enter any residence property without permission. This includes but is not limited to occupying any restricted, locked, or closed residence hall or campus facility (including roofs and housekeeper's closets, offices, dining hall, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students and their guests may not enter the restroom of the opposite sex, enter a residence hall through a residence hall window, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door. Students and their guests are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall or campus property after having been evicted or restricted from a residence hall or campus property, or allow access to others who have been restricted from a residence hall or campus property. Department of Public Safety will be contacted for reported or suspected cases of trespassing. Typical sanctions will be at the discretion of the student conduct officer.

Possible Sanctions:

Warning: A notice in writing to the student that the student is violating or has violated Board of Governors policies, institutional rules and regulations, or the Student Code of Conduct. Any further prohibited conduct could result in more severe disciplinary action.

Probation I: An official disciplinary status enacted for a specified duration admonishing a student that any further misconduct during this time 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.

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 Affairs Officer or Student Conduct Hearing/Appeal Board. Failure to meet these conditions will result in automatic suspension from the University/College. The Judicial Affairs Officers 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 well as the student's parent(s)/guardian if he/she is a dependent.

Interim Suspension: Imposed when a Judicial Affairs Officer or his/her designee has reasonable cause to believe that a student's presence on campus presents a significant risk of substantial harm to the student, other individuals, or property; or an ongoing threat of disrupting the normal operations of the University/College.

- **Suspension:** Complete separation from all University/College activities, grounds, services, or facilities. Upon return to the University/College, the student will be placed, automatically on Disciplinary Probation II for a minimum of one academic 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. Suspensions are indicated for a period that may be one semester, one academic year, or two academic years. After he/she completes their suspension the student may reapply to the University/College.
- **Expulsion:** Permanent separation of the student from the University/College. This includes all activities, services, facilities, grounds, as well as any satellite campus, on-line courses, undergraduate, and graduate schools. The student will have a notification of "expulsion" on his/her transcript. Students are not eligible for re-entry to the University/College.
- **Other Sanctions:** Other sanctions may be imposed by the Judicial Affairs Officer or Student Hearing Board. For example, students may be required to complete alcohol or drug counseling, write a reflective paper, complete an online exercise or community service hours, or be placed on a behavioral contract.



RESIDENTIAL FACILITIES

**Alicia Kalka, Director of Housing and Residence Life,
Fairmont State and Housing Judicial Officer
303 Turley Center
(304)367-4216**

Housing Options

Bryant Place: co-ed by suite, primarily Fairmont upper class students,

Morrow Hall: co-ed by floor/wing

Pence Hall: co-ed by floor/wing

Prichard Hall: coed by floor/wing, Honor's and International learning community

University Terrace West: co-ed by semi-suite, freshmen permitted

University Terrace East/North & West: studio dingles, double and quad apartments, upper classmen students only (FSU)

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

Students attending at least one class on Locust Avenue are required to live on campus their first and second year (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.

Exemption requests must be submitted electronically through the housing portal located in Pierpont Portal. 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 Locust Avenue campus and are 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.

To apply for exemption, visit the web site: www.fairmontstate.edu/stulife/residence-life/housing-forms under miscellaneous forms on "Campus Exemption Form".

Additional housing information can be found at:

<https://www.pierpont.edu/current-students/reslife/application-process> .

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 University Terrace Complex. 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 Pierpont Portal via the housing link. Look for the house icon to apply. For new applicants, a deposit must accompany the application and can be submitted online. Deposits will be applied to future applications for current students if the deposit is still available. 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 and Meal Plan can be found at

<http://www.fairmontstate.edu/stulife/residence-life/housing-meal-plan-rates> .

Deposit (for the year) is \$ 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 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 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 plan cost can be found at

<http://www.fairmontstate.edu/stulife/residence-life/housing-meal-plan-rates> .

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 decide 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.
2. Maintenance.
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 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 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 be 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.**

Tobacco Use

Residence halls are smoke-free. No smoking is permitted in any area of the residential facility, including residents' rooms.

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 after 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 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 in the lounge. Appropriate 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 violations 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 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 supersede 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. Residences 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 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 of 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 straight forward, 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 to enhance the learning process. Judicial sanctions are rendered from available information 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 immediately 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 are 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 responsible adults, 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 admittance 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 question 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, I 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 on-campus during this time.
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 twenty-one (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.