



2021-22
West Liberty University
Student Handbook

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

Every student is held responsible for knowledge of the regulations and policies described in this Handbook. Questions regarding interpretation of rules and regulations should be directed to the Student Conduct Coordinator located in the Housing Office in Rogers Hall.

West Liberty University prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. West Liberty University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The university is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students and employees may bring questions or concerns to the attention of:

Kate Billings,
Title IX Coordinator
College Union S30, CUB 0428
(304)336-8580 or kate.billings@westliberty.edu.

Shemrico Stanley,
Special Assistant, Diversity, Equity and Inclusion, and Strategic Initiatives
Shaw Hall 205, CUB 142
(304)336-8292 or shemrico.stanley@westliberty.edu

Ronald Fox,
WLU Chief of Police
Shaw Hall room 015, CUB 111
(304)336-8021 or police@westliberty.edu

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Dear Students:

Welcome to the 2021-2022 academic year!

Whether you are a new student just arriving on campus or a returning student eager to resume your “hilltop” experience, know that I am extremely happy you are part of our community. West Liberty University (WLU) is a special place with a noble history and mission, and you are a crucial part of that mission.



At WLU, you will gain scholastic knowledge from some of the finest instructors in the nation. You will also learn from your fellow students and grow as an individual through your day-to-day experiences. Most of all, you will leave this campus with a quality education, life-long friends, a place to call home and a sense of pride and tradition.

It is my hope that you will take advantage of all WLU has to offer you. From classroom experiences, student services programs, residential life activities, to fine arts performances and athletics events, and much more, there is always something to do at WLU.

This Student Handbook will provide you with important information to help you be successful at WLU. Enclosed in it you will not only find the 2021-2022 academic calendar along with a listing of offices and services, but also there is important information about campus policies and regulations.

Please know we are here to help you succeed while you call WLU your home. I wish you continued success on your educational endeavor, and I look forward to meeting and greeting each of you around campus in the coming year.

Sincerely,

A handwritten signature in blue ink that reads "W. Franklin Evans". The signature is written in a cursive, flowing style.

W. Franklin Evans, Ph.D.

President, West Liberty University

Offices and Services

Athletics

Location: ASRC-Level 4

Hours: Monday-Friday 8 am – 4 pm

Telephone: (304)336-8046

Fax: (304)336-8304

E-mail: ullomlyn@westliberty.edu;

brunnerr@westliberty.edu

www.hilltoppersports.com

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

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

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

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

[Services Available to Student-Athletes](#)

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

Business Office

Location: Shaw Hall, 3rd Floor

Hours: Monday-Friday 8 am – 4 pm

Telephone: (304)336-8013

Fax: (304)336-8312

E-mail: businessoffice@westliberty.edu

www.westliberty.edu/business-office

The following student services are subdivisions of the Business Office.

Student Billing

The Business Office is responsible for the electronic billing of all charges assessed to each student account. E-Bills will be sent to the student's West Liberty University email account. Payment in full is due 10 days before the first day of class for the fall and spring semester. Payment in full is due prior to the first day of class for each summer term. A late fee will be assessed to accounts if payments or prior arrangements have not been made before the first day of class. Financial obligations that have not been met will result in a hold being placed on the student's account. Holds prohibit the release of grades and transcripts in addition to registering for additional classes. Students with an outstanding balance past the due date will be contacted twice by email and once by phone. All email correspondence is through the student's WLU email account, so please check this often. If no action is taken to rectify the balance, the student may have their registration and/or housing cancelled. Web payments can be made via your WINS account or the Business Office webpage. You may either choose to pay by an electronic check and/or credit/debit card payment. A

small Service Fee will be charged to all credit/debit card payments. Payments may also be made in the Business Office or mailed to West Liberty University College Union Box #109, 208 University Drive, West Liberty, WV 26074. Please refer to the Business Office webpage for information on payment plan options.

Financial Aid Disbursements

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

Student Payroll

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

To find employment opportunities for both work study and personal services, students should review job postings on NEOGOV (which can be found at <https://www.governmentjobs.com/careers/westlibertyedu>). Once the student has been selected by the department, the student will be contacted by the Student Employment Coordinator and will be required to complete paperwork with Human Resources before the student employee can begin working.

In order for a student employee to be paid, they must enter their time in the Kronos timekeeping system as instructed by their supervisor. The student employee will receive a paycheck on the pay day two weeks after the end of the pay period in which they start working.

Direct Deposit is available to all student employees by completing a Direct Deposit form which is included in the hiring packet (and is also located on the Business Office webpage under Payroll Forms). The completed form should be returned to Human Resources.

Campus Ministry

Location: Interfaith Chapel

Hours: Monday-Friday 8am – 4 pm

Telephone: (304) 336-8038

Email: campusministry@westliberty.edu

www.westliberty.edu/student-life/resources/campus-ministries

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

Other programs sponsored by Campus Ministry include:

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

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

WLU Police

Location: Shaw Hall, Lower Level, Room 15

Hours: 24 hours/7 days week

Telephone: (304)336-8021

Fax: (304)336-8346

Email: police@westliberty.edu

www.westliberty.edu/health-and-safety/emergency-procedures/campus-safety

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

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

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

- Accompany students who work late and need a ride from the parking lots
- Dead batteries needing to be jumped
- Unlock car doors (manual locks)
- Fingerprinting
- Limited background checks
- Internships
- Visitor parking permits can be picked up at the Myers Maintenance Building
- University maps

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

The WLU Police Office in Shaw Hall is the location of the University’s Lost and Found area. If you would like to check for lost items, or turn in items you have found, please contact WLU Police.

WLU Police will now issue university tickets for violations of law in addition to parking and traffic violations including:

Possession, consumption of alcohol (on or off campus)	\$100
Public intoxication	\$100
Possession/Under influence of illegal substance	\$200
Disorderly conduct	\$150
Trespassing	\$150
Possession of a firearm or dangerous device	\$300
Tobacco/Vapor use on campus	\$ 50

Appeals of WLU Police citations (including parking violations and all violations listed above) will be submitted through the safety committee to review monthly.

Appeal forms are available online at www.westliberty.edu/health-and-safety/emergency-procedures/campus-safety/.

College Union Office

Location: College Union, Lower Level

Telephone: 304.336.8024

Hours: Monday - Friday / 8 am – 8 pm; Saturday / 9 am – 2 pm

E-mail: michelle.stack@westliberty.edu

www.westliberty.edu/college-union

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

Mailroom

The College Union Office houses the University mailroom, where employees and residential students pick up their mail. We receive daily deliveries from USPS, UPS, and FedEx; we then sort mail into corresponding employee or student boxes. All residential students are encouraged to check their mailboxes regularly, as University departments use our ‘campus mail’ service quite frequently. You can also drop off your outgoing mail here, with the correct postage already placed on the item, to be delivered.

Topper Card

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

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

Counseling Services

Location: College Union 2nd Floor, S14

Hours: Monday - Friday / 8 am – 4 pm

Telephone: (304) 336-8215

E-mail: lwitzberger@westliberty.edu

Confidential & Free

Counseling offers professional therapeutic services that can assist students with mental health, academic, career, and personal needs. Seeking help is not an admission of weakness, but a demonstration of a student's determination to help themselves during a challenging time. Counseling services compliment the University's mission by assisting students' personal growth, mental health, and academic success.

Common issues on today's university campuses include:

- Academic concerns
- Alcohol abuse
- Anxiety
- Depression
- Drug abuse
- Eating disorders
- Grieving
- Homesickness
- Identity issues
- Relationship issues
- Self-injurious behavior
- Sexual/physical assault
- Sleep difficulty
- Stress
- Suicidal thoughts

Please utilize any of the following methods to schedule an appointment:

1. Using **WINS**
 - a. Sign into your WINS account
 - b. Click Student Services
 - c. Click Request a Counseling Session
2. **Email:** lwitzberger@westliberty.edu
3. **Phone:** (304)336-8215
4. Submit a request through the **Referral Box** beside the office door.
5. **Walk In**

Dental Hygiene

Location: Campbell Hall, Right Door Entrance

Hours: Monday - Friday / 8 am – 4 pm

Telephone: (304) 336-8633

E-mail: smeredith@westliberty.edu

go.westliberty.edu/health-sciences/academics/dental-hygiene

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

Services available include:

- cleaning
- radiographs (x-rays)
- fluoride treatments
- sealant application

Fees for above services:

- \$20.00 (Adults from off-campus – includes cleaning and x-rays as needed)
- \$5.00 (Adults from on-campus – includes cleaning and x-rays as needed)
- \$5.00 Children under age 12
- \$5.00 Sealant per surface (requires prescription from dentist)
- \$1.00 Toothbrush

Enrollment Services Center

Location: Shaw Hall, Room 121

Hours: Monday-Friday / 8 am – 4 pm

Telephone: (304)336-8007

Fax: (304)336-8088

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

Financial Aid Office

Location: Shaw Hall, Room 121

Hours: Monday-Friday / 8 am – 4 pm

Telephone: (304)336-8016

Fax: (304)336-8088

E-mail: finaid@westliberty.edu

www.westliberty.edu/financial-aid

The Financial Aid Office processes all federal, state, and institutional financial aid for enrolled students. All students receiving financial aid (grants, loans, work-study or scholarships) will have access to their awards through their WINS accounts.

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

The Financial Aid Office also coordinates the Student Employment program and Federal Workforce Investment Act Program.

Your Financial Aid Cost Category

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

Need Based Aid

- Grants are gift aid and do not have to be repaid
- Work-study awards indicate the amount of money the student may expect to earn \$8.75 per hour. Checks are issued biweekly by the Payroll Office, and students are encouraged to work no more than 20 hours per week, dependent on their work-study allotment.

Aid Awarding Priorities

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

Federal Direct Stafford Loans

Direct Stafford Loans and PLUS (parents and graduate student) Loans are available to students in specific amounts according to cost, need, and the student's year in university. When the student requests and is awarded a Direct

Stafford Loan and/or PLUS Loan, promissory notes are required to be completed. These loans require at least half-time enrollment and are subject to the conditions listed below under “Aid Adjustments and Refunds.” Entrance and Exit Counseling are also required for Direct Stafford Loans.

State Grants

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

Aid Disbursement

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

Aid Adjustments and Refunds

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

Standards of Satisfactory Academic Progress (SAP)

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

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

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

Qualitative Standards:

Students must meet a qualitative standard of academic progress measured through grade point average. Students earning 0 to 29 credit hours must have a minimum GPA of 1.6. Students earning between 30 and 59 credit hours must have a minimum GPA of 1.8. After earning 60 hours or more, a minimum GPA of 2.0 is required.

Quantitative Standard:

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

Maximum Time Frame for Degree Completion:

Students must obtain their degree objective within 150% of the normal timeframe. Undergraduate students in programs requiring 128 credit hours must complete their first baccalaureate degree within 192 attempted credit hours. Undergraduate students needing 120 hours to graduate, must complete requirements within 180 attempted credit hours. Graduate students in programs requiring 36 credit hours must complete their master’s degree program within 54 attempted credit hours.

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

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

Appeal Process:

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

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

Financial Aid Probation:

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

Loan Repayment

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

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

Registrar's Office

Location: Shaw Hall, Room 121

Hours: Monday-Friday / 8 am – 4 pm

Telephone: (304)336-8007

Fax: (304)336-8220

E-mail: registrar@westliberty.edu

www.westliberty.edu/registrar

The Registrar's Office coordinates course registration and maintains academic records for all students. All academic records (grades, transcripts, etc.) are

maintained in the Registrar's Office. Any changes in degree program, advisor, telephone number and address must be processed through the Registrar's Office. The following services are also performed by the Registrar's Office staff:

- Graduation Certification
- Transcript Requests
- Transient Approval to take Courses at another college or university
- Student Petition Forms
- Athletic Certification
- Enrollment and Degree Verification
- Veteran's Certification
- Registration
- Assistance with WINS
- Overseeing TopperTracks (DegreeWorks Audit)

West Liberty University Information Network System (WINS)

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

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

VP of Student Affairs and Enrollment Management

Location: Shaw Hall, Room 106

Hours: Monday-Friday 8am – 4 pm

Telephone: (304) 336-8137

Fax: (304) 336-8220

E-mail: cookscot@westliberty.edu

The VP of Student Affairs and Enrollment Management supervises the Division of Student Services, in addition to Enrollment Services, which includes the following departments: Campus Police, Student Health Services, Housing

and Residence Life, Student Activities, and the Learning & Student Development Center.

Office of Graduate Studies

Location: Shotwell Hall 2nd Floor

Email: sara.sweeney@westliberty.edu

www.westliberty.edu/graduate-programs

West Liberty University currently offers nine graduate programs of study. Students interested in graduate programs should visit the graduate programs webpage for more information specific for their program of interest. The Office of Graduate Studies also oversees the application process for Graduate Assistant (GA) positions and coordinates GA selection with corresponding supervisors. For further information regarding GA positions please refer to WLU Procedure 254.

Health Promotion Committee

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

Several programs are available on a variety of topics.

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

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

Student Health Services

Location: Shaw Hall – Lower Level, Room 19

Hours: Nurse available: Monday – Friday / 7 am - 3 pm
Physician available on campus: Monday – Friday – schedule varies,
please call for physician schedule

Telephone: (304) 336-8049

Fax: (304) 336-8315

Email: cbennington@westliberty.edu

www.westliberty.edu/health-services

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

Student Health Portal:

The required health forms are completed electronically on the health portal. Registration for the [Student Health Portal](#) is done after registering for classes. Students will need to use their West Liberty issued email address and student ID (please include the @ symbol.) Students who fail to submit the required health forms may be denied student medical care, participation in intercollegiate sports, or entry into academic programs.

Immunizations:

All new and transfer students are required to provide proof of immunity to Measles, Mumps, and Rubella. Please submit immunization records prior to the start of classes. The student shall have proof of immunity by the subsequent semester or will not be able to enroll in classes. Students who have a medical or religious reason prohibiting Measles, Mumps, and Rubella vaccination should complete the [Immunization Waiver](#) . Vaccination against meningococcal disease is required for students residing in on-campus housing. Students will confirm this on the Housing Application. Students in health science and zoo science programs may have additional immunization requirements.

For international students, please have documentation translated to English for appropriate consideration. Please utilize a professional translation service.

Completion of the electronic Immunization Form and upload of the Immunization Record or Immunization Waiver is done on the Student Health Portal.

Physical Exam:

The [Physical Exam Form](#) is to be printed and completed by the student's health care provider, then uploaded to the portal. A physical is required for all incoming full time students and any part time or graduate student wishing to use Student Health Services.

Services Offered

Student Health Services is an ambulatory health care center. Most services are provided free of charge and include:

- Unlimited office visits
- Treatment of medical problems
- First aid
- Suture removal
- Blood pressure screenings
- Pregnancy testing
- Allergy injections – by appointment only. The student must furnish the serum with specific instructions from their allergist
- The loan of crutches and canes is available for a two-week period
- Health and wellness resource information
- TB Testing – Mondays and Tuesdays 7am-12pm (fee)
- Flu vaccine (fee)

Confidentiality

Protected health information received by Student Health Services is confidential. Access to medical records is limited to authorized medical personnel.

Doctors Urgent Care

A student unable to see the physician at Student Health Service for injuries or illness may go to Doctors Urgent Care of Wheeling (DUC).

•Locations, Phone, and Hours:

Wheeling, WV (304) 232-1020
Monday - Friday 8 am to 5:00 pm
Saturday – Sunday 8 am to 12:00 pm
Closed on Holidays

DUC Billing Policy:

If you have medical insurance, Doctors Urgent care will bill your insurance for xrays, labs, and special procedures. All in-office charges not covered by insurance will be written off. If you do not have insurance, all in-office charges will be written off.

Please note: If you have lab work drawn at Doctors Urgent Care that is sent to an outside lab, your insurance will be billed. If you do not have insurance, you will be billed by the outside lab. If you have an xray performed at Doctors Urgent Care, it will be sent to an outside radiologist for interpretation. This

interpretation charge will be billed to your insurance. If you do not have insurance, you will be billed by the radiologist. Doctors Urgent Care cannot make adjustments to outside facility charges.

Referrals

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

Emergency Services

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

Highlands Center

Location: 355 Wharton Circle, Suite 200, Triadelphia, WV 26059

Hours: Monday – Thursday / 8am – 10pm
Friday and Saturday / 8am – 4pm

Telephone: (304) 547 – 2800

Fax: (304) 547 – 0745

Campus Mail: CSC #198

E-mail: highlands@westliberty.edu

www.westliberty.edu/highlands

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

WLU students. The following services are performed by the Highlands Center Staff:

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

Housing & Residence Life/ Wellness Facilities

Location: Rogers Hall, main lobby

Hours: Monday-Friday 8am – 4 pm

Telephone: (304)336-8345

Fax: (304)336-8385

E-mail: residencelife@westliberty.edu

www.westliberty.edu/residence-life

www.westliberty.edu/conduct

Housing:

Housing Application and Deposit

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

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

In addition, the required \$100.00 room deposit is a damage deposit in addition to the room and board charge. Applications received without the \$100.00 room deposit will not be processed until the deposit is received. The room deposit is refunded if a student completes and submits the Room

Cancellation and Deposit Refund Request Form for their room before the cancellation deadline: July 15th for fall semester cancellations and December 15th for spring semester cancellations. This request can be completed in the office or online at www.westliberty.edu/residence-life/cancel.

A student must be registered for at least 12 credit hours to be eligible to live in the residence halls, unless special circumstances exist, pending approval of the Executive Director of Housing & Student Life. Students are not permitted to continue their room and board without being officially registered for classes with the Registrar's Office. If a student is taking classes less than 12 hours, they may be permitted to continue to reside on campus based on space availability and barring any discipline concerns.

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

Room Assignments

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

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

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

ADA accommodation requirements. Graduate students and seniors may need to be consolidated or assigned roommates based on needs of the University.

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

When Assigning a Room, the Housing & Residence Life Office agrees:

- To consider all preferences indicated on the Housing Application. Assignments will be made based on the space available to honor requested preferences and the date in which the residence hall application was submitted.
- To make all room assignments in a fair and consistent manner to all students. Also, room assignments will be made without discrimination based on race, creed, religion, or national origin and to avoid changes of original assignment for any of the above reasons.
- To not alter a student's room assignment in that academic year except for disciplinary reasons, catastrophe, closing of facility, unavailability of space, consolidation of vacancies, or unpaid room and board charges.
- To provide each student the following room furnishings: one single bed, one mattress, one desk and chair, clothing storage space, basic extended cable, and internet connection.
- To provide each student with a reasonable amount of heat, water, electricity, and waste disposal. In situations where there is weather or maintenance related emergency that affects heat, water, electricity and waste disposal, the Housing & Residence Life Office will work with the proper entities to resolve the issue and to keep students informed of the problem and progress as appropriate.

When Assigned a Room the Student Agrees:

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

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

- Maintaining an accurate record of any room and hall changes made by the student.
- Calculating the pro-rated room and board refund when the student terminates his or her room and board contract by withdrawing from the University.

- Calculating private room charges and notifying students of the amount due.
- Notifying students of residence hall damage charges.
- Placing holds on students' records for unpaid residence hall damages.
- Facilitating the room consolidation process to assist students in finding roommates after the start of each semester.

Residence Life:

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

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

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

Residence Life Staff:

- *Professional Staff* includes the Executive Director of Housing & Student Life, and three Area Coordinators (ACs). ACs are responsible for a group of residential facilities as well as specific duties related to

the central office. The ACs live in the residence halls, have earned at least an undergraduate degree, and are specially trained in counseling, communications, problem solving, First Aid/CPR, fire safety, and other areas important to facilitating life in a residence hall.

- *Hall Directors* are responsible for the daily management of residence halls that do not house Area Coordinators, and report to a specific Area Coordinator. These student staff are typically juniors or seniors and have prior experience as Student Life staff.
- *Graduate Assistants (GAs)* are graduate students with experience in Housing & Residence Life. These GAs assist with various responsibilities in the department, including recruitment through social media, campus activities, wellness center and intramurals. GAs are responsible for assisting in the office duties and participate in the central staff duty rotation for the entire campus.
- *Resident Assistants (RAs)* are upper-class students who live on each floor and assist students with a variety of needs. The RAs are skilled paraprofessionals who have been trained in many areas to make the student's experience in the residence hall healthy, safe, fun, educational and memorable.

Residence Life Training, Philosophy and Programming

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

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

Staff Duty Hours

Residence Life staff, including one professional staff member (AC or the Director) who covers the entire campus and one or more RAs working in each building, are on active duty outside of regular office hours (Friday at 4pm until Monday at 8am and through the week 4pm each evening until 8am the following morning). The RA is required to complete duty hours at the main

desk of their building from 7:00pm until 12:00 midnight daily. Residence Life staff are required to complete duty rounds of their respective areas, maintain building safety, answer questions, and respond to crisis, emergencies or problems. All on-duty Residence Life staff members are in direct communication with other members of the Residence Life staff, WLU Police, and other entities as needed.

Fitness Facilities: Krise Fit and Wellness Center

The Wellness Center and Krise Fitness Center are directly managed by the Office of Housing & Residence Life. The Wellness Center is open to be used by all faculty, staff, and students, as well as members of the community and guests. Students and employees are required to turn in their West Liberty University Topper Card in order to gain admittance. Non-campus guests can apply for a guest pass through the online at www.westliberty.edu/student-life/wcguest. Guest passes take 3-5 business days to process and are mailed to the home address on the form.

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

Krise Fitness Center is a smaller unit located in a non-residential area of Krise Hall basement. The facility allows card access for students and employees only. The facility is monitored by a combination of cameras, housing and residence life staff and WLU Police during its hours of operation. Krise Fit houses several cardio machines, core training equipment and light weights.

Information Technology Services

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

West Liberty University Information Technology Services (ITS) facilities are located in the basement level of East Main Hall. Offices for Network Administration and Help Desk are located in this area and are open from 8am-4pm Monday through Friday.

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

Technology is integrated into both the academic and daily experiences at West Liberty University. The University's website, e-mail, Twitter, Facebook, blogs, and campus-wide notification tools keep the student informed and connected 24/7. Each student at WLU receives an email account that will continue through your years at West Liberty. The G-Suite consists of Gmail, a calendar tool, G Drive (with unlimited storage) Google Docs, and the Google Sites tool. The email integrates seamlessly with mobile devices such as smart phones or tablets such as the iPad. ITS provides students with hardware and software support. Students can request Microsoft Office 365 at the Help Desk at no additional charge.

Computers for general use are available in the Elbin Library Information Commons. Several special purpose departmental computer labs are maintained by ITS at both the main campus and the Highlands Center.

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

The Office of E-Learning provides faculty and student support for instructional technologies and online learning. The area includes computer access, assistance with Sakai, professional development sessions, and opportunities to explore instructional methods. The area provides both technical and pedagogical support for faculty, staff, and students. Assistance is provided through a ticket submission online at www.westliberty.edu/helpdesk.

E-Mail:

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

long as the student is enrolled or an alumnus, that email account will remain active. ITS will de-activate any email account when a student withdraws or is not registered for classes.

Learning & Student Development Center

Location: Main Hall, East Wing, Room 147

Hours: Monday - Thursday / 8:00 AM – 8:00 PM; Friday / 8:00 AM – 4:00 PM

Telephone: (304) 336-8185

Fax: (304) 336-8398

Email: lstdc@westliberty.edu

Webpage: <http://westliberty.edu/lstdc/>

The Learning & Student Development Center (LSDC) is a one-stop shop for academic advising, career services/development, peer tutoring, academic coaching, and accessibility services. Additionally, staff within these offices coordinate first-year programs/services and other retention initiatives.

First-Year & Retention Programs/Services

The following programs and services are coordinated through the Learning & Student Development Center:

- First-Year Experience Course (COLL 101)
- Student Success Seminar (COLL 103)
- At-Risk Student Monitoring and Academic Advising
- PARENT POWER News Bulletin
- Hilltopper Academy Summer Bridge Program

Peer Tutoring

Peer Tutoring Services are free and based on the availability of peer tutor(s) in a requested course. Peer Tutors are recommended by faculty and have received high marks in the courses in which they assist while receiving regular training. Students can also utilize the common areas within the LSDC for individual or group study.

Students interested in setting up an initial appointment with a Peer Tutor can do so by contacting the Student Support Services Coordinator at 304-336-8018, emailing wltutor@westliberty.edu, or visiting our offices in Main Hall 147. Once an initial Peer Tutoring session has been scheduled, students can arrange additional appointments as may be helpful. It is recommended that students request assistance early in the semester as studies show that early intervention is crucial for academic success.

Peer Tutors are available to:

- Assist in understanding course material
- Help students prepare for assessments (quizzes/exams)
- Provide homework assistance

Academic Coaching

Academic Coaching provides students the opportunity to engage with one of our Graduate Assistants to better understand strategies to be successful academically inside and outside the classroom. This learning support service differs from Peer Tutoring in that Academic Coaching is not course-specific but allows students to consider various strategies and methods for common tasks within the classroom to decide what may work best for that student. Examples of topics that could be covered in an Academic Coaching session include:

- Goal Setting
- Note Taking
- Developing Study Plans
- Time Management
- Active Reading
- Study Strategies

Students are encouraged to meet with an Academic Coach once per week or once every other week to maintain regular contact while reviewing previous efforts and developing action plans for subsequent weeks. For students that may feel uneasy about an upcoming semester or maybe did not experience success, we recommend students to meet with an Academic Coach within the first weeks of a semester, not wait until they feel overwhelmed. Academic Coaching sessions are intended to be proactive and allow a student to be better prepared for challenges they may experience throughout a semester.

In addition to one-on-one coaching appointments, Academic Coaches also create, plan, and present various educational workshops on these topics. For more information on when these presentations and workshops will be offered each semester, contact our staff by phone (304-336-8185) or email (lscd@westliberty.edu).

Accessibility Services

A function of the Learning & Student Development Center, Accessibility Services, is available to assist students with disabilities. The purpose of these services is to encourage and enable all students an equal opportunity within the college setting. Assistance is offered to any student with a qualified disability. Following the guidelines of the Americans with Disabilities Act, staff are available to arrange reasonable accommodations for students with a qualified disability. A student recognizing that their academic or campus activities are

limited or in some way restricted as a result of mobility, visual, hearing, learning, or emotional disability may contact the LSDC for a personal conference.

There are various accommodations that may be available, based upon the student's documented disability and needs. Documentation should be provided to LSDC staff as promptly as possible so that reasonable accommodations may be enacted. These may include, but are not limited to:

- Extended Time for Assessments (quizzes/exams)
- Reduced Distraction Testing Environment
- Lecture Recording
- Oral or Large Print Exams
- Sign Language Interpreters
- Physical Space Adaptations
- Special Request Accommodations

Any student who has a question about available services should contact the Learning & Student Development Center at (304) 336-8274.

Undeclared Student Advising

Students that are unsure about their career path and can set up an appointment with the Learning & Student Development Center to discuss major options that may fit their career goals/aspirations. As part of advising, staff can also assist with course registration and understanding applicable university policies/procedures as they pertain to academic progress.

Career Services

Staff are committed to assisting students and alumni in their career development to effectively prepare them for employment. Career Services is committed to assisting students and alumni in developing an individualized portfolio that incorporates aspects of leadership and career development. Students are encouraged to develop their potential by gaining experiences and skills through the academic environment, campus involvement, volunteering/service activities, internship opportunities and career exploration. The goal is for students and alumni to be able to successfully conduct a self-directed job search as well as manage their goals into viable career objectives.

There are a variety of resources and opportunities available, including:

- Presentations/Workshops
- Job Postings
- Graduate Expo
- Career Fair
- Resume/Cover Letter Development
- Internship Exploration/Identification

- Interview Prep Sessions and Mock Interviews
- Job Search Assistance
- Career Interest Inventories
- Administration of Miller Analogies Test (MAT)

The Learning & Student Development Center utilizes social media (Instagram/Twitter – @wlu_lsd) to share local/regional job opportunities along with helpful tips on career development topics. Please contact us to set up an appointment or further discuss how our staff may be helpful by emailing lsdc@westliberty.edu, calling 304-336-8185, or stopping by our offices in Main Hall 147.

Obtaining Services

In order to obtain any of the services listed, students should visit the Learning & Student Development Center, contact the appropriate email address, or call the listed phone number.

- *Learning and Student Development Center* - (304) 336-8185 or lsdc@westliberty.edu
- *Accessibility Services* - (304) 336-8274 or lsdc@westliberty.edu
- *Peer Tutoring & Academic Coaching* - (304) 336-8018 or wltutor@westliberty.edu
- *Career Services* – (304) 336-8185 or lsdc@westliberty.edu
- *Student Support Services Coordinator* - (304) 336-8018

Library (Paul N. Elbin Library)

Location: Paul N. Elbin Library (main floor and upper level)

Hours: Monday-Thursday 8 am-11pm

Friday 8am-4pm

Sunday 5pm-11pm

Telephone: (304)336-8035

www.westliberty.edu/library

The Library endorses the core values of West Liberty University:

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

The Library supports the curriculum of the University through its acquisition and preservation of informational resources in all academic areas. A

professional librarian is available to help with informational needs and able to access the most current print and digital resources.

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

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

Other services include:

- Library and Research Instruction
- Wireless Access
- Egg Chairs
- Decompression Station
- Coloring Stations
- Computer Stations-Main Floor & 3rd Floor Porch Area
- Printing Services:
 - B/W .05 Color .10
- Rooms available through
Reservation:(Email sgroch@westliberty.edu/katy.zane@westliberty.edu)
- 2 Tech Rooms
- 2 Conference Rooms
- 6 Study Rooms
- Scannx (Scanning Services)
- Laminating Services (1st 3 free, .10 each)
- Photocopying
- Faxing
- Interlibrary Loans (email Alan Ramsey: ramseval@westliberty.edu)
- DVDs
- Children's Literature (Children's Area Located on Main Floor)
- WLU Archives
- WLU Special Collections
- Rare Book Room
- Microfilm Resources

- Eating Lounge (Main Floor)
- Copyright Consultation
- Citation/Thesis Consultations

Student Government Association

Location: College Union, 2nd floor

Telephone: (304)336-8027

E-mail: sga@westliberty.edu

The Student Government Association (SGA) serves as the voice for the West Liberty University student body. SGA represents the students in the decision-making process with the University administration. SGA serves as the communication channel between the administration and faculty to the students. SGA offers students leadership roles that complement the lessons learned in class. Best of all, SGA plays a major role in planning the events to celebrate Homecoming, a tradition that is the biggest event held on campus each year.

Each person involved with SGA has an important role and influences the success of the University. SGA is composed of 16 Senators-at-Large, the Executive Branch, (President, Vice-President, Treasurer, and Secretary), and a faculty advisor. The Vice President of Student Services and/or his/her designee serves as a permanent advisor. Along with the 16 senators that serve the campus as a whole, a variety of representatives serve as specific liaisons to different organizations and residential areas around campus. These representatives include four Housing Representatives (two male and two female), two Commuter Representatives (male and female), one Greek Council representative, one Athletics representative, one Veterans Representative, one Graduate Representative, and one non-voting International Representative. Once all of the respective senators and representatives have been voted or appointed onto Student Government for the academic year, members are then arranged into various committees that either deal with internal affairs within Student Government, or communicate with external committees outside of SGA, including Sodexo Food Services. The members also play an important role in communicating with all clubs seeking financial assistance for various events either on or off campus. The Student Government President is a member of the West Liberty University Institutional Board of Governors, so he or she will communicate student opinions and/or concerns to the University's most important officials. The Vice President is on the Student Advisory Committee of the University system, so he or she will mostly deal directly with student involvement and student organization throughout the year. Elections are held

for officers and most senate positions at the end of the spring semester. Housing and commuter Senate positions are elected early in the fall semester.

Meetings are held every Tuesday night at 9:00 PM during the regular academic year. Typically, meetings are held in the Alumni Wall of Honor room in the College Union. At each meeting there is constituent time where any student can speak to the Senate and SGA officers. Should the location of any Student Government meeting change, all students will be notified as soon as possible with a substitute location and a time.

Each year SGA is involved in the following activities and events:

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

Student Life

Location: College Union

Hours: Monday-Friday 8am – 4 pm

Telephone: (304)336-8580

E-mail: kate.billings@westliberty.edu , activities@westliberty.edu

www.westliberty.edu/student-life

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

Student Life

Being a college student is about finding opportunities to learn about one's self whether in or out of the classroom. The Office of Student Life works to

provide co-curricular activities for those who want to be involved at West Liberty. Whether it is a student organization, Student Government Association, leadership programs, Campus Activities programs, or Greek Life, there is something for each student who wants to get involved. West Liberty has more than 50 clubs and organizations. All of these programs and more are open to all Undergraduate and Graduate Students.

Campus Activities further seeks to provide leadership, involvement, and engagement opportunities for students in the planning, proposal, promotion, and presentation of a variety of activities. These activities are designated to serve the cultural, educational, and social interests of the WLU community. Campus Activities and the Student Government Association traditionally sponsor, plan, promote, and present several major events yearly. Some of these include TopperFest, West Lib Idol, Open Mic Nights, and Team Trivia. Involvement in campus activities can provide students a foundation for success, a passion for learning, and a commitment to responsible global citizenship while fostering creativity and service. Additional information is available throughout the semester through the Office of Student Life. For more information and contact information please visit the website at [Welcome - Student Life](#)

Intramurals

The Intramural program is one of the great traditions at WLU. WLU offers competitive and recreational activities within a variety of individual and team sports that involve hundreds of students annually. Individual sports include billiards, frisbee golf, racquetball, tennis, and table tennis. Team sports include flag football, soccer, volleyball, 3v3 and 5v5 basketball, floor hockey, dodgeball, kickball, and softball. Some sports have multiple leagues (i.e. men's, women's, coed). Each year new events are planned based on student requests. Students are also able to participate by becoming referees. Wellness programs such as group fitness classes and personal trainers are also offered depending on availability. The Intramural program is operated by the Office of Student Life. For more information on events and programs within Intramurals and Campus recreation please visit the website [Intramural Sports - Intramurals](#)

Programs offered include:

- Basketball/3-on-3 Basketball
- Volleyball
- Billiards
- Golf
- Tennis
- Soccer
- Swimming
- Flag Football
- Racquetball

- Euchre
- Ping Pong
- Ultimate Frisbee
- Fishing

Greek Life

Greek organizations benefit the campus community by providing support systems, promoting philanthropic activities, and developing healthy social experiences. Greek Week is held in the Spring Semester and involves a week-long celebration of friendly competition between sororities and fraternities. Formal Recruitment for Greek Life takes place in the fall semester. Greek Council governs all social sororities and fraternities and works with Intrafraternity Council and Panhellenic Council to provide guidelines for Greek organizations and collaborate in providing events for Greek organizations and the campus community.

Each Greek organization is required to have a Risk Management Consultant and provide risk management education in many areas, including hazing. Hazing is not tolerated at West Liberty University. Any individual or Greek organization involved in hazing will be subject to sanctions through the University judicial process. Hazing is a term encompassing any action which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.

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

- Sororities:
 - Alpha Xi Delta (national sorority)
 - Chi Omega (national sorority)
 - Beta Rho Epsilon
 - Delta Theta Kappa
 - Lambda Psi Sigma
- Fraternities
 - Phi Delta Theta (national fraternity)
 - Theta Xi (national fraternity)
 - Beta Theta Gamma
 - Chi Nu

- Kappa Delta Kappa

Clubs & Organizations

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

Standards for Recognized Student Organizations

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

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

of any University regulation may result in any of the following penalties:

- a. Denial of recognition of the group as a University organization.
- b. Forfeiture of right to representation in other University organizations, e.g., Interfraternity Council, Student Government, Intramurals, etc.
- c. Denial of the use of University facilities.
- d. Forfeiture of right to be listed in the Student Handbook or other publications.
- e. Denial of privilege of some or all social activities for a specified period.
- f. Denial of privilege of taking in members.

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

Campus Activities Board

The purpose of the Campus Activities Board works with the Director of Student Life to provide campus activities for the entertainment and enrichment of the student body and to encourage active participation in campus activities. If you are interested in getting involved with CAB, please email **activities@westliberty.edu** or contact the Student Life Office.

Title IX Coordinator

Coordinator: Kate Billings

Location: Housing & Residence Life Office, Rogers Hall

Telephone: (304)336-8345

E-mail: titleix@westliberty.edu

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs which receive federal financial assistance. Title IX includes: recruitment, admissions, financial aid, and scholarships; athletics; course offerings and access; hiring and retention; and, benefits and leave. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. West Liberty University, as a recipient of federal funds, complies with Title IX and has designated the following individuals to serve as the Title IX Coordinator and the Title IX Investigators:

Title IX Coordinator: Kate Billings, Director of Student Activities

Deputy Investigators: Christopher McPherson, Director of the Learning and Student Development Center
Vishakha Maskey, Asst. Professor of Admin. Systems
Rhonda McCullough, Clinic Administrative Assistant
Health Sciences Psychology

In compliance with Title IX, West Liberty University prohibits discrimination on the basis of sex in employment as well as in admissions, enrollment, and in the provision of all services, programs and activities. The University's Policy Statements outlining these prohibitions may be accessed online: [WLU BOG Policy 32- Title IX](#) and [Grievance Procedures for Complaints or Reports of Title IX Sexual Harassment](#)

The University's Title IX Coordinator monitors compliance with this law and centrally coordinates the institution's response to complaints of discrimination based on sex. The Title IX Coordinator will ensure complaints of this nature are addressed by the appropriate University entities and will assist complainants in receiving any medical, mental health or other services that may be warranted. The Title IX Coordinator will also facilitate any interim measures that may be necessary to protect the complainant in the institutional setting.

Any student, employee, or applicant for employment or admission to the University who believes that he or she has been discriminated against on the basis of sex, may file a complaint with the Title IX Coordinator or any Deputy Investigator. The Title IX Coordinator or Deputy Investigator will assist the complainant in identifying the appropriate University policy or corresponding grievance procedure to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator or Deputy Investigator may consult with other University administrators, as needed, to resolve the complaint in the most effective manner.

Any *non-athletic* Title IX questions or concerns and/or those who wish to file a complaint of non-compliance, may contact the University's Title IX Coordinator for more information.

For complaints involving sexual violence, a complainant may contact the Title IX Coordinator or a Deputy Coordinator listed above, depending upon whom the complaint is against (student, faculty/staff or visitor) and the complainant may also contact: West Liberty University Campus Police, 015 Shaw Hall Basement, 208 University Drive, College Union Box 111, West Liberty, WV 26074, 304-336-8021. Complaints may also be filed through the online form: [Title IX Complaint Form](#)

Complaints also may be filed with federal or state agencies. Individuals should be aware that there are time limits for filing complaints. More information may be obtained by contacting:

West Virginia Human Rights Commission
1321 Plaza East, Room 106
Charleston, WV 25301-1400
304.558.2616

Equal Employment Opportunity Commission
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
412-395-5902

The Trumpet

Location: College Union, 2nd Floor

Telephone: (304) 336-8360 (Newsroom)

(304) 336- 8213 (Editor)

(304) 336 – 8305 (Sports)

(304) 336 – 8873 (Faculty Advisor)

www.westliberty.edu/thetrumpet

The Trumpet is a weekly, student-run publication that offers coverage of campus events and news, sports and commentary. New issues are released every Thursday morning during the school year and are placed in various buildings around the campus, and at the Highlands Center. Off-campus subscriptions are available at the price of \$15.00 per year. The Trumpet Online features even more student-generated campus information. The Trumpet also offers advertising opportunities for both on and off-campus organizations. Students from all majors are welcome to be involved.

Directory for Assistance

Absences	Provost, Shaw Hall, Room 233	8004
Academic Problems	Provost, Shaw Hall, Room 233	8004
Activities, Scheduling	Student Activities, College Union 2 nd floor	8580
Admissions	Visitors Center, Shaw Hall, Room 138	8076
Alumni Association	Shaw Hall, Room 336	8079
Athletics	Academic, Sports & Recreation Complex	8046
Bookstore	College Union, Lower Level	8086
Campus Information	College Union Office	8024
Campus Ministry	Interfaith Chapel	8038
WLU Police	Shaw Hall, Lower Level, Room 15	8021
	Parking rules and regulations	
	Thefts	
	Lost and found	
	Designated “Safe Place”	
Career Services	Main Hall, 1 st floor, east wing	8018
Learning & Student Development Center	Main Hall, 1 st floor, east wing	8018
Chapel, Scheduling of Activities	College Union Office	8273
College Hall Scheduling	Hall of Fine Arts	8006
College Union Director	College Union Office	8273
Conference Services	Housing & Residence Life, Rogers Hall	8345
Counseling Service	Student Union, 2 nd floor, S14	8215
Custodial Services	Myers Maintenance Building	8009
Disabilities Services for Students	Main Hall, 1 st floor, east wing	8020
Diversity, Equity, Inclusion	Shaw Hall, President’s Office Suite	8000
Doctors Urgent Care,	24 Homestead Ave., Wheeling, WV	232-1020
Employment Information	Shaw Hall, 3 rd floor suite	8029
Faculty Advisor, Assignment and change	Enrollment Service Center, Shaw Hall, Room 121	8007

Fee Payments	Business Office, Shaw Hall Room 304	8013
Financial Aid Office	Enrollment Services Center, Shaw Hall, Room 121	8016
Food Service		
	Marketplace, Rogers Hall	8445
	Retail locations in the College Union	8448
Fraternities	Student Activities, College Union 2 nd floor	8580
Grad. Fellowship/Assistantships	Graduate Studies Office, Shaw Hall, Room 232	8004
Health Services	Shaw Hall, Lower Level, Room 19	8049
Highlands Campus	355 Wharton Circle Ste. 200, Triadelphia, WV 26059	217-2800
Hilltop Players	Box Office, Hall of Fine Arts	8277
Honors College	Main Hall, 1 st floor east wing	8245
Housing/Residence Life	Rogers Hall	8345
Human Resources Administration/ Affirmative Action Office	Shaw Hall, 3 rd floor suite	8029
Information Center	College Union Office	8025
Institutional Research & Assessment	Main Hall, 1 st floor, east wing	8340
Interdisciplinary Studies	Provost's Office, Shaw Hall 233	8004
International Students	Shotwell Hall, first floor	8076
Intramurals	Student Activities, College Union 2 nd floor	8580
Info. Technology Services	Main Hall, Lower Level	8043
Learning Center	Main Hall, 1 st floor, east wing	8020
Library	Elbin Library	8035
Lost and Found	WLU Police, Shaw Hall, Room 15	8021
Mailroom	College Union Office	8025
Maintenance	Myers Maintenance Building	8009
Media Center	Media Arts Center, Fine Arts Building	8037
Newspaper - The Trumpet	College Union, 2 nd floor	8360
Orientation, (New Student)	Housing & Residence Life, Rogers Hall.	8345

Payroll	Shaw Hall, Room 324	8115
Police	Shaw Hall, Room 15	8021
President's Office	Shaw Hall, Room 212	8000
Public Relations	Shaw Hall, Room 219	8203
Radio Station WGLZ 91.5	College Union, 1 st floor	8191
Regents' Degree Program	College of Professional Studies, Highlands Campus	217-2800 Ext. 2 or 4
Registrar	Enrollment Service Center, Shaw Hall, Room 121	8007
Religious Counseling	Interfaith Chapel	8038
School Cancellations		336-8400
Selective Service Information	Enrollment Service Center, Shaw Hall, Room 121	8007
Sororities	Student Activities, College Union 2 nd floor	8580
St. Thomas Aquinas Center	134 Chatham Street, West Liberty, WV 26074	336-7476
Sports Information	ASRC, 4 th floor	8320
Student Employment	Enrollment Service Center, Shaw Hall, Room 121	8016
Student Government	College Union, 2 nd floor	8027
Student Organizations	Student Activities, College Union 2 nd floor	8580
Tutoring Services	Main Hall, 1 st floor, east wing	8020
Transcripts	Enrollment Service Center, Shaw Hall, Room 121	8007
TV Station	Media Arts Center	8037
Veteran's Affairs	Enrollment Service Center, Shaw Hall, Room 121	8007
Visitor's Center	Shaw Hall, Room 138	8130
Weather Hot Line		8400
West Liberty University Operator, College Union Toll Free Number		336-5000 866-WESTLIB (866-937-8542)
Withdrawal from College	Enrollment Service Center, Shaw Hall, Room 121	8007

Student Life Policies and Procedures

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

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

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

The Student and the Academic Community

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

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

Freedom of Expression and Assembly

As a member of the academic community, the West Liberty University student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student is privileged to have access to campus resources and facilities in accordance with institutional policies. Such campus resources at West Liberty University include the Library, Counseling Services, Educational-Vocational Counseling, Placement Services, and Campus Ministry. Furthermore, the student is

encouraged to inquire, discuss, listen to, and evaluate the opinions of others who may or may not be members of the community.
West Liberty University complies with WV Code §18B-20-7 Accountability to the Public:

(a) Each state institution of higher education shall publicly post on its website any policies it has enacted regarding protected expressive activity under the First Amendment to the United States Constitution.

(b) Each campus shall report to the Higher Education Policy Commission or the Council for Community and Technical College Education, as applicable, a description of any barriers to, or incidents of disruption of, free expression occurring on campus, including, but not limited to, attempts to block or prohibit speakers and investigations into students or student organizations for their speech. The description shall include the nature of each barrier or incident, as well as what disciplinary action, if any, was taken against members of the campus community determined to be responsible for those specific barriers or incidents involving students and shall be reported without revealing those students' personally identifiable information. Annually, by August 1, the commission and council shall report to the Legislative Oversight Commission on Education Accountability any barriers or incidents reported to them pursuant to this subsection.

Any updates to policy on freedom of expression will be posted on the West Liberty University website and the Student Handbook.

Visiting Speakers

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

Procedures Regulating Demonstrations and Assembly

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

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

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

1. Picketing, sit-ins, and other forms of demonstration are to be confined to the exterior of buildings. Such demonstrations must not block the entrance to buildings or the normal flow of pedestrians or vehicular traffic.
2. Demonstrations are to be orderly at all times and may in no way jeopardize public order or safety or disrupt classroom instruction, the privacy of individuals living in residence halls, student participation in placement interviews, conferences, or other University activities.
3. Persons involved in demonstrations may not disrupt organized meetings or other assemblies.
4. Persons involved in demonstrations may not coerce others to join in the demonstrations or harass passers-by or participants in any University program. Non-demonstrators may not harass the demonstrators or disrupt their orderly demonstrations.
5. Banners, placards, other visible materials, and public utterances must contain no vulgar language or expressions. Distribution or posting of printed or written materials must follow established procedures.
6. Any demonstration that originates on the University campus and proceeds off campus is to be conducted within the confines of local, state, and national laws.
7. The right of assembly and orderly demonstration does not give license to conduct riots or other disruptive activity inherently dangerous to persons or property.
8. Any person identified as remaining in a demonstration which has not been orderly (as defined in points 1-7 above) and who has not been orderly (as defined in points 1-7 above) and who has been asked to leave by an official or agent of the University, will be subjected to arrest. Such actions will also be reviewed by the Student-Faculty

Judiciary, Committee and, if in violation of policy, will be subject to University disciplinary action.

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

Student Press, Radio, and Television

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

Alcohol

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

Academic, Sports and Recreation Complex Use Policy

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

- Academic Courses
- Major Campus Events
- Intercollegiate team games/matches/practices
- WLU student Intramural competition
- WLU student/employee general recreation/free play
- Alumni events
- Community events (non-profit)
- Outside events (rental to outside organizations)
- Individual alumni use
- Individuals from the greater community (non-university)

- General Complex Hours of Operation

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

Sunday:	1:00 pm – 10:00 pm
Monday – Thursday:	7:00 am – 10:00 pm
Friday:	7:00 am – 10:00 pm
Saturday:	10:00 am – 4:00 pm

- Building Coverage

Generally, the ASRC is open on weekdays from 8:00 am until 10:00 PM. Specific facilities (such as the pool, weight room, etc.) are supervised by trained employees. The hours of operation are posted in the specific areas as well as in the main lobby. A supervisor is not on duty weekdays from 4:00 to 5:00 PM. Specific facilities within the complex that require direct supervision will not be open unless arrangements for direct supervision is made. The building is open for summer hours from 8am through 4pm, Monday through Friday.

- General Rules for the Complex

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

3. Proper attire – shirt and shoes when entering the facility and most areas of the complex.
4. Use of the Complex and its various facilities by individuals not associated with the University is permitted pending availability. For more information review the “Use of the Complex by Individuals from the General Public” section of these guidelines.
5. Cleats are not to be worn anywhere within the Complex.
6. Skateboards, roller blades, skates, scooters and bicycles are not permitted in the complex.

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

1. Arena: The Competition Court (Court #1) is reserved for use by athletic teams and by other organized events approved in advance by the Athletic Director. It is not available for recreational use. Every effort will be made to provide at least one other court for free play and recreational use by students, employees or visiting groups (outside the 3:00-7:00 pm practice time).
 2. Track: The direction for walking/running on the track is determined by the day of the week. On Sundays, Mondays, Wednesdays, and Fridays the direction is counter clockwise. On Tuesdays, Thursdays, and Saturdays the direction is clockwise.
- The use of strollers and wheelchairs on the track is permitted only if the wheels do not cause damage to the track. Bicycles, roller blades, roller skates, skateboards, scooters or any other wheeled items are prohibited on the track. Patrons should note that other prohibitions exist on the use of skateboards and roller blades on the University campus.
 - No street shoes are to be used on the track. Use the staging area at the entrance of the track to change into appropriate footwear.
 - R. Emmett Boyle Conference Center: This premier space on campus is to be used for major campus events that are of a size that is appropriate for the space. Staff meetings, committee meetings, student organization meetings and other programs should be scheduled in other meeting rooms or facilities available on the campus.

- **Racquetball Courts:** The University strongly recommends that protective eyewear be worn when using the racquetball courts.
- **Weight Rooms** The weight room is supervised by the coaching staffs of the various sports teams, as well as student monitors. Free weights and other equipment are available in the Wellness Center. Special arrangements for its use by summer conference groups may be made through the Summer Conference Office. General hours are posted. For more information on the Wellness Center, see the Student Life section of this handbook.
- Individuals not associated with the University as students or employees may use the complex on a space available basis. Priority for use of the complex is listed at the beginning of these guidelines. While the University welcomes members of the community, visitors must bear in mind that students have first priority in the use of the complex.
- **Reserving Facilities within the Complex.** University personnel and organizations must contact the athletic department to make arrangements to reserve facilities within the Complex for special events or programs.

Animals on Campus

I. Definitions and Terms related to Animal Policies.

- a. **Service Animal:** Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include, but is not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting, and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties.
- b. **Domestic Animal:** A Domestic Animal is a dog, cat, or other socialized or domesticated animal that normally and customarily shares human habitat and are normally dependent on humans for food and shelter. This does not include feral or wild animals.
- c. **Emotional Support Animal:** An Emotional Support Animal (ESA) is an animal that in certain circumstances, in

accordance with the Fair Housing Act, is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An ESA may provide physical and/or emotional support but is not required to perform work or tasks that would qualify them as Service Animals under ADA laws. ESA policies apply to campus housing only.

- d. Feral and/or Wild Animals: Feral or Wild Animals are animals that are not socialized or domesticated.
- e. Member of the University Community: A member of the University Community is an individual engaged in any University activity or program whether on or off campus, including students, employees, vendors, contractors, volunteers, and guests.
- f. Person with Disability: A Person with Disability is defined as a person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- g. Employee: An Employee is defined as any person serving as full time or part time faculty or staff for the University.
- h. Student: A Student is defined as any person enrolled in one or more classes at the University.

II. Policy for All Animals on Campus

- a. Animals are not permitted inside university owned or operated buildings or on outdoor University property unless done so within accordance with this policy.
- b. Be secured by leash, chain, carrier, or similar direct physical control of a maximum length of six feet, always restrained by a person.
 - i. Exception may be made for registered Service Animals if such restraint interferes with their ability to perform their work as a Service Animal. In this circumstance, the animal must be controlled through verbal or non-verbal signal effectively and remain within six feet of the person controlling the Service Animal.

- ii. Exception is made for approved Emotional Support Animals within the residential living space while the owner is present.
 - iii. Animals cannot be tethered to inanimate objects on campus and left unattended by owner.
- c. Be under the complete control of the owner at all times and present no hazard to people or property.
- d. Any animal on campus must be up to date on current rabies vaccinations and other appropriate vaccinations and shots recommended by a veterinarian to ensure safety of other animals and the campus community.
- e. The owner of any animal is responsible for the animal's behavior, including but not limited to any damage, person, or property, caused by the animal.
- f. The owner of any animal is responsible for the removal of, and disposal of waste generated by the animal in an appropriate outdoor receptacle. This includes disposing of waste in outdoor locations, and those approved Emotional Support Animals with waste locations inside residential locations.
- g. The owner of the animal is financially responsible, including forfeiting the housing damage deposit, for any cleaning, repairs, and/or pest control that is required because of the animal's presence on campus.
- h. Exceptions to policy may be made for animals involved in authorized research of West Liberty University, law enforcement animals, or other approved University sponsored events.
- i. Violations of this policy will be forwarded through the Student Conduct Office for students or Human Resources for employees.

III. Accommodations Policy

- a. West Liberty University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable academic accommodation for disabilities should contact the Learning & Student Development Center in Main Hall. A

review of requests will be completed, and a written decision letter will be emailed to the student prior to the animal's arrival on campus.

- b. Students requesting to have service or emotional support animals in the residence halls will also need to communicate with the Housing & Residence Life Office to provide proper housing accommodations. A review of requests will be completed, and a written decision letter will be emailed to the student prior to the animal's arrival on campus.
- c. The following information includes various laws governing service or emotional support animals, including definitions of service and emotional support animals.
 - i. Title II of the ADA applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices, or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses). Additionally, animals that serve solely as crime deterrents or provide emotional support, comfort or companionship are not considered service animals under the DOJ's definition in Title II.
 - ii. Title III of the ADA applies to business and nonprofit entities that are "public accommodations" such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place or public accommodation. As in Title II, the

definition of service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.

- iii. Section 504 of the Rehabilitation Act applies to any institution receiving federal financial , which includes nearly all public and private colleges and universities and states that a college/university may not impose upon a disabled student any policy that has the effect of limiting the participation of the disabled students in the University’s educational program or activity. The Department of Education’s Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for their interpretation of Section 504 of the Rehabilitation Act.
 - iv. The Fair Housing Act applies to residential “dwellings”, including “any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families.” §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. To date, there has not been affirmation by the court system as to whether the FHA applies to residential dormitories as there is legal debate whether “family” includes a single individual according to the legal definition. The FHA applies only to residential dwellings and not to academic, administrative, and common areas on campus.
- d. After reviewing the aforementioned laws, West Liberty University has developed the following Service and/or Emotional support animal policy:

- i. With respect to a request for a service or emotional support animal, WLU will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, WLU must balance the needs of the individual with the impact of the animal on other campus community members.
- ii. Where it is not clear that an animal is a service animal as defined by the ADA, WLU may require sufficient information and documentation to determine whether the animal qualifies as a service or emotional support animal under the disability's legislation. West Liberty University may require any or all the following:
 1. The sole purpose for contacting the provider is not for an ESA letter.
 2. The student has had multiple interactions/appointments with the provider.
 3. The provider has personal knowledge of the disability and need for the emotional support animal.
 4. The provider has provided medical or mental health services for the student.
- iii. Documentation from a treating licensed physician or mental health provider, who is currently treating and/or has a history of treating the student for the diagnosis requiring an emotional support animal, showing that the service or emotional support animal is required for the student to be successful in completing their degree requirements, including how the animal assists the student. Confirmation with the provider may be part of the approval process in order to confirm the accommodation requirements. The following criteria must be met to verify the accommodation:
 1. The sole purpose for contacting the provider is not for an ESA letter.
 2. The student has had multiple interactions/appointments with the provider.
 3. The provider has personal knowledge of the disability and need for the emotional support animal.
 4. The provider has provided medical or mental health services for the student.
- iv. Documentation detailing or verifying the appropriate training of the service or emotional support animal.

- v. Documentation from a veterinarian that the animal is up to date on vaccinations and all veterinary care.
 - vi. Students with service or emotional support animals may be required to complete additional documentation to share with Residence Life Staff, Physical Plant, and WLU Police in regard to proper treatment and interaction with the service or emotional support animal.
 - vii. Students requesting an accommodation for a service or emotional support animal in the residential facilities will be required to complete the following procedures and paperwork prior to bringing the animal to campus:
 - 1. Print the Accommodations Request Form to be completed by the treating licensed physician/clinician.
 - 2. Review the Animal Policy and complete the Acknowledgement of Animal Policy form.
 - 3. Print the Veterinarian Information Form to be completed by the student and veterinarian.
 - 4. Requests for additional information must be completed if required.
 - 5. Receive notification of approval letter via email from the Office of Housing & Residence Life.
- e. Service Animals
- i. Service Animals are permitted within buildings on property owned or controlled by the University. Service Animals are permitted to access all areas of campus that their owners would otherwise be permitted access.
 - ii. Owners of Service Animals should take special caution and must evaluate the potential risks when bringing a Service Animal into hazardous or high-risk areas on campus, including but not limited to high traffic areas, athletic contests, student

performances, student activities, classes, laboratories, etc.

- f. Emotional Support Animals
 - i. Emotional Support Animals are approved emotional support animals that do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet the requirements under the Fair Housing Act.
 - ii. Emotional support animals will be permitted only in the student's dwelling (their specific room or apartment). Emotional support animals will not be permitted in academic buildings, dining facilities, administrative buildings, in other residents' rooms, or in common areas of the residence halls.
 - iii. Emotional support animals must be transported by leash or in a secure carrier when outside of the "dwelling" to ensure the safety of others.
 - iv. Emotional support animals must be kept in a cage or carrier in the room when the student is not present in the room.
 - v. Animals should have basic training to be in carriers when the resident is not in the room, to avoid being disruptive to the living community. Animals should also be trained for proper bathroom habits to avoid sanitation concerns that could be damaging to the facility or disruptive to the community.

IV. Removal of Animals from Campus

- a. The University retains the right to remove any animal, including service or emotional support animals, from university premises if the safety of others, destruction of property, disturbance, or violation of policy warrants such removal. Any cost affiliated with removal of an animal from campus will be the responsibility of the owner.
- b. The University retains the right to remove any animal that appears to be in danger or threat due to negligence or inappropriate action of the owner. This includes, but is not limited to, unhealthy living conditions, animals left exposed to

the elements in a vehicle or outside, etc. The owner will be financially responsible for any expense for removal of the animal from an unsafe circumstance.

- c. If an animal presents an immediate threat to persons or property, immediately contact West Liberty University Police at (304)336-8021.

V. Feral and Wild Animals

- a. Feral or wild animals that are not a risk and do not pose a hazard to the campus community, damage to the campus or personal property, create a nuisance, or pose a potential threat to the health or safety of any member of the campus community will be allowed to inhabit the campus grounds.
- b. Feral or wild animals that pose any of the aforementioned risks may be removed and/or relocated in accordance with all applicable laws and regulations.
- c. No person may do anything to attract feral or wild animals to campus, including but not limited to feeding, watering, building shelters or providing medication.

Definition and Approval of Campus Events

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

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

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

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

Conduct at Events

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

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

Drugs

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

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. West Liberty University's FERPA Policy can be found in the West Liberty University Catalog, available online at <http://westliberty.edu/registrar/west-liberty-university-bulletin/>.

West Liberty University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education

records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accredited agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

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

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

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

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

Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere.) These copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of

the law enforcement unit, counseling and student health records, employment records or alumni records. Counseling and health records, however, may be reviewed by physicians or other appropriate professionals of the students' choosing.

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

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

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

placed in the education records, maintained as part of the students' records and released whenever the records in question are disclosed.

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

Gambling

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

Hazing Policy

Definitions:

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

“Institution of higher education” or “institution” means any public or private institution. Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined no less than one

hundred dollars, no more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: Provided, that if the act would otherwise be deemed a felony as defined in this code, the person committing such an act may be found guilty of such felony and be subject to penalties provided for such a felony.

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

Major Events on Campus

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

1. Register the event with the Campus Life Office at minimum 30 days in advance. Space and/or equipment must be scheduled and reserved with the appropriate individual(s)/department(s). The Campus Life Office is NOT responsible for scheduling or reserving space and equipment.
2. Have a combination of advisors and/or campus safety officers present during the event. The determination and number of advisors and/or WLU Police officers shall be determined by the Campus Life Office taking into consideration the type of activity and potential attendance. (e.g., a lecture would not have the same requirements as a concert.)

Parking Procedures on Campus

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

All motor vehicles on Campus must be registered with the University through the online parking hangtag form to receive their hangtag. Hangtags will be distributed through the Office of Housing & Residence Life to all students.

Color-coded parking hangtags are available for a yearly fee. Students' accounts will be charged the fee automatically for their parking permit each semester. Any student that does not bring a vehicle to campus, can sign a form agreeing to be released from the charge. Only one hangtag per person will be issued. Permits expire July 31st of each year. Loss of parking permit requires payment of the yearly fee for a new one and the lost permit will be voided.

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

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

Parking Laws

As a state institution of higher education, West Liberty University derives its authority to create and enforce traffic flow and parking regulations from various sections of the West Virginia State Code, including WV Code Article 1 7c-13 and Article 4 Section 18B-4-6, and from policies reviewed and approved by the West Liberty University Board of Governors.

Violations can, at the discretion of the University, be handled on campus as an administrative/conduct matter with judicial proceedings or monetary charges for violations added to a student's account if not paid in a timely manner, or may be filed with the Ohio County Magistrate as a civil proceeding. **Vehicles with more than three unpaid parking fines/violations or who are blocking traffic are subject to "booting" or towing by the University at the owner's expense.**

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

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

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

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

Annual Report on Campus Safety

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

1. A summary of the University's security procedures.
2. The annual summary of reported incidents.
3. A list of definitions explaining the various categories of incidents reported in the annual summary.

This report is compiled annually by the Office of Student Services. Any questions regarding this report should be directed to that office. A complete report for the most recent calendar year along with information on Campus Safety and past years' reports are available on West Liberty's web site at www.westliberty.edu/residence-life/asr.

Campus Sex Crimes Prevention Act

West Liberty University complies with the Campus Sex Crimes Prevention Act (CSCPA) which was enacted in October of 2000. The University utilizes the WLU Police Office as the agency of record for those who are mandated to register as sex offenders. Information concerning the enrollment or

employment of registrants at the institution (and subsequent changes in registrants' enrollment or employment status) is promptly made available to the WLU Police department or law enforcement agency. In instances where individuals who are mandated to report fail to do so, the individual case(s) will be reviewed and appropriately prosecuted under the relevant and applicable laws. Campus notification regarding this matter is made available through the WLU Police web page.

Security Procedures

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

WLU Police are available to assist students, employees and visitors. Officers have law enforcement authority and their responsibilities include regulation and enforcement of traffic and parking regulations, enforcement of University policies and behavioral expectations, and the making of rounds and inspection of the campus for safety and maintenance concerns. Officers have a mobile telephone and hand held radio for contact with all emergency services including police, fire, and ambulance squads. The department maintains a close and cooperative relationship with the West Virginia State Police, Ohio County Sheriff's Department, local police and the West Liberty Volunteer Fire Department and Emergency Squad.

Monthly reports of campus incidents are reported to the West Virginia State Police by the Office of WLU Police. These reports include information consistent with the Uniform Crime Reporting (UCR) system.

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

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

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

Smoking & Smokeless Tobacco

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

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

Section 1. Provisions

- 1.1 The use of all smoking tobacco products, simulated tobacco products (electric cigarettes, etc.), natural/artificial tobacco tobacco-like substitutes, devices (Hookah, etc.), smokeless tobacco, or tobacco-like substitutes (particularly, spit-and-chew varieties is prohibited in all University buildings, campus facilities (e.g. sports venues, parking lots, grounds), and off-campus locations such as the Highlands center (and adjacent parking area) which are under the control of West Liberty University.
- 1.2 This tobacco use policy applies to all members of the campus community – students, guests, faculty, staff, contracted service personnel, vendors, contractors, visitors, and the Board of Governors.
- 1.3 All smoking and smokeless tobacco products and tobacco-like substitutes, as described in Section 1.1, are prohibited in any motor vehicles owned, leased, or otherwise operated by West Liberty University.

- 1.4 The sale of or free distribution of tobacco products or tobacco-like substitutes on campus is prohibited. This includes the delivery of tobacco products or tobacco-like substitutes to campus by means of delivery services of any kind. In addition, tobacco advertisements are prohibited in all University produced publications.
- 1.5 All tobacco products or tobacco-like substitutes must be extinguished and tobacco residue should be placed in an appropriate waste receptacle prior to arrival on West Liberty University property or those locations under the control of the University.

Section 2. Exception

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

Section 3. Enforcement

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

Section 4. Assistance

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

with this smoking policy. Membership includes representatives from all University constituents and interested parties.

Solicitation Policy

Solicitation is prohibited on the campus of West Liberty University. Student organizations may be permitted to solicit under some circumstances, with prior approval from the Student Life Office.

Stalking Policy

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

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

Policy Jurisdiction:

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

Definition of Stalking:

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. **Course of conduct** is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.” Please refer to the following excerpt from WLU BOG Policy 32:

“Stalking” means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to:

- (i) fear for his or her safety or the safety of others; or
- (ii) suffer Substantial Emotional Distress.

“Course of Conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

“Reasonable Person,” for purposes of this definition, means a reasonable person under similar circumstances and with similar identities to the Complainant.

“Substantial Emotional Distress,” for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, text messages, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
 - Posting of pictures or information in chat rooms or on web sites
 - Sending unwanted/unsolicited email or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation, including staring or “peeping”
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

Reporting Stalking:

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

For assistance obtaining these safety accommodations, please contact the Title IX Coordinator at (304) 336-8580 and/or Campus Police at (304) 336-8343. If safety is an immediate concern, victims are encouraged to contact law enforcement immediately: Campus Police at (304) 336-8021; or emergency services at 911.

Title IX – Sexual Misconduct, Sexual Harassment, Stalking, Domestic/Dating Violence

What is Title IX?

Title IX of the Educational Amendments of 1972 provides: *“No person in the United States shall, on the basis of sex; e excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”* Sexual harassment of students, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX.

In addition to Title IX, West Liberty University’s policies regarding non-discrimination harassment, along with student code of conduct prohibit sex discrimination, sexual harassment, and sexual misconduct of any kind. Retaliation against anyone who makes a complaint or who participates in any compliant-related process is not tolerated.

Reporting Options for Title IX complaints

Non-Confidential Reporting: We encourage you to speak to University officials in order to make formal reports of incidents. You have the right to have incidents of gender-based misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly

resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

“Responsible Employee” means those employees in a leadership or supervisory position, or who have significant responsibility for the welfare of students or employees. Specifically, this term includes: Title IX Coordinator; University Police Officers; Senior Administrators in Residence Life, Student Life, and Athletics; University Senior Administrators, including Senior Administrators within each College or School; Resident Assistants; Faculty; and Athletic Team Coaches and their Staff are required to report any possible misconduct disclosed.

Confidential Reporting: Any individual who has experienced an incident of gender-based misconduct should be aware, when consulting campus resources, of the confidentiality and privacy policies of different offices. When making a choice to report, it is important to know that most employees are mandatory reporters, required to take action if an incident is reported to them. There are confidential reporting options available, in which the staff member is not required to pursue further action through university procedures.

On Campus Confidential Reporting Options:

Christy Bennington, RN BSN
Director of Health Services
Shaw Hall 019
(304)336-8049

Lisa Witzberger
Counselor, Student Services
Main Hall 139
(304)336-8215

To Be Determined (Fall 2021)
Pastor, Campus Ministry
(304)336-8038

For more information on policies refer to the Student Code of Conduct section of this Student Handbook and Policy 32 on Sexual Harassment, Discrimination, or other Unlawful Conduct at Please refer to [WLU BOG Policy 32- Title IX](#) and [Grievance Procedures for Complaints or Reports of Title IX Sexual Harassment](#) for further information on definitions, reporting, and process. If

you would like to make a report please contact the Title IX Coordinator, Kate Billings kate.billings@westliberty.edu.

On Campus Resources

Kate Billings
Director of Student Life, Title IX Coordinator
Student Union, S-30 (2nd Floor)
(304)336-8345
kate.billings@westliberty.edu

Chief Ronald Fox
Public Safety Director and Campus Police
Shaw Hall 015
(304)336-8021
ronald.fox@westliberty.edu

Marcella Snyder
Clery Act Compliance
Executive Director of Housing & Student Life
Rogers Hall/Housing Office
(304)336-8345
msnyder@westliberty.edu

Off Campus Resources

Upper Ohio Valley Sexual Assault Help Center, Inc.
Wheeling, WV
24 Hour Hotline: 1-800-884-7242 or (304)234-1783

YWCA Family Violence Prevention Program
Wheeling, WV
24 Hour Hotline: 1-800-698-1247

Tri-County Help Center, Inc.
St. Clairsville, OH
Hotline: 1-800-695-1639 or (740)695-5441

The C.A.R.E. Center
Washington, PA
Hotline: 1-888-480-7283 or (724)225-3584

Weapons

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

Academic Policies and Procedures

Academic Dishonesty Policy

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

Grade Appeal Procedure/Policy

The grade appeal process is outlined in Procedure 221: Grade Appeals. For full details review online at <http://westliberty.edu/human-resources/university-policy-procedure/policy-no-221-grade-appeal-procedure/>. Grade appeal procedures specified in academic program handbooks supersede this procedure.

The evaluation of student performance is based on the professional judgments of instructors, and matters of academic judgment cannot be appealed. Only final grades may be appealed. In a grade appeal, the student has the burden of proof in establishing cause for a grade change. The only bases on which a grade may be appealed are: (A) The instructor did not apply the same grading criteria to the appealing student as for other students; (B) The grade awarded was arbitrary, capricious, or prejudiced; or (C) The grade assigned was awarded as the result of an error in calculating, recording, or reporting a final grade.

Class Attendance Policy

Students should attend every class for which they are scheduled, as they are held responsible for all work covered in the courses taken. Irregularity in attendance may cause a student to become deficient scholastically and create the risk of receiving a failing mark or receiving a lower grade than he/she might have secured had he/she been in regular attendance.

A policy statement adopted by the Faculty Senate (1983) contains the following: “The students of West Liberty University depend upon the faculty,

staff, and other resources. Faculty and students depend upon the class schedule for an orderly arrangement of instruction. Scheduled classes testify to the importance of ordered class instruction and the implicit benefit of class attendance for the students. Consequently, the policy of West Liberty University encourages all students to attend classes and all instructors to organize and conduct their courses accordingly.

Instructors must include their attendance policy in their course syllabi, which are available to students at the beginning of the term. No student is permitted to attend class until tuition and fees are paid or arrangements have been made for their payment. Students are not arbitrarily granted any class cuts. Failure to attend the first scheduled meeting of classes may result in the loss of the student's position in those classes unless he/she has notified the instructor prior to the first meeting that he/she will be unable to be in attendance. All attendance policies go into effect upon the first meeting of class.

Regularly scheduled classes take precedence over all other activities. No penalty may be imposed upon a student for failure to perform curricular or extra-curricular responsibilities that are scheduled in conflict with a regular class.

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

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

For further information regarding class attendance, please refer to WLU Policy No. 229: Class Admission and Attendance.

Core Coursework /Transfer Agreement

The West Virginia Higher Education Policy Commission has established a process and format which enables students who transfer from one college or university to another to transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions. Under terms of the agreement, a student may transfer undergraduate coursework in the areas of English Composition, Communication and Literature, Fine Arts Appreciation, Mathematics, Natural Science, and Social Science as general

studies credits. For further details on the above, please refer to the University Catalog or contact the Registrar.

Appropriate Computer Use Policy

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

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

- **Peer-to-peer file-sharing**

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

- **Viruses, Worms, Trojan horses, etc.**

Customers are responsible to maintain their computers so that they do not become a source of virus infection for others. Inaction or refusal to remove viruses and the like that pose a threat of infection will result in the deactivation of the responsible customer's account.

- **News**

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

- **Internet Relay Chat (IRC)**

The use of IRC bots is prohibited, as is the violation of any accepted policies on IRC servers. If West Liberty University is banned from a server, the offending account will be terminated.

- **General**

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

- **Web Hosting**

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

- **Financial**

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

- **Privacy**

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

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

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

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

• **Rationale**

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

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

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

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

Dean’s List

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

Graduation with Honors

Recognition is accorded candidates for graduation as follows:

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

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

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

Withdrawal from Courses

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

Students can drop courses in WINS until the last date to enroll for the respective semester/term. After the last date to enroll, students must email instructors and request to drop a course. The students should include the CRN for the course, course number & title, and their ID number. The instructor should be requested to email the Registrar’s Office with this information to approve the drop. It is the student’s responsibility to contact the instructor to have the course dropped. The official withdrawal date is the date indicated by the instructor. Withdrawing students receiving financial aid may be required to repay a portion of their financial aid in some cases.

Students cannot drop their last course in WINS.

Withdrawal from the University

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

Enrollment Services Center. The final grade in each course will be determined by each instructor in accordance with the institutional grading policy.

Students not on campus can contact the Enrollment Services Center to withdraw from the University.

Students who leave the university without officially withdrawing will receive failing grades (“FI”) in all courses for which they are enrolled.

Policy Regarding Students Called To Active Military Service

West Liberty University’s policy on students who are called to active duty can be found in the University Catalog, available online at <http://westliberty.edu/registrar/west-liberty-university-bulletin/>.

West Liberty University

Student Code of Conduct

PREAMBLE

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

ARTICLE I: DEFINITIONS

1. The term University means West Liberty University.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code applies at all locations of the University, including areas outside of the main campus where classes or activities are held.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities (including student paraprofessional staff such as resident assistants).
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “Student Judicial Board” means any person or persons authorized by the Judicial Coordinator to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Judicial Coordinator” means a University official authorized on a case-by-case basis by the Vice President of Student Services to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President of Student Services may authorize a Judicial Coordinator to serve simultaneously as a Judicial Coordinator and the sole member or one of the members of the Student Judicial Board. The Vice President of Student Services may authorize the same Judicial Coordinator to impose sanctions in all cases.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The Judicial Coordinator is that person designated by the Vice President of Student Services to be responsible for the administration of the Student Code.
13. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Student Life Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs.
14. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
16. The term “complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will

have the same rights under this Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Judicial Coordinator shall determine whether a matter will be heard by a Judicial Board or by the Judicial Coordinator himself/herself and, in the former instance, shall determine the composition of the Board.
2. The Judicial Coordinator shall develop policies for the administration of the student judicial process and procedural rules for Judicial Board hearings that are not inconsistent with provisions of the Student Code or policies promulgated by the West Liberty University Board of Governors.
3. Decisions made by a Judicial Board and/or Judicial Coordinator shall be final, pending the normal appeal process as outlined in Article IV Section D.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University Student Code

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

B. Conduct—Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This includes acts of sexual misconduct which are defined by but not limited to:
 - a. Deliberate touching of another's sexual parts without consent;
 - b. Deliberate sexual invasion of another without consent;
 - c. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury; or unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits, (II) University employment; (III) participation in activities sponsored by the University or organizations or groups related to the University, or (IV) opportunities to benefit from other aspects of University life.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The

- express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of University officials (including paraprofessional student staff such as resident assistants) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 7. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
 8. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
 9. Violation of any federal, state or local law.
 10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
 11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
 12. Illegal or unauthorized possession of firearms, explosives, other weapons, ammunition or dangerous chemicals on University premises or use of any such item, even if legally possessed. This includes toy guns and replicas of firearms.
 13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the privileges of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
 15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University

- premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
16. Theft or other abuse of computer facilities and resources, including but not limited to:
- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Computer Use Policy.
 - i. Any inappropriate online conduct via online communities, including but not limited to harassment, hate speech, threats, and/or intimidation. Although it is not the University's practice to monitor online communities, including but not limited to Facebook, Twitter, Instagram, etc., the University may respond to online issues when a legitimate formal complaint is filed by a member(s) of the University community against a student.
17. Abuse of the judicial process, including but not limited to:
- a. Failure to obey the notice from a Judicial Board or University official to appear for a meeting or hearing as part of the judicial process.
 - b. Falsification, distortion, or misrepresentation of information before a Student Judicial Board.
 - c. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
 - d. Institution of a Student Code of Conduct proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial process.

- f. Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, a Judicial Board proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Student Code of Conduct proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the judicial process.

C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Services and Judicial Coordinator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request nor agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CODE OF CONDUCT PROCEDURES

- A. Charges and Judicial Board hearings
1. Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Judicial Coordinator. Any charge should be submitted as soon as possible after the event takes place, preferably within five days.
 2. The Judicial Coordinator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Coordinator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent or at the discretion of the Judicial Coordinator based on the nature of the charge and/or possible sanctions, a hearing before the Judicial Board will be convened as outlined in Section A.3-A.7 below. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
 3. All charges shall be presented to the accused student in written form. A time shall be set for a Judicial Board hearing, not less than five nor more than twenty-five calendar days after the student has been notified. Maximum time limits for scheduling of Judicial Board hearings may be extended at the discretion of the Judicial Coordinator.
 4. Judicial Board hearings shall be conducted according to the following guidelines except as provided by Article IV(A)(7) below:
 - a. Judicial Board hearings normally shall be conducted in private.
 - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Judicial Board hearing at which information is received (excluding deliberations). Admission of any other person to the Judicial Board hearing shall be at the discretion of the Judicial Board and/or its Judicial Coordinator.
 - c. In Judicial Board hearings involving more than one accused student, the Judicial Coordinator, in his or her discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.

- d. The complainant and the accused student have the privilege to be assisted by an advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearings before a Judicial Board. If an accused student or complainant plans to bring an attorney to the hearing, notice indicating such must be provided to the Judicial Coordinator at least 48 hours prior to the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays normally will not be allowed due to the scheduling conflicts of an advisor.
- e. The complainant, the accused student and the Judicial Board may arrange for witnesses to present pertinent information to the Student Judicial Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to and answer questions from the Student Judicial Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Judicial Board with such questions directed to the Judicial Coordinator, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Judicial Board.
- f. Pertinent records, exhibits, and written statements (including statements prepared by the accused student) may be accepted as information for consideration by a Judicial Board at the discretion of the Judicial Coordinator.
- g. All procedural questions are subject to the final decision of the Judicial Coordinator.
- h. After the Judicial Board finishes receiving all information determined to be pertinent, the Board members shall

deliberate privately and determine by majority vote whether the accused student violated the Student Code as charged.

- i. The Student Judicial Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code (the preponderance of the evidence standard).
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
5. There shall be a single verbatim record, such as a tape recording, of all Judicial Board hearings before a Judicial Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
 6. If an accused student, with notice, does not appear before a Judicial Board hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.
 7. The Judicial Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Judicial Coordinator to be appropriate.

B. Sanctions

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

- Greek fraternities and sororities, athletic teams, academic and extracurricular clubs and organizations. Loss of privileges may also include other restrictions including but not limited to visitation restrictions and restrictions from entering specific buildings on campus.
- d. Full Restrictions – Denial of any privileges beyond participation in classes. Students on Full Restrictions are not permitted to attend or participate in any campus functions, are not permitted any visitation privileges in the residence halls. Students on Full Restrictions are permitted to attend class and eat meals on campus; at all other times, however, they are to remain in their residence hall (if not also barred from those premises) or leave the campus.
 - e. Fines—Previously established and published fines may be imposed.
 - f. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
 - h. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
 - j. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The University does include a letter with transcripts stating that the student is not eligible to return to West Liberty University.
 - k. University Expulsion—Permanent separation of the student from the University. The University does include a letter with transcripts stating that the student is not eligible to return to West Liberty University.
 - l. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other

- serious violations committed by a student prior to graduation.
- m. Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s disciplinary record.
 4. A sanction of suspension or expulsion imposed by any college or university shall apply to the person sanctioned not only at the institution where the sanction was imposed but also at West Liberty University. A student who has been expelled from West Liberty University or from any college or university shall not be considered for admission to West Liberty University. A student who has been suspended from West Liberty University or from another college or university may be considered for admission to West Liberty University so long as (a) the terms and conditions of the suspension have been satisfied and (b) the individual is eligible for re-admission to the other college or university or, if suspended from West Liberty University, is eligible for re-admission to West Liberty University.
 5. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV (B) (1) (a)–(e).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
 6. In each case in which a Judicial Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Coordinator. In cases in which persons other than, or in addition to, the Judicial Coordinator have been authorized to serve as the Student Judicial Board, a sanctioning recommendation of the Judicial Board shall be considered by the Judicial Coordinator in determining and imposing sanctions. The Judicial Coordinator is not limited to sanctions recommended by members of the Student Judicial Board. Following the Judicial Board hearing, the Judicial Board and the Judicial Coordinator shall advise the accused

student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any. Those documents will be available in the Office of Student Services one school day after the end of the hearing.

C. Interim Suspension

In certain circumstances, the Vice President of Student Services, or a designee, may impose a University or residence hall suspension prior to the Judicial Board hearing before a Student Judicial Board.

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

D. Appeals

- a. A decision reached by the Judicial Board or a sanction imposed by the Judicial Coordinator may be appealed by the accused student(s) or complainant(s) to the Vice President of Student Services within five (5) school days of the decision. However, the president may appoint a different administrator to hear an appeal, e.g. when the Vice President of Student Services recuses himself or when a conflict of interest exists. Appeals shall be in writing and shall be delivered to the Judicial Coordinator or his or her designee.
- b. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Judicial Board hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Judicial Board hearing was conducted fairly in light of the charges and information

presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice is demonstrated.

- b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Judicial Board hearing.
- c. If an appeal is upheld by the Vice President of Student Services or by the President's appointee, the matter shall be returned to the Judicial Board and Judicial Coordinator for re-opening of Judicial Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
 - d. In cases where the sanction imposed is university suspension or expulsion, an additional appeal may be made to the president of the institution following the same steps as outlined in D.1, D.2, and D.3 above.
 - e. In disciplinary cases where the institutional sanction is expulsion, the Board of Governors may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board of Governors first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing the intent to appeal the decision to the Board of Governors. A written petition of appeal must be filed with the Board of Governors within fifteen (15) days of the President's decision. If the Board of Governors determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be

effective upon the president's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Governors. In reviewing student appeals involving the sanction of expulsion, the Board of Governors will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Governors may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Code shall be referred to the Vice President of Student Services or his or her designee for final determination.
- B. The Student Code shall be reviewed every year under the direction of the Judicial Coordinator.

Housing & Residence Life Information and Procedures

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

Community Living Standards

Building a Roommate Relationship

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

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

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

- ❖ Family...

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

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

Residence Hall Community

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

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

Valuing Diversity

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

Accessibility Accommodations

If you have a diagnosed condition covered under the Americans with Disabilities Act which warrants housing accommodations, you are strongly

encouraged to begin the process for accommodations as early as possible after acceptance to the university. An [accommodations form](#) is available on the website to be completed by licensed physician or clinician with history of treating you for the diagnosis requiring accommodation. This form will be reviewed and a member of the staff will contact the student regarding the accommodations request. Additional documentation may be required for some accommodation requests, such as emotional support animals or service dogs. ADA policy requires the university to meet reasonable accommodation requests at the same cost that the opportunity would be met for other students. For example, an accommodation request for a private room will guarantee the private room, but at the same additional cost that any student would pay for a private room at the same facility. Questions can be submitted via email at residencelife@westliberty.edu or at (304)336-8345.

Safety

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

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

Personal Safety:

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

Vehicle Security:

- ❖ Remove property from plain view.
- ❖ Roll up vehicle windows.
- ❖ Remove keys.

- ❖ Lock all doors.
- ❖ Park in a well-lighted area whenever possible.

Personal Property Safety:

- ❖ Secure all valuables left in your room.
- ❖ Mark all valuables with your identification information. Register electronics and other items at time of purchase. Keep record of serial numbers and other identifying information in separate location.
- ❖ Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
- ❖ Lock your room door even when you are “just going down the hall for a moment”.
- ❖ Pre-plan a course of action in the event of lost or stolen credit cards, checks, or money.

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

The Housing & Residence Life Staff

Professional Staff

The Executive Director of Housing & Residence Life provides leadership, administration, coordination, and evaluation for the entire Housing & Residence Life program, as well as Student Conduct, New Student Orientation, and campus fitness facilities.

Several residential areas are directly administered by full-time professional staff members called Area Coordinators, or ACs. The remaining residence halls are directly managed by experienced undergraduate or graduate Hall Directors but fall under an Area Coordinator umbrella. The ACs lives in the residence hall he/she is coordinating and support the Residence Life staff. ACs have earned at least an undergraduate degree, and are specially trained in counseling, communication, problem solving, First Aid/CPR, fire safety, and other areas important to facilitating life in a residence hall. Apartment complexes and student houses are all directly managed by Graduate Assistants, who are supervised by a Hall Director.

Graduate Assistants

Housing & Residence Life employs three graduate assistants (GAs) to help with various responsibilities in the department. GAs are responsible for assisting in

the office duties and participate in the central staff duty rotation for the entire campus.

The GA for Housing and Wellness assists in management of the Wellness Center and Krise Fitness Center, as well as wellness programming in residence life and coordinating housing accommodation needs. The GA for Student Conduct assists all aspects of the Student Conduct processes and record keeping, as well as Clery Act compliance. The GA for Recruitment through Social Media assists the division of enrollment and student services in social media campaigns for recruitment and retention efforts.

Resident Assistants

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

Student Life Training, Philosophy and Programming

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

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

Staff Duty Hours

Residence Life Staff, including one central staff member (Graduate Assistant, Area Coordinator or Executive Director of Housing & Student Life) who covers the entire campus and one or more RA's working in each building, are on active duty from 7:00pm until 12:00 midnight daily. Professional staff duty responsibilities include coordination and support for the RA staff. This is done,

in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds of the residence hall and is required to sleep/remain in the facility throughout the night in case of an emergency.

Custodial Staff

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

The Residential Facilities

Introduction

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

The University supplies to each resident:

- ❖ Twin bed and mattress
- ❖ Desk and chair
- ❖ Closet or wardrobe
- ❖ Dresser
- ❖ Comcast basic extended cable
- ❖ Wi-Fi Service

The University supplies to each residence hall:

- ❖ Card-operated laundry facilities
- ❖ Lounge area with cable television
- ❖ Vending machines for drinks and snacks
- ❖ Kitchenette
- ❖ Smoke detectors

The Residence Halls

Beta Hall

- 134 beds

- Suite-style accommodations
- Designated single rooms
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building
- Air conditioning

Bonar Hall

- 92 beds
- Suite-style accommodations
- Double rooms
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building
- Air conditioning
- Honors Housing

Boyd Hall

- 72 beds
- Community style accommodations
- Designated single rooms
- Same rate as double room cost
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building

Curtis Hall

- 67 beds
- Community style accommodations
- Designated single rooms
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building
- Air conditioning

Hughes Hall

- 248 beds
- Suite-style accommodations
- Double rooms
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building

Krise Hall

- 308 beds
- Suite-style accommodations
- Double rooms
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building

Rogers Hall

- 94 beds

- Community style accommodations
- Designated single rooms
- Same rate as double room cost
- Furnished rooms: bed, desk, chair, and wardrobe
- Kitchen and laundry in building

The Apartment Complexes and Student Houses:

Commons Townhouse Apartments

- 11 apartments: 2 bedrooms, 1 bathroom
- Double room and single room
- Furnished bedrooms
- Kitchen appliances
- Laundry in building

Topper Towers Apartments

- 12 apartments: 4 bedrooms, 2 bathrooms
- Furnished bedrooms, private rooms
- Kitchen appliances
- Air conditioning
- Laundry in building

Topper Village

- 38 apartments: 2 bedrooms, 2 bathrooms
- Furnished bedrooms, private rooms
- Kitchen appliances
- Air conditioning
- Laundry in building

University Place 1

- 4 apartments: 2 bedrooms, 1 bathroom
- 12 apartments: 3 bedrooms, 1 bathroom
- Furnished bedrooms, private rooms
- Furnished living rooms
- Kitchen appliances
- Air conditioning
- Laundry in building

University Place 2

- 21 apartments: 2 bedrooms, 2 bathrooms
- Furnished bedrooms, private rooms
- Kitchen appliances
- Air conditioning
- Laundry in unit

Houses

- Greek Houses for students in national fraternities or sororities
- Limited student houses for upper-class students
- Single and double room options
- Furnished bedrooms
- Kitchen appliances

Housing Assignments and Room Selection

During the spring semester, students can sign up for rooms for the following academic year. Signs with information, dates, and proper procedure are posted in the residential areas prior to the Room Selection process beginning.

Information is also posted on our website and social media and communicated through WLU email addresses for current residential students. The Office of Housing & Residence Life reserves the right to assign, reassign, and adjust room assignments if required, but will notify the student prior to check-in for the fall semester.

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

Room Changes are permitted at any time based on the request of the student. Students must complete a Room Change Request form, approved by a central office staff member, prior to physically moving to their new room. Requests are granted based on space availability and housing requirements.

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

Housing Contracts are signed prior to students' check-in to their rooms and are legally binding for one academic year. If a student wishes to be released from their contract during the fall or spring semester, they must complete the housing

cancellation/request to be released from the housing contract form online. This request will be reviewed and a decision emailed to the student's WLU email address. A student can appeal this decision to the Residence Life Review Board. The Residence Life Review Board will review the student's request, as well as their student records before rendering a decision. If a student is not released from the contract without penalty but wishes to be released from the contract at mid-year, between the fall and spring semester, they will be required to pay a fee of \$425 for contract termination. Twelve-month lease options are available by request for apartments.

COMMUNITY LIVING STANDARDS

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

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

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

assist in the process of identifying and solving problems in the residential community.

Although there are significant responsibilities associated with residential living, as well as great advantages. Access to campus resources, opportunities for social interactions and the ability to make long lasting friendships will increase enormously because of residency on campus. We hope you will consider residential living a key component in your University experience and you will contribute positively to a residential environment that is supportive of academic pursuits.

I. Residential Environment

a. Visitation and Guests

- i. Residents are responsible for the behavior of guests or visitors. Violations by guests will be adjudicated through the student conduct process for the student host. Guests may be removed from campus and/or banned from campus temporarily or permanently based on behaviors on campus.
- ii. Overnight guests must always be registered. The online registration system is available on the website and communicated at the beginning of each academic semester.
- iii. Guests must always be escorted in the residential facility. This includes not being left alone in the host's room or apartment while the host is not in the room or apartment.
- iv. Two guests are permitted per room/apartment/house nightly.
- v. Guests may not stay for more than three consecutive nights or more than eight days in a one-month period. Excess of this will be considered cohabitation and may lead to financial fines for students in violation or being banned for non-students or students alike.
- vi. Underage guests are not permitted in any residential facility without prior, written approval by the Executive Director and/or his/her designee. Requests should be submitted 7 days in advance. This includes babysitting for underage guests and family members.

b. Noise

- i. Residents are expected to maintain quiet hours from 10pm until 10am through the academic year and 24 hours during the week of finals. Specifically, noise

should not be heard outside of your room during these hours.

- ii. Residents are expected to maintain courtesy hours for noise outside of quiet hours. Specifically, noise from your room should not be heard from two doors down from your room.
- iii. Use of amplified instruments is not permitted. Utilizing sound equipment or speakers in windows is prohibited.
- c. Activities not permitted
 - i. Playing sports or games in hallways, stairwells or balconies is not permitted.
 - ii. Gambling is not permitted.
 - iii. Sponsoring raffles or pools in a residence hall is prohibited except for approved University-related fund-raising. Approval must be obtained by the Office of Housing & Residence Life.
 - iv. Solicitation in residence halls is prohibited, except for approved University-related fund-raising. This includes distributing written documents. Approval must be obtained by the Office of Housing & Residence Life.
 - v. Running a business out of your room is not permitted. This includes online and sales such as Mary Kay, Avon, YouTube, etc. This also includes babysitting, day care, or other services.
 - vi. Non-students are not permitted to reside in residential facilities. If a student withdraws, they must move out within 72 hours.
 - vii. Being present during a violation is a violation. If you are in the presence of a violation you are encouraged to report the incident but at minimum are required to remove yourself from the situation.

II. Safety and Facilities

- a. Items that are not permitted
 - i. Weightlifting equipment more than 10 lbs.
 - ii. Waterbeds
 - iii. Freezers (except connected to mini fridge)
 - iv. Air conditioners
 - v. Ceiling fans
 - vi. Any items installed on walls with nails, screws, or other semi-permanent methods
 - vii. Painting of rooms

- viii. Pets other than fish, except authorized and documented accommodations
- ix. Open flame source or flammable material (including but not limited to candles, oil lamps, incense, gasoline, etc.)
 - x. Appliances exceeding 1000 watts
 - xi. Two prong extension cords, plug adaptors, or power strips without surge protection
 - xii. Halogen lamp
 - xiii. High heat or open coil appliance, appliance with open heating element (including but not limited to electric griddles, foreman grills, space heaters, waffle irons, hot plates, coffee makers with warmer, indoor grills or broilers, etc.)
- b. Items that are permitted
 - i. 10lb or less dumbbells
 - ii. Refrigerator (one per room, not more than 10 amps, must be plugged directly into wall outlet)
 - iii. Microwave (one per room, not more than 10 amps, must be plugged directly into wall outlet)
 - iv. Television (one per room)
 - v. Bicycles (must be stored in room)
 - vi. Fish (one aquarium per room, must not exceed 10 gallons)
 - vii. Keurig or similar coffee maker (single cup brewer)
 - viii. Clothing irons may be stored (while unplugged) in personal rooms, but may only be used in laundry rooms.
- c. Fires/Fire Alarms/Fire Safety
 - i. Failure to evacuate a residential facility during a fire alarm or re-entering a residential facility before being permitted by a University official or first responder is prohibited.
 - ii. Starting a fire in a residential facility or any area immediately adjacent to a residential facility, such as a quad or courtyard is prohibited. This includes fire pits in yards of houses or apartments.
 - iii. Activating a fire alarm or smoke detector in a residence hall without due cause, or falsely reporting a fire emergency to police, fire or residence life staff is prohibited.
 - iv. Unauthorized use, tampering with, or damage to any emergency or safety equipment is prohibited,

including but not limited to sprinkler systems, fire extinguishers, fire alarms, door alarms, etc.

- v. Gatherings of more than three times the designed occupancy in a residential room/apartment is a violation of fire code and is prohibited.
 - vi. Propping of a fire door, which includes room doors, is prohibited.
 - vii. Cooking, either in personal microwave or community kitchen, cannot be left unattended. Unattended cooking is considered a fire hazard.
- d. General Safety
- i. Attempting to gain access or trespassing in residence halls when closed is prohibited.
 - ii. Propping exterior access doors is prohibited.
 - iii. Tampering with locks of outside access, suite, room, or bathroom door is prohibited.
 - iv. Failure to report lost keys or access card within 24 hours is prohibited.
 - v. Throwing or hanging items from windows or balconies is prohibited.
 - vi. Hanging outside of, sitting on, or climbing from windows, balconies, exterior of buildings, or roofs is prohibited.

III. Alcohol, Tobacco, and Drugs

- a. Alcohol, tobacco, and illegal drugs are not permitted to be used in residential facilities. Alcohol and illegal drugs are not permitted to be in residential facilities. Exceptions to alcohol permitted in residence halls include:
 - i. Possession of six 12 oz cans of beer or less per apartment in specified and approved specialty housing options, including Commons, Topper Towers, Topper Village, University Place and University Place 2 Apartments. Failure to adhere to limits on alcohol possession will result in this privilege being removed permanently for the residents involved.
- b. Alcohol containers intended for decorative display but that once contained alcohol are not permitted.
- c. Drug paraphernalia is not permitted

Residential Procedures

The following is a compilation of policies and procedures for students living in campus housing, including residence halls, apartments and houses. Residents

agree to abide by these policies as part of the terms and conditions of the residence hall contract. Policies and procedures may be added or adapted during the term of the residence hall contract with written notification to residents. Terms and conditions of the residence hall contract are outlined, as are policies and procedures pertaining to life in a residence hall community.

Abandoned Property

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

Cable

All residence hall rooms are equipped with a cable television hook-up, providing access to campus television channels. Cable and internet service are provided by Comcast/Xfinity. Information is available online and posted throughout buildings to directly contact Comcast/Xfinity for service issues.

Campus Computer Network

All residential facilities will have WiFi internet through Comcast. Residents of campus housing who utilize residence hall connectivity agree to abide by any Acceptable Use Policies published by the University.

Cancellation of Housing Contract Procedure

Housing contracts are issued for the entire academic year (fall and spring semesters) for students entering in the fall. Students entering in the spring semester are issued contracts for the spring semester only. Residents may not cancel their residence hall contract to move to another facility that is not owned by West Liberty University, such as private off-campus housing, after signing this contract. Cancellation of the housing contract mid-semester or mid-year is automatic upon withdraw from courses or residential suspension resulting from student conduct sanctions. Students who are removed from the residence halls as the result of student conduct sanctions will not receive a refund of any room and board fees. The resident is responsible for notifying the Office of Housing and Residence Life of withdraw from classes and completing the required residence hall checkout. Failure to checkout from the residence halls within 72 hours of withdraw from courses or residential suspension will result in a \$20.00 improper checkout, and any refunds will be forfeited. Cancellation of the

housing contract is required through the [online cancellation form](#). Notifying other University departments will not be considered a housing cancellation. Residents may cancel housing through the [online cancellation form](#). Room and board refund rates for students who withdraw from West Liberty University classes mid-semester are outlined in the Housing Contract.

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

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

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

termination fee to be released early from their contract. This fee is \$425 and only available between fall and spring semesters.

Care and Cleaning of Rooms and Suite Bathrooms

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

Check-out Procedures

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

Common Area Space Utilization

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

Custodial Services

Each residence hall community has a custodial staff that works to provide a pleasant living environment. Students are responsible for the cleanliness of their own rooms and are expected to support the housekeeping staff by disposing of

trash and leaving all public areas in clean condition. Personal trash may not be left in public areas. Public areas include lounges, kitchens, hallways, hall/suite bathrooms, study rooms, stairways, and lobbies. Problems with residents not leaving these areas reasonably clean after use may result in billing charges to floor residents for additional cleaning. (See also *Damage Assessment*)

Damage Assessment

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

Early Arrival

Students who are participating in University-affiliated activities prior to the official start date of the housing contract will be permitted to move into their permanent room assignment. Students must make individual arrangements with their advisor, coach, or sponsor of the University affiliated activity and be officially registered as an early arrival with the Office of Housing and Residence Life. Requests to arrive early may be denied if sufficient time is not offered for the staff to prepare for the students' arrival, therefore, early arrival requests should be made as early as possible. Additionally, early arrival request may be denied if they do not meet specific criteria to warrant early arrival. Students not permitted to arrive on campus early, and who attempt to do so, will be escorted from the residence halls by WLU Police. The University will not be responsible for accommodations for students who arrive on campus early without permission. Such students will be responsible for providing their own

transportation back home and/or finding alternative accommodations until the official opening of the residence halls.

Eligibility to Live in Campus Housing

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

Furniture

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

Group Damage Charges

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

Habitual Offender

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

Three incidents in one academic year

Four incidents in two academic years

Five total incidents

Health and Safety Inspections

Health and Safety Inspections will be conducted by the Residence Life staff once per month in each residence hall and twice monthly in apartments and houses, at a time posted and announced 48 hours in advance. Inspections are intended to ensure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment free of trash. Other violations found during Health and Safety Inspections will be addressed in the appropriate manner, i.e., through the campus judicial process. Residents have 24 hours to rectify any health and safety concerns discovered and communicated by Residence Life staff.

Repeated health and safety violations may result in judicial sanction, including but not limited to fines, reassignment, or loss of housing privileges. In clarification, large appliances and furniture provided by the University, as well as walk-in closets, are subject to inspection. (See also, *Care and Cleaning of Rooms and Suite Bathrooms*)

Holiday and Break Periods

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

During times when the residence halls are officially closed, no guests are permitted in the residence halls. This includes residents who have checked out

at the close of each semester. All residents will complete a form notifying RA staff of their date and approximate time of check out for closing.

Identification Card (Topper Card)

All residents receive a West Liberty University identification card.

The card purposes include:

- Identification
- Residence Hall Building Entry
- Meal Card
- Laundry Card
- Topper Dollar Card

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

Illegal Entry/Trespassing

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

Keys

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

Residence Life, or they will be billed a replacement charge. If a key is returned within two months of the lock change, a \$50 fee will be assessed and the lock change fee removed.

Kitchens

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

Laundry Facilities

For your convenience, card-operated laundries are located in the residence halls, and coin-operated are available for apartments and houses. Residents are expected to help keep the laundry rooms clean and report any malfunctioning machines to the Housing & Residence Life Office .

Limited Access

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

Lofts

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

Lounges

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

Mail

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

Maintenance, Repairs, and Pest Control

All requests for Maintenance, repairs and pest control should be made through the student Resident Assistant for the floor, or by contacting Housing Maintenance via email at fixit@westliberty.edu or telephone at (304)336-8009.

Motorcycles/Mopeds

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

Network Access

All residence hall rooms are wired for one cable TV and Wi-Fi through Comcast. Students can contact Comcast directly for any connection issues. The RA will have information sheets for troubleshooting and contacting Comcast.

Personal Property Liability

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

Pets/Aquariums

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

NOTE: This policy does not apply to persons with a disability that require the use of a service animal. If you require the use of a service animal, proper documentation from the treating physician/clinician must be submitted to the Department of Housing and Student Life.

Recreational Equipment

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

Residence Life Review Board

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

Roofs, Ledges, and Balcony Areas

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

Room Changes

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

Room Condition

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

Summer Housing

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

Unauthorized Access

Authorized Entry:

Residents of the residence hall

Parents and guests invited by residents of the residence hall and escorted by the host resident.

Officials and authorized employees of the University
Local, state and federal law enforcement officers
Licensed subcontractors and business vendors expressly authorized by the
Department of Housing and Residence Life

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

Weapons

Possession, manufacture, use, sale, or distribution of firearms, ammunition, BB and pellet guns, paint guns, knives, martial arts weapons, slingshots, and all other dangerous weapons is prohibited in any University owned, leased, or controlled residential facility, including but not limited to, residence halls, apartments, and houses.