

**2015-2016**  
**Student Handbook**



**FAIRMONT STATE  
UNIVERSITY**

*1865 • 2015*

**150**

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## **PRESIDENT'S WELCOME**

*Welcome to Fairmont State University!*

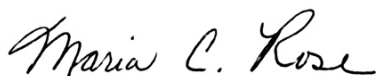
*We are happy that you have chosen an institution focused on you and the firsts you can create. Whether you are returning to campus or are a new student, welcome.*

*As a Fairmont State graduate, I can remember the wonderful times I had as part of the student body and am excited for you as you journey through one of the best times of your life.*

*The faculty and staff are here to help you achieve your goals and in some cases help you determine what your goals could be. Fairmont State University will be your home for the next few years, so make the best of your time here. This is a place where you will meet people that will influence and, in some cases, be a part of your life forever. Enjoy college, go to class, join a club, and participate in campus activities.*

*Create new firsts and never be limited in your pursuits and experiences. If I can ever be of assistance or you just want to say hello, please catch me on campus or send an e-mail to [Maria.Rose@fairmontstate.edu](mailto:Maria.Rose@fairmontstate.edu).*

*All the best,*

A handwritten signature in cursive script that reads "Maria C. Rose".

*Dr. Maria Rose*

*President*

*Fairmont State University*

## **CAMPUS INFORMATION**

### **Campus Directory**

[Click here for our online Campus Directory](#)

### **Colleges and Schools**

Department	Contacts	Location	Phone
School of Business	Dean Richard Harvey	111A JH	304-367-4261
School of Education	Dean Carolyn Crislip-Tacy	345 ED	304-367-4143
School of Fine Arts	Dean Constance Edwards	304 WH	304-367-4219
College of Liberal Arts	Dean Deanna Shields	110A HB	304-367-4161
School of Nursing and Allied Health	Dean Sharon Boni	244 ED	304-367-4133
College of Science & Technology	Dean Don Trisel	302 ET	304-367-4869

### **Building Codes**

<b><u>Fairmont Campus</u></b>	<b><u>Code</u></b>	<b><u>Off-Campus</u></b>	<b><u>Code</u></b>	<b><u>Off-Campus</u></b>	<b><u>Code</u></b>
Colebank Hall	CH	Barbour County	BC	Aerospace Center	MT
Education Building	ED	Braxton County	BX	Mon County Tech	MV
Feaster Center	FC	Calhoun County	CL	Preston County	PC
Hardway Hall	HB	Clinical Affiliate	CA	Pocahontas County	PO
Hunt Haught Hall	HHH	Doddridge County	DC	Public Schools	PS
Jaynes Hall	JH	Upshur County Tech	FE	Randolph County	RC
Library	LB	Lewis County	LW	Tygart Valley	RT
Turley Student Srv Ctr	TC	Television	TV	Taylor County	TY
Wallman Hall	WH	West Virginia University	WVU	Gaston Caperton Ct	CC
Falcon Center	FAL	United Technical Center	UTC	Pratt Whitney	PWH
Virtual Online	V				
Engineering Technology	ET				
Folk Life Center	FOLK				
Crim. Justice Crime House	CJHOUS				



## **CAMPUS FACILITIES**

### **Falcon Center**

Dr. Robin Yeager, Director  
316 Colebank Hall  
(304) 367-4783

The Falcon Center is our state-of-the-art student center. You can work out, play intramural sports, shop at the bookstore or grab a bite to eat. Hanging out between classes has never been so much fun. The building features a four-lane lap pool, Jacuzzi, and sauna; three (3) large gymnasiums; two (2) Fitness Rooms, featuring “Fitness on Demand” and offering classes in Spinning, Tabata, Zumba, etc.; 7,000 square feet of fitness equipment; “Bound for Success” bookstore; computer labs, informal dining at the “Nickel” and sit-down dining at the Dining Hall; ID Card Office; the Copy Center; Student Health Services; Student Government Office; “The Nest” Food Bank; and Public Safety.

### **Copy Center**

Joni Bokanovich and Georgeann Cain  
3rd Floor Falcon Center  
(304) 367-4185

The Copy Center provides services for students, faculty, staff and community members. Printing, copying, and finishing services are available.

### **Department of Public Safety**

Chief Jack Clayton  
3rd Floor Falcon Center  
(304) 367-4157

#### **Purpose**

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

### Enforcement & Staff

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

### Mutual Aid

The campus is within the city limits of Fairmont which allows the Campus Police to work closely with the Fairmont Police Department through a Mutual Aid agreement that enables both departments to work together in one another's jurisdictions upon request.

### Services

The Department of Public Safety also provides various other services to the campus community including:

- unlocking and jump starting vehicles;
- security escorts;
- traffic enforcement;
- locking and unlocking of buildings;
- event security, and
- random police patrols throughout the campus.

One member of the staff is a certified Emergency Medical Responder who, in addition to also responding to medical emergencies on campus, coordinates the campus AED (automated external defibrillator) program and in-service emergency medical training for other police and security staff within the department.

### Student Employment

The department provides students with the opportunity for employment. The office generally staffs 12 to 18 student security officers who may work as much as 20 hours per week. While many are Criminal Justice Majors, students in any course of study are welcome to apply for the program. Uniformed student officers work in pairs and/or with police and regular security officers, are radio equipped and are routinely dispatched to provide escorts, help lock and unlock doors, enforce parking regulations, patrol the campus, and assist in parking details and event security.

### Programs and Projects

The Department of Public Safety employs a Program Specialist and a Part Time Project Coordinator for the daily maintenance of the office. These employees are also responsible for processing parking tickets, taking payments, processing appeals, distributing parking tokens and temporary parking decals. The Program Specialist also serves as a "Victim Advocate" for persons affected by the criminal actions of others

and also provides assistance to officers investigating offenses concerning crimes against persons.

All of the employees of the Department of Public Safety are professional and highly motivated individuals dedicated to promoting a safe, secure and orderly learning environment for our students, employees, and visitors.

#### Mission

The Mission of the Department of Public Safety is to protect, serve and create a secure, safe and academically sound learning environment free of crime and disorder for the students, faculty and staff of Fairmont State University and Pierpont Community & Technical College. We will provide high quality, community based police, security and parking services while creating and maintaining the level of emergency preparedness necessary to meet the needs of today and the challenges of tomorrow. The Department serves with integrity, discretion and expediency in a fair, proper and thorough manner. Our greatest asset is our personnel; our greatest strength is our partnership with the campus community.

#### Questions

Questions concerning the Department of Public Safety call (304) 367-4157 or visit our website at <http://www.fairmontstate.edu/campuspolice/about-us>

### Dining Services

#### **Falcon Center Cafeteria**

Jeff Swaim, Food Service Director  
3rd Floor Falcon Center  
(304) 367-4119

FSU's dining services are provided by Aladdin Food Management Services, LLC. "Market Place" dining venue offered at the Falcon Center Cafeteria for "all-you-care-to-eat" venue. Students on meal plans must present their student ID card every time they come into the cafeteria.

#### **Hershey's Ice Cream & Ciabattas**

2nd Floor Falcon Center

**Nickel**

Rob Lemon  
2nd Floor Falcon Center  
(304) 367-4976

This dining alternative features wraps, sandwiches, “grab & go” sandwiches and salads, burgers, popcorn chicken, pepperoni rolls, pizza, curly fries, Seattle’s Best Coffee, and chilled beverages. They accept Flex dollars, Falcon dollars, credit and debit cards in addition to cash.

**Fairmont State University Bookstore, Bound For Success**

Tammy Eddy, Store Manager  
2nd Floor Falcon Center  
(304) 333-3636  
fairmont-pierpont.bkstr.com

In addition to selling and renting textbooks (including textbooks in digital format), a wide variety of school supplies such as study aids, general reading books and test prep books are available. Clothing, gift items, bookstore gift cards, computer supplies, and imprinted Fairmont State items are also available.

**Intramurals and Club Sports**

Tina Mascaro  
208 Colebank via the 2nd floor of the Falcon Center  
(304) 367-4291

The Intramural program offers competitive sport opportunities for all students who are currently taking classes on the main campus and all employees of both Fairmont State University and Pierpont Community & Technical College. Sport leagues are offered in basketball, flag football, softball, volleyball and bowling as well as many individual evening competitions in corn hole, ping pong, dodge ball, and many more. Students are encouraged to create teams for any or all of the sports offered or stop by the Intramural meetings and place themselves on the ‘free agent’ list to be picked up by an existing team. All information pertaining to the Intramural program will be posted on the bulletin board located on the first floor of the Falcon Center as well as the webpage.

It is the goal of the Intramural program to enhance the college experience and aid in developing leaders through sport by promoting competition, camaraderie, fitness and fun. In addition to the Intramural program, students have an opportunity to participate on a club team. Current teams include Men’s Rugby, Women’s Rugby, Fishing and Cheerleading.

**Student Health Services**

3rd Floor Falcon Center

(304) 367-4155

The Health Service is open Monday through Friday from 8 a.m. until 4 p.m. All fee paying students are eligible to be seen. We do not bill insurance. If x-rays are ordered or lab tests that are beyond what we offer on-site, they are at the student's expense. Every effort is made to provide the best, most cost effective care. Referrals to outside health care providers or local medical facilities will be made when deemed necessary. Educational materials are also available for students' use.

**Feaster Center**

Tim McNeely, Athletic Director

3rd Floor Feaster Center

(304) 367-4220

[fightingfalcons.com](http://fightingfalcons.com)

Fairmont State is a member of the Mountain East Conference in Division II. Our current athletic teams include:

**Men's Sports**

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Swimming
- Tennis

**Women's Sports**

- Acrobatics & Tumbling
- Basketball
- Cross Country
- Golf
- Soccer
- Softball
- Swimming
- Tennis

## **Residential Facilities**

Alicia Moore, Director of Housing and Residence Life and Campus Judicial Officer  
303 Turley Center  
(304) 367-4216

### **Housing Options**

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

Morrow Hall: co-ed by floor/wing

Pence Hall: co-ed by floor/wing

Prichard Hall: co-ed by floor/wing, Honor's and International learning community

College Park Apartments: one, two, and three bedroom apartments, upper class students

### **Meal Plan Requirements**

A meal plan is mandatory if residing in residence halls. Meal plans are available for apartment residents and commuter students. Special dietary needs will be accommodated upon request.

### **Residence Off-Campus Policy**

Students attending at least one class on the main campus are required to live on campus for their freshman and sophomore years (four consecutive semesters).

Students who move off campus without written approval from the Office of Residence Life will be billed for room and board charges. If demand for housing exceeds capacity of residence halls, it is possible to be placed on a waiting list or given a release to live off campus. If a student has documented special needs, every effort will be made to provide the most appropriate on-campus housing assignment. Students should contact the Office of Disability services if they require accommodations.

Students can apply for a housing exemption if they meet any of the following criteria:

- You are married
- You are a parent
- You have documented medical circumstances that cannot be accommodated on campus
- You are a commuter student who lives within 50-miles of the Fairmont campus and is living at the home of a parent or legal guardian
- You are 21 years of age or older by the start of your enrollment period

Students must contact the Office of Housing and Residence Life at 304-367-4216 to request an exemption form.

[Click here to access the Residence Life website](#)

## **Ruth Ann Musick Library**

### **Libraries of Fairmont State University**

Thelma Hutchins, Director of Library Services

Circulation Desk: (304) 367-4733

Reference Desk: (304) 367-4121

[library.fairmontstate.edu](http://library.fairmontstate.edu)

Our library staff has broken the mold of what a traditional library is. At FSU we want it to be your home. Charge your device at our new charging station. Take a break from classes and play a game on the Wii. Relax on our comfy couches. Download audiobooks and e-books through WVDeli. Get help researching a project. Do it all with the help of our fully staffed library where you will be known by name and treated like family.

Use the library over 115 hours a week during fall and spring semesters and over 70 hours a week during the summer sessions. Your student ID is your Library card. We are always happy to help you!

### **Starbucks @ the Library**

The newly expanded Starbucks inside the Ruth Ann Musick Library offers lattes, coffee, “Grab and Go” sandwiches and salads, fresh baked muffins, brownies, and pastry items. Flex dollars, credit and debit cards, and cash are accepted.

## **Turley Student Services Center**

Kaye Widney, Vice President for Student Services

306 Turley Student Services Center

(304)367-4303

Created just for you, the Turley Center is designed to provide you a one-stop-shop for everything you will need to begin your college career, your semester or your post graduate life.

### **Academic Advising Center**

Pamela Stephens, Coordinator of Academic Advising and the RBA Degree Program

317 Turley Student Services Center

(304) 367-4709 ext. 2

[advise@fairmontstate.edu](mailto:advise@fairmontstate.edu)

The Academic Advising Center serves FSU undeclared students who have not yet selected majors. Advising Center advisors assist students with developing educational plans that are compatible with their life goals and with developing the skills and habits necessary to succeed in college and in life after college. A concerted effort is made to address any academic concerns that may impede the students’ successful completion of degree requirements, and referral to other campus services and support systems are provided when necessary.

**Career Development Center**

Amy V. Drvar, Director

222 Turley Student Services Center

(304) 367-4214

**Services Include:**

- Assistance in declaring a major through a variety of assessment tools
- Personalized career counseling
- Information on employment trends, outlooks, etc.
- Internship/practical experience opportunities
- Workshops, career/job fairs
- Graduate school information
- An online resume and job database
- Full and part-time job opportunities
- Assistance with Resumes, Cover Letters, and Interviewing
- Practice interviews (videotaping is available)
- On-campus interviewing
- Career resources library
- American Business Etiquette Coaching

**Civic Engagement**

Amy V. Drvar, Director

Career Development Center

222 Turley Student Services Center

(304) 367-4214

**Services Include:**

- Facilitates service learning opportunities for students and student groups
- Offers community service learning courses
- FSU Reads Program – after school tutoring program
- FSU Counts Program – after school tutoring program
- Coordinates United Way campaign
- Workshops regarding importance of civic engagement for students
- Partners with faculty to incorporate service learning projects into curriculum
- Maintains relationships with community organizations
- Organizes campus-wide service initiatives



## **Counseling Services**

Andrea Pammer, Director of Counseling & Disability Services

316 Turley Center

(304) 333-3661

[www.fairmontstate.edu/counseling](http://www.fairmontstate.edu/counseling)

The Office of Counseling strives to support emotional health, personal growth, and interpersonal development of the student body. The counseling services staff offers education, intervention, outreach, consultation, and referral to other resources when necessary. Licensed and supervised mental health professionals provide these services in confidential context.

If affected by a crisis (e.g. serious injury; death; family problems) the Office of Counseling will work to assist you in dealing with these crises and their aftermath.

## **Financial Aid and Scholarships**

Tresa Weimer

303 Turley Student Services Center

(304) 367-4141

### **Services and Regulations:**

- Financial aid, in the form of scholarships, grants, loans, and employment is made available to eligible students to assist in meeting educational expenses.
- Financial Aid counselors are available to see students and families on the 3rd floor of the Turley Student Services Center on a walk-in or appointment basis.
- Eligible applicants must be admitted as regular students into degree seeking programs.
- Eligibility is determined after evaluation of the Free Application for Federal Student Aid (FASFA), which is submitted annually, prior to March 1<sup>st</sup>.
- Detailed information describing specific Fairmont State financial aid programs can be found online at <http://www.fairmontstate.edu/finaid/>
- Financial aid recipients who are adjusting their semester credit hour load or who are withdrawing from Fairmont State should meet with a Financial Aid counselor to determine what impact that action may have on current and future eligibility. Students who completely withdraw after the start of the semester may be responsible for returning a portion of federal and state funding.
- Financial aid programs require satisfactory academic progress, measured in terms of grade point average and the percentage of all successfully completed hours versus all attempted hours, in order to maintain eligibility. Detailed information on the Financial Aid Satisfactory Progress Policy is available by [clicking here](#)

## **Honors Program**

J Robert Baker

225 Turley Student Services Center

(304) 367-4197

### **The Honors Program encourages students**

- to sharpen their abilities to think critically and to express themselves articulately
- to enjoy the camaraderie of studying and living together
- to complete an independent senior project
- to become engaged citizens of our country and the world through travel experiences

Honors students are eligible to live in the Honors Residence in Prichard Hall with Dr. Kenneth Millen-Penn, the Honors Faculty-in-Residence. The Program requires a composite ACT score of 26 or higher for admission.

## **International Student Services**

Geneva Hines, Director

223 Turley Student Services Center

(304) 367-4782

Provides services for all international students from applicant through alumni status, including:

- Admissions processing
- Immigration advisement
- Support services
- Counsel
- Programming

Must meet with a Designated School Official (DSO) upon arriving on campus and at the beginning of each semester bringing:

- Passports
- I-20 (Certificate of Eligibility for Non-Immigrant Student Status)  
I-94 (Arrival/Departure Record) to each semester meeting

**Services for Students with Disabilities**

Andrea Pammer, Director of Counseling & Disability Services  
316 Turley Student Services Center  
(304) 333-3661

The Office of Disability Services mission is to ensure equal educational access and opportunity for students who qualify as someone with a disability under the applicable laws (ADA, Section 504). It is the student's responsibility to contact this office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Reasonable academic accommodations are determined on an individual basis through a collaborative process taking into account the students requests and the standard, scope, and content of programs/classes. Any requirement an instructor demonstrates as essential to a program or course of instruction cannot be altered.

For more information please visit our [website](#) , contact us by phone at 304-333-3661, by email at [access@fairmontstate.edu](mailto:access@fairmontstate.edu), or stop by our office in 316 Turley Student Services Center.

**Student Employment**

Joyce Ross, Student Employment Advisor  
222 Turley Student Services Center  
(304) 367-4836

The Office of Student Employment serves Fairmont State University students wanting a part-time job on campus or a part-time community service job off campus.

Student employment jobs give students the opportunity to earn extra money, learn valuable skills and experience to take with you when you graduate, and build valuable relationships with faculty, staff, supervisors and other students.

There are two employment opportunities; the Federal Work Study Program and the Auxiliary Student Worker Program.

The Federal Work Study Program is funded through the Federal Government and Fairmont State University. Awards for this program are given on financial need basis.

The Auxiliary Student Worker Program is funded directly by the institution. This program is not a need base program.

## **Wallman Hall**

### **Art Gallery**

The James D. Brooks Gallery is located on the fourth floor of Wallman Hall. Exhibits from student, faculty, and visiting artists' works are on display. Fine arts exhibitions are free and open to the public.

### **Wallman Hall Theatre**

The theatre is home to a large variety of activities throughout the year. The Masquers, a student theatre production organization produces three to four shows annually. The Town & Gown Players produces two shows during summer terms.

Student ID must be shown at Box Office

### **Recital Hall**

229 Wallman Hall

Many recitals and concerts are held in the Recital Hall. The hall includes a small stage and also serves as the practice room for the FSU Marching Band, Wind Ensemble, Collegiate Singers, and Chamber Choir.

### **Studio Theatre**

314 Wallman Hall

This flexible theatre allows for different seating arrangements. Theatre in the round, thrust and conventional proscenium arrangements can all be arranged. Used for student projects, one-act plays, improvisation, and theatre classes.

## **STUDENT RESOURCES**

### **Computer Resources**

#### **Campus-Wide Computing Facilities**

Computer labs and printers are accessible at the following locations:

- Main campus
- Gaston Caperton Center
- Robert C. Byrd National Aerospace Education Center in Bridgeport

All facilities are connected to the Fairmont State network. The largest computing facility is the Ruth Ann Musick Library with 180 stations. The library also provides collaborative spaces for student and faculty use, featuring projectors, sound, Roku, and configurable seating.

Each student is responsible for activating his or her Unified Computer Account (UCA) and changing the password every 180 days. This account provides access to all campus Information Technology services.

Campus wireless network and cloud computing infrastructure allow:

- Students to connect their own devices (laptops, tablets, smartphones, etc.) to campus network
- Access to campus software and other resources

The creation or transmission of threatening, indecent, or obscene material in any form is prohibited. Harassment and hate e-mail is illegal and will be subject to disciplinary action.

#### **Blackboard Learn**

Blackboard Learn 9.1 provides a variety of online tools to facilitate a web-based learning environment. Blackboard can be used to check grades, communicate with instructors and classmates, and participate in class activities. For assistance with Blackboard, contact the Teaching & Learning Commons at 304-367-4810, option 3 or [help@fairmontstate.edu](mailto:help@fairmontstate.edu)

### Computer Lab Locations and Hours

Open Computer Labs			Hours:			
Building	Room	Qty.	Mon. – Thurs.	Fri.	Sat.	Sun.
Caperton Center	101	20	8:00 a.m. – 9:30 p.m.	8:00 a.m. – 4:00 p.m.	Closed	Closed
	101B**	17	8:00 a.m. – 9:30 p.m.	8:00 a.m. – 4:00 p.m.	Closed	Closed
Falcon Center	305*	21	6:00 a.m. – 10:30 p.m.	6:00 a.m. – 8:00 p.m.	10:00 a.m. – 6:00 p.m.	12:00 p.m.– 8:00 p.m.
Library	110**	9	7:00 a.m. – 2:00 a.m.	7:00 a.m. – Midnight	7:30 a.m. – 5:30 p.m.	2:00 p.m. – 2:00 a.m.
	Starbucks*	28	7:00 a.m. – 2:00 a.m.	7:00 a.m. – Midnight	7:30 a.m. – 5:30 p.m.	2:00 p.m. – 2:00 a.m.
	All over 2nd Floor*	98	7:00 a.m. – 2:00 a.m.	7:00 a.m. – Midnight	7:30 a.m. – 5:30 p.m.	2:00 p.m. – 2:00 a.m.
Wallman Hall	232	21	Only open intermittently. Call for availability 304-367-4219			
* Hours vary depending upon the time of the semester. Up-to-date information is posted online.						
**Also available for class usage. Will be posted on door if reserved.						

## **Teaching and Learning Commons**

139 Library  
304-367-4810, option 3  
[help@fairmontstate.edu](mailto:help@fairmontstate.edu)

The Teaching and Learning Commons (or TLC) is the division of the Office of Information Technology that works directly with the campus community.

The TLC can assist students with many services and resources offered by the University, including the following.

- Account login and access questions
- Email and online storage Campus portal
- Blackboard, Moodle, Respondus and other classroom technologies
- Cloud computing facilities
- Setup and use of devices available for checkout from library circulation desk
- Computer labs
- Use of library collaborative spaces
- Internet access in dorms
- Wireless network connectivity for personal computers, tablets, and phones
- FELiX
- Emergency notifications
- Anti-virus software
- Virus and malware removal
- Downloading and using the FSU mobile app

## **Identification Cards**

Shana Bock, Campus Card Services, Director  
1st Floor Falcon Center  
(304) 368-7227

Student ID Card is the official Fairmont State University identification. To obtain an ID Card one of the following is needed:

- Driver's License
- Military ID
- Passport
- State ID card

ID Card required to use:

- Libraries
- Recreation center
- Parking garage
- Residence Hall access
- Campus activities and athletic events
- Meal plans/Commuter plans/Falcon Dollars

Replacement ID Cards:

Replacement ID cards can be obtained at the ID Card Office and Gaston Caperton Center. A \$15.00 replacement fee will be charged.

## **Institutional Testing**

Information is available regarding various standardized comprehensive tests that may be required for specific students. The tests include, but are not limited to, the following:

### **American College Test (ACT) including Residual ACT**

Charley Hively, Test Administrator

Ruth Ann Musick Library

(304) 367-4617

Required of all applicants, unless you have graduated high school or completed GED requirements more than five years prior to seeking admission. Scores used for determining student placement in English and mathematics courses, scholarships, loans, and academic advising purposes.

### **COMPASS**

Jennifer Jones, Academic Advisor

Advising Center

(304) 367-4709

The COMPASS test is a self-adaptive, computer based exam. There is a Math test, a Writing test, and a combined option with both Math and Writing tests. COMPASS scores can be used to identify the level of English and/or Math into which a student places. Students may benefit from taking the COMPASS if one of the following apply: if there are no ACT/SAT scores on file, if the ACT/SAT scores on file are 5/+ years old, or if the COMPASS scores on file are 2/+ years old. Testing is given by appointment only on Wednesdays at 9 am and Thursdays at 1 pm. To reserve a seat, call the Advising Center at (304) 367-4709 ext. 2.



### **Graduate Aptitude Tests**

Dr. Jack Kirby  
208 Hardway Building  
(304) 367-4098

One of the following graduate aptitude tests will be required for graduate school:

- Graduate Record Examination (GRE)
- Miller Analogies Test (MAT)
- Graduate Management Admission Test (GMAT)

Students should check specific graduate program admissions requirements to determine which test to take. The graduate aptitude test should be taken during the senior year.

### **Tutorial Services**

Linda King  
2nd Floor Ruth Ann Musick Library  
(304) 367-4081

The [Tutorial Services Center](#), operating during the fall, spring and summer semesters, serves full-time and part-time students and offers two types of tutoring:

- Professional tutors are available to assist students in Mathematics and Writing.
- Peer tutors offer assistance in basic required classes and a number of elective courses.

### **Student Organizations and Activities**

Jackie Inskeep, Student Activities Program Director  
318 Colebank Hall  
(304) 333-3647

A vital and necessary part of a well-rounded education is the inclusion of co-curricular activities in the schedule of every student. Every effort has been made to reach the interest of all individuals by offering a wide and varied field of student organizations to provide this phase of co-curricular life.

## **Student Government Association**

Meagan Gibson, Advisor

105F Turley Student Services Center

304-333-3665

Student Government actively seeks to supplement the academic atmosphere with intellectual, cultural, and social activities. Student Government members are involved in all aspects of life on campus and work cooperatively with the college administration, alumni, and community.

Every segment of the student body is represented in the Government. Members are elected each spring by the student body and receive special training for their positions. The association comprises a President, Vice President, Secretary, Treasurer, Parliamentarian, representatives of each class (Freshmen, Sophomore, Junior, and Senior), Board of Governors Representative, House of Representatives, Statewide Advisory Council Representative, Faculty Senate, Director of Publications, Multicultural Representative, and Residence Hall Representatives. Student Government elects an advisor who must be a fulltime faculty or staff member.

Student Government meets weekly. All meetings are open to the public. Meeting location and times are subject to change; further information can be found on the [Student Government website](#).

[Click here to see list of recognized student organizations](#)

## **Time Periods for Campus Meetings**

On Tuesdays and Thursdays the activity period is from 12:30 p.m. until 1:30 p.m. There will be no classes, tests, or laboratory periods scheduled. These twice-a-week activity periods are for meetings of both faculty and student organizations, although meetings may be scheduled at other times at the discretion of the student organization.

## **Meeting Room Student Guidelines**

Theresa Zapach

[Theresa.Zapach@fairmontstate.edu](mailto:Theresa.Zapach@fairmontstate.edu)

[schedule@fairmontstate.edu](mailto:schedule@fairmontstate.edu)

304-367-4988

Recognized Student Organizations who wish to schedule meeting space on a regular basis, such as every Tuesday or Thursday at 12:30 p.m., may do so by requesting this as early as the end of the spring semester for the following year. If there are no conflicts, a tentative hold will be placed on the room for the Student Organization. Confirmation of this scheduling will be made in the fall. Room assignments will be based upon the size of the requesting organization and the need for accessibility for disabled members. Because of the limited number of meeting rooms, it is the policy to limit meeting times to one hour. If an organization finds it no longer requires the use of the room, the organization is requested to notify Meredith England as soon as possible.

### **Meeting Room Guidelines:**

- All organizations using campus facilities for a meeting must reserve a time and room with proper campus contacts and complete the "Request for Facility" form. Classrooms are the best space for meetings. Most classrooms are reserved through Meredith England, 304-367-4988.
- All organizations are requested to keep their meetings too scheduled times.
- No food or drinks are allowed in classrooms.
- Because of fire regulations, lighted candles are prohibited in meeting rooms.
- All furniture and chairs in the meeting rooms are to be in their proper place after the meeting.
- Organizations that do not clean their meeting rooms or return the furniture to their proper setting will be subject to a cleaning fee and possible loss of use of the room.
- Smoking is prohibited in all facilities.

## **Planning and Scheduling a Campus Activity**

Any recognized campus organization, committee, board, or department may plan an activity and publicize it on campus. In most cases, a facility may be reserved by that organization or department for such activities. Advanced planning and scheduling are necessary to avoid several organizations requesting to use a facility at the same time. Fairmont State University has established policies and procedures for those wishing to schedule activities on campus. Only club Presidents or Advisors may make facilities requests for Student Organizations. If your organization would like to reserve space, please contact Conference Services, 304-367-4950. There are reservation fees and set up fees associated with most of the facilities on campus and your organization will be expected to pay upfront for costs associated with such reservations. Student Organizations are exempt from some of the Reservation Fees for a few locations on campus.

[Click here for more information regarding starting a new student organization](#)

## **Student Publications**

301 Jaynes Hall  
(304) 367-4254

### **The Columns**

- Fairmont State student newspaper is published six times a semester
- *The Columns* is written, edited, and designed by students
- Financed by student fees
- Any student in good academic standing may apply to become a staff member
- Staff may receive one to three hours journalism credit
- Prior experience not required

### **Mound**

- Fairmont State yearbook is published annually
- Created by a student staff
- Financed through student fees
- Free to all full-time students
- Distributed in the early fall
- Any student in good academic standing may apply to become a staff member
- Staff may receive one to three hours journalism credit

### **Whetstone**

- Student art and literary journal published once per year
- Free to Fairmont State students
- Financed by student fees
- Edited and designed by students
- Any student in good academic standing may apply to become a staff member
- Staff may receive between one to three hours journalism credit
- Students are invited to submit material to be published

## **GENERAL REGULATIONS AND POLICIES**

### **Alcohol and Illegal Drugs**

Fairmont State University does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on any campus, or in any Fairmont State University approved residence, or by recognized campus organizations. This is consistent with Interpretive Rule, State College System of West Virginia Board of Directors, Series No. 42.

Fairmont State University's position is to firmly discourage the use of alcoholic beverages without infringing upon the rights of those persons protected by the law.

The legal age in West Virginia for purchasing alcoholic liquor, wine, or non-intoxicating beer is 21.

Students are advised that they will be held responsible and disciplined for any violation of the law governing the use of alcohol or other illegal drugs. As adults, students are expected to obey the law and be responsible for their own conduct.

Individuals found in violation of alcohol policies or state law, or whom display prohibited or disruptive behavior as a result of intoxication while on the premises, or while participating in a Fairmont State University sponsored activity, may be subject to disciplinary action.

Individuals found violating municipal ordinances or state laws relating to the purchase or consumption of alcoholic beverages while on any campus of Fairmont State University may also be subject to prosecution for the violation in the appropriate court.

The imposition of disciplinary proceedings is not dependent upon nor determined by existence or outcome of any criminal prosecution.

Counseling services are available for students who are concerned about their alcohol or drug abuse. They are there to listen to you, to help you understand the nature of alcohol and drug abuse and to suggest a program, if appropriate, to meet your needs. For more information, call (304) 333-3661.

### **Parental Notification of Alcohol and Drug Violations**

Fairmont State University Policy: Per the guidelines of the Higher Education Amendments of 1998, Fairmont State University may notify the parents or legal guardians (according to [FERPA](#) regulations) of students who are involved in disruptive or inappropriate behavior or incidents resulting in residence hall or campus disciplinary action and which involves the use or possession of alcohol or drugs.

The Higher Education Amendments of 1998 provides that:

### **Drug and Alcohol Violation Disclosures**

“Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s education record, if -

(A) The student is under the age of 21; and

(B) The institution determines that the student has committed a disciplinary violation with respect to such use or possession.”

### **Athletic Policy**

In compliance with the policies recommended by the NCAA and recommended best practices of an NCAA II athletics department, the following minimum standards governing intercollegiate athletics are maintained:

- The ultimate responsibility for the academic and athletic success of the department rests with the Director.
- Students participating in intercollegiate athletics are admitted to Fairmont State University by the Director of Admissions, and their acceptance or denial is granted on the same basis as all other students. Fairmont State University student-athletes are required to maintain the same academic standards for continued enrollment as non-athletes.
- The awarding of scholarships, student loans, and student employment to student-athletes is made through the same agency and on the same basis as grants of aid to all other students. All student employees are required to give full and honest work for pay received.
- As an NCAA II member, Fairmont State University believes in the value of regional athletic competition against other NCAA II members of like educational and athletic values.
- Fairmont State University is a member of the Mountain East Conference (MEC) and the NCAA Division II. Athletic eligibility and participation is governed by NCAA II and MEC standards and bylaws.

Copies of eligibility and participation records are on file in the department of athletics. Questions can be directed to Tim McNeely, Director of Athletics, at (304) 367-4220.

## **Campus Policy on Weapons**

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

### **Exceptions**

The only exceptions to this policy are as follows:

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

### **Violation**

Violation of this policy shall be charged with a misdemeanor

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

### **Definitions**

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

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

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

## **Computer Abuse Policy**

Computer abuse will not be tolerated. Any abuse of campus computers and/or computing facilities is also subject to applicable sanctions of the Student Code of Conduct.

### Computer Usage Guidelines

- Users are to have a valid UCA
- Only use those computer resources that are specifically authorized
- Users may only use their UCA in accordance with its authorized purpose
- Users should not let another person use their UCA
- Passwords should be changed often to ensure that private and secure files are kept safe

Abuse or misuse of Fairmont State computing resources will also be subject to disciplinary action as determined by the institution. Students should refer to the FSU Acceptable Use Policy for complete guidelines.

## **Drug-Free Awareness Program**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State University has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries rising from employment issues or concerns may be directed to the Assistant Vice President of Human Resources; student issues or concerns may be directed to the Vice President of Student Services.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Directory Information**

At its discretion the institution may provide directory information in accordance with the provisions of the Family Educational Rights and Privacy Act to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation, officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying in writing. A full description of the University's policy relating to the Family Rights and Privacy Act (FERPA) is in the academic catalog.

For FERPA Forms [Click Here](#)



## **Fairmont State University Social Media Guidelines for Students**

If you are a Fairmont State student who wishes to set up an official social media site for your department, club or organization, please contact us at [socialmedia@fairmontstate.edu](mailto:socialmedia@fairmontstate.edu), for approval and to help you plan for best results.

### **Social Media Guidelines**

Blogs, digital media and social networks, such as Facebook, Twitter and YouTube, offer new and exciting opportunities for Fairmont State University faculty, staff, students and alumni to share knowledge, express creativity and connect with people who have common interests.

When participating in social media it's important to always be upfront and honest about who you are and what you represent. Use common sense before you post or comment, and respect the values and etiquette of communities you join.

We've put together the following guidelines to help you use social media effectively with your personal and professional reputation and University policies in mind:

Be honest and transparent about your identity

- If you are representing Fairmont State in social media, identify yourself as a Fairmont State student, faculty or staff member.
- If you participate in or maintain a social media site on behalf of the University, clearly state your role and goals.
- Never conceal your identity for the purpose of promoting Fairmont State on social websites.
- Ask your supervisor about circumstances when you are empowered or when you may need approval to respond directly to users on social sites.

Post accurate, concise and useful information

- If you participate in a social network, such as Facebook, or comment on someone's blog, make sure you are contributing information that will be of use to readers.
- Don't post self-promoting material or make "sales pitches" on social websites.
- Make sure that you have all of the facts before you post.
- To avoid having to post corrections or make retractions later, fact-check all information with appropriate sources before you post.
- Cite and link to your sources whenever possible.
- If you have any question about the appropriateness of posting on certain topics in your role as a Fairmont State employee, talk to your supervisor before you post.
- If you make an error, correct it quickly and visibly.
- Unlike writing for print, writing for the web should be quick, concise and easy to follow for screen-weary eyes.

### Be respectful

- Always respect the dignity of others and engage in civil and thoughtful discourse of opposing ideas.
- Post meaningful, respectful comments – don't spam or make remarks that are off-topic or offensive.
- If you ever feel angry or impassioned about a subject, refrain from posting until you are calm and level-headed.
- Always give people proper credit for their work and make sure you have the right to use something with attribution before you publish.
- Maintain confidentiality and data security.
- Do not post confidential or proprietary information about Fairmont State, its students, its alumni or your fellow employees.
- If you discuss a situation involving individuals on a social media site, be sure that they cannot be identified.
- As a guideline, don't post anything that you would not present at a conference.
- Make sure your efforts to be transparent don't violate the Freedom of Information and Protection of Privacy Act.
- Personnel matters regarding current and former employees (including student employees) should not be described or discussed.

### Protect your identity

- While you want to be honest about who you are, don't provide personal information that scam artists or identity thieves could use against you.
- Don't list your home address or telephone number or any other confidential personal information.
- Respect university time and resources.
- As stated in the Fairmont State's Computer Use Policy, University computers and your work time are to be used for University-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem.
- Employees are reminded that posting negative comments or disparaging remarks that are contrary to Fairmont State's missions, values, service standards, or about co-workers (past, current or future), etc. could cast the institution in a negative light and could be deemed defamatory, inflammatory, inappropriate or disrespectful. This does not prohibit you from exercising your protected Section 7 rights.
- Maintain your personal sites on your own time and own computer.

## Be Consistent with Fairmont State's Brand

- If you have been authorized by your supervisor to create a Fairmont State social media site, video or other content for posting online, please contact Fairmont State's social media coordinator for an approved logo and other images to ensure consistency with Fairmont State's brand.
- Don't use the Fairmont State name, logo, athletic logo or any other Fairmont State marks or images on any item unless you have received prior approval from Tammy Holden, Director of Creative Services, at ext. 4739.
- Don't use the Fairmont State name, logo, athletic logo or any other Fairmont State marks or images on any personal online sites you might maintain.
- Don't use Fairmont State's name, logos, marks or images to promote or endorse any product, cause or political party or candidate.
- Monitor and update regularly.
- Assign at least one administrator in your division or department who can regularly monitor postings and update content.
- Aim for regular, consistent postings and updates, at least once a week and, depending on the platform, more frequently.
- If you make contact information available so that questions can be submitted, be sure to respond in a timely fashion.
- Before holding contests or sweepstakes, contact the social media coordinator to assure proper use of social media platforms.

If you are unsure about what information to post or about what social media platform would be best to get your message out, please contact the social media coordinator for guidance.

For any student who wishes to establish and maintain an official Fairmont State social media presence, please contact the social media coordinator at [socialmedia@fairmontstate.edu](mailto:socialmedia@fairmontstate.edu), for approval and help to develop a strategy for best results.

*This working draft is being developed by University Marketing and Communications. If you have suggestions, please contact University social media.*

*We wish to acknowledge Brock University whose related policies and procedures provided important assistance, ideas and background in the development of these guidelines.*

## Best Practices for Posting and Commenting in Social Media

What should you post in social media?

Here are some ideas to consider when posting content to your social media properties:

- Announcements / Shout Outs - Announce upcoming events, achievements by students, faculty or alumni, and important dates.
- Photos - Post photos of campus, an event, or students and alumni.
- Stat / Fact / Ranking - Highlight Fairmont State's inclusion in a ranking list (e.g., MacLean's university rankings) or a fun fact about the school or an alumnus, so long as the information is not personal or protected.
- Question - Ask an open-ended question (e.g., "What's your favorite...?").
- Link - Link to an outside news story or press release.
  - [FSUNOW](#)
  - [Maroonwhite.com](#)
  - [Fightingfalcons.com](#)
- Video - Incorporating a video attachment
- Giveaway – Contact the social media coordinator for guidelines.
- Score / Result / Pre-Game - Give updates on Falcons' scores, upcoming games and athletes.

When and how should you respond to posts made by others in social media?

Before responding to a post or comment in social media, ask yourself:

- Does this comment or post need a response?
- Am I the right person to respond? If not, who would be the right person?
- Do I know the culture of the blog or online community? And am I familiar with what's been posted there in the past?

Be sure to respond to posts and comments with these tips in mind:

- Always try to speak in the first person (e.g., At Fairmont State, I think it's important that we speak in the first person as much as possible).
- Focus on the subject matter, not the person.
- Be personable and respectful. Never respond if you are angry.
- Whenever possible, share a link to an official source to clarify an issue and offer to help in the future.
- Before posting, make sure that you're not accidentally leaking confidential information.
- Since your response will likely be seen by others and turn up in search engine results, proof read it at least 3 times before posting.

## Web and Social Media Monitoring Tools and Tips

Why monitor the web and social media?

Monitoring helps with branding and marketing. It can also be used to identify quality control or customer care problems that may have gone unnoticed.

But monitoring is only one piece of the puzzle. It's important to find out who is saying what and where the conversation is happening so you can respond accordingly.

Monitoring tools

I. Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

To get started using Google Alerts:

- Go to [www.google.com/alerts](http://www.google.com/alerts),
- Enter the topic or keywords you wish to monitor,
- Enter your email address to have alerts automatically delivered to you.

Tip: We recommend leaving the "Type" setting as "Everything" to capture news, blog, real-time, video and discussion alerts.

II. Twitter Search is a powerful tool for mining Twitter's amazing real-time stream of information.

To use Twitter Search:

- Go to [search.twitter.com](http://search.twitter.com),
- Enter the topic or keywords you wish to monitor,
- Subscribe to the real-time search results by clicking "Feed for this query".

(Note: you'll need to use an RSS feed reader such as Bloglines to subscribe)

Some handy uses of Google Alerts and Twitter Search

- monitoring a developing news story
- keeping current on a competitor or industry
- getting the latest on a person or event

## **Free Speech (Presidential Guidelines)**

Fairmont State University highly regards First Amendment rights that guarantee freedom of speech, freedom of expression, and the right to assemble peaceably. These opportunities must be presented on an equal basis and adhere to the University's ability to remain neutral to the content of such expression and protect the rights of all individuals.

All university policies, local ordinances, state and federal laws must be followed.

Under this statement, no person may:

- Interfere with regularly scheduled classes, events, ceremonies or normal and essential operations.
- Impede pedestrian or vehicular traffic.
- Block building entrances.
- Create health or safety hazards.
- Use amplification systems that create undesirable noise levels.
- Create destruction of property.
- Hold gatherings within 75 feet of entrance to any campus facility.
- Hold gatherings of 50 or more individuals without a permit.
- Cause a threat to public safety, according to the discretion of University Police.

Fairmont State University reserves the right to cancel any permit. Until a new form is developed, please use the non-commercial solicitation permit. A permit must be obtained from Robin Yeager.

Individuals may face civil and/or criminal sanctions for violations of state, local or federal law.

## **Hazing**

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.

Hazing may be defined as follows:

- To subject to cruel horseplay
- To harass or punish by the imposition of disagreeable tasks
- To frighten, scold, beat, or annoy by playing abusive tricks upon an individual

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

Hazing may also include but is not limited to any brutality such as:

- paddling
- whipping
- forced calisthenics
- exposure to the elements
- forced consumption of any food, liquor, or other substance
- or any other forced physical activity which could adversely affect the physical health or safety of the individual
- and shall include any activity which would subject the individual to extreme mental stress such as:
  - sleep deprivation
  - forced exclusion from social contact
  - forced conduct which could result in extreme embarrassment or adversely affect

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

## **Parking and Vehicle Regulations**

### **General Statement**

The purpose of these regulations is to provide for orderly parking by Fairmont State/Pierpont faculty, students, and staff; to protect pedestrians; and to ensure access to all buildings by service and emergency personnel. These regulations apply to all Fairmont State/Pierpont campuses.

- A. These regulations are formulated by Fairmont State and are enforced by Campus Police Officers by authority of WV Code 18-B-4-5 and 18B-4-6 and Chapter 17c.
- B. All motor vehicles are subject to these regulations, to state laws, and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.
- C. Although the campus police officers will monitor parking lots, Fairmont State/Pierpont assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- D. The responsibility for finding a legal parking space rests with the vehicle's operator. A permit merely authorizes the individual to park on campus; it does not guarantee a

place to park. Lack of space is not considered a valid excuse for violation of these regulations.

- E. Daytime parking permits allow students to park throughout the day. Evening only and weekend parking permits must be purchased to park on campus after 3:00 p.m. Selective on-street parking is allowed at times to accommodate as many vehicles as possible. On-street parking is allowed only on certain days and hours as directed by police officers and signs. Overnight parking is allowed only in selective parking lots. Overnight parking is prohibited in most lots. Please note applicable signs at the entrance to parking lots.
- F. Students are permitted to park in Faculty parking areas located adjacent to the Falcon Center and Library between 7:00 p.m. and 11:00 p.m.
- G. Pedestrians shall at all times be given the right of way at intersections and crosswalks.
- H. The speed limit on campus is 15 miles per hour during normal conditions. When pedestrian traffic is heavy, vehicles should be driven more slowly.
- I. Parking for persons visiting the campus is managed under a separate section. See Visitor Parking Procedures [Click Here](#) for additional information.

### **Parking Permits**

- A. Parking space on the campus is limited. Therefore, all spaces are decal or special permit parking only.
- B. Student decals are included in tuition and may be picked up in the Turley Student Services Center; Monday through Friday from 8:00 a.m. to 4:00 p.m. Faculty/Staff decals are \$180.00 for annual full-time and \$90.00 for annual full-time evening and weekends. Adjunct Faculty and Part-time employee decals are \$90.00 for annual day, \$45.00 for annual evening and weekends and \$23.00 for one term only (fall, spring, summer) or evening and weekends.
- C. Certain parking areas are designated as parking for faculty and staff only. Students are not authorized to park in those areas.
- D. All individuals who park on campus must purchase a parking decal. Individuals living in Fairmont State residence halls will be required to purchase a parking decal if parking on campus.
- E. Decals must be purchased and displayed by the end of the first full week after the beginning of a semester. Should a parking decal be lost or stolen, it shall be the individual's responsibility to purchase a new parking decal. Parking decals expire on August 15 of each year.
- F. Faculty, staff, and student decals will be hung on the rear view mirror while on campus.
- G. Fairmont State/Pierpont parking permits are not valid at College Park Apartments. Parking at College Park Apartments is for residents only, who must purchase a special apartment permit from the Housing Office. The apartment permit is not valid on the main campus

Faculty, Staff and Students not attending the spring semester may present their decal for reimbursement for that period. Those beginning in January will be assessed half the annual rate.



## **Restricted Parking Areas**

- A. Loading zones which are marked in red
- B. Spaces having a white, yellow or red curb line or stripes
- C. Areas with painted diagonal stripes
- D. Areas where parking blocks the free flow of traffic
- E. Areas designated for the handicapped; \$200.00 fine for violators
- F. Areas reserved for Fairmont State vehicles or other designated vehicles
- G. Areas reserved for faculty and staff with a valid parking permit
- H. Along roadways that do not have parallel parking lines, unless specifically authorized by Campus Police
- I. Along all two-way traffic roads, unless specifically authorized by Campus Police
- J. Areas designated "Compact Car Only."

## **Violations**

By state law, Department of Public Safety officials have the authority to issue parking and traffic citations, to tow, and to collect a civil penalty for any violation of these regulations. Citations will be issued and vehicles may be towed for the following violations:

- A. Speeding or otherwise driving in a reckless manner
- B. Failure to stop, yield, or obey other traffic signals
- C. Failure to yield to pedestrians
- D. Failure to display a decal or permit
- E. Failure to park within the marked space
- F. Parking in an area other than a designated parking area
- G. Parking or driving on sidewalks or grass
- H. Unauthorized parking in spaces reserved for visitors
- I. Unauthorized parking in spaces reserved for the handicapped, or blocking wheelchair access to sidewalks and ramps; painted blue
- J. Blocking fire lanes, other vehicles, roadways, fire hydrants, and entrances to buildings
- K. Failure to move a vehicle when requested to do so for snow removal or for other emergencies
- L. Driving a vehicle into any area that has been closed off by barricades
- M. Parking or riding motorized vehicles in campus buildings
- N. Parking overnight in lots designated as "no overnight parking"
- O. Other violations specified in WV Code, Chapter 17

Special Note: In addition to being issued a citation, vehicles parked or abandoned in such manner that they block or obstruct fire lanes, fire hydrants, roadways, building entrances, or in any way create a safety concern will be subject to towing and impoundment in addition to the issuance of a citation. Vehicles may also be impounded pursuant to an arrest of the vehicle owner/operator. Said vehicles will be towed off campus and stored by the towing agency. The towing agency must be reimbursed for the towing before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

## **Penalties**

Public Safety may issue two types of citations; a uniform traffic citation and a police/parking citation. Persons receiving a uniform traffic citation, issued for major traffic or other violation as indicated on citation, must report to a local magistrate or municipal judge as instructed on the citation. Once issued, Fairmont State/Pierpont will have no further jurisdiction and the recipient shall be subject to any fine and cost levied by the State or City court systems. Individuals receiving a police/parking citation must report to Business Office- Student Accounts, and pay a civil penalty of ten (\$10) dollars within ten (10) working days. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m., excluding Fairmont State/Pierpont declared holidays. Under provision of state law, should the individual fail to pay the penalty within the ten (10) working day period, or decide to plead not guilty, the citation may be turned over to the magistrate or municipal court, which will have jurisdiction over the case henceforth. Any person cited, and subsequently found guilty by a magistrate or municipal judge, shall be subject to a fine of not less than ten (\$10) dollars plus court costs for each offense. NOTE: Fine for misuse of space designated for disabled is \$200, WV Code 17c-13-6 effective June, 1995. Any appeal to have a parking fine adjudicated must be made within 10 working days of the date of citation. Students may appeal to the Office of Student Services and employees may appeal to the Office of Administrative and Fiscal Affairs. In addition to the above, those who fail or refuse to pay the prescribed penalty shall have their parking privileges revoked. Students who fail or refuse to pay the prescribed penalty shall also have their student records placed on hold until such a time that all penalties have been removed from the records.

## **Questions**

Questions concerning traffic or parking regulations should be directed to the Campus Police at (304) 367-4157 or visit our website at:

<http://www.fairmontstate.edu/campuspolice/policies-and-procedures/parking-and-vehicle-regulations-students-faculty-staff>

## **Policy on Equal Opportunity and Affirmative Action**

Fairmont State University is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, all as amended, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, and educational programs, and activities.

Fairmont State University neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, educational programs, and activities.

Further inquiries may be directed to the Director of Affirmative Action, who is the Section 504 and Title IX Coordinator, located in Room 324 Hardway Hall, telephone (304) 367-4386, or the Americans with Disabilities Act Coordinator, located in the Turley Student Services Center, (304) 367-4686.

## **Policy on Sexual Misconduct and Sexual Assault**

Fairmont State will not tolerate, in any manner, any sexual assault\*, sexual harassment, domestic or dating violence, stalking, hostile environments or other forms of gender discrimination on campus or at any campus-related facility, or in any institution-sponsored activity, program, trip or process and complies fully with all aspects of Title IX, including the Violence against Women Act (VaWA) and Campus Sexual Violence Elimination Act (Campus SaVE) of VaWA. Violators will be prosecuted to the fullest extent of campus processes and/or the law.

See Board of Governors' policy number 9, [Click Here](#), for definitions, contact information for institutional assistance, and steps on registering a complaint.

In accordance with Title IX regulations, the institution has designated Cindy Curry, AVP for Human Resources and Affirmative Action Coordinator, as Title IX Coordinator. She is charged with monitoring compliance with these regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to her.

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

The University has also designated six Deputy Title IX Coordinators:

- Dr. Jack Kirby, Associate Provost, FSU
- Dr. Gwendolyn R. Jones, Associate Professor, FSU School of Education
- Patrick Snively, Assistant Professor, PE, FSU School of Education
- Linda S. King, Associate Professor, Academic Skills, Pierpont
- Jessica Kropog Furgason, Program Specialist, FSU
- Trish DeNoon, Business Manager II, FSU

The Title IX Deputies field inquiries from students, faculty, staff and administrators regarding their rights and responsibilities under Title IX; help to investigate cases of alleged discrimination; and assist the Title IX Coordinator in oversight and implementation of Title IX compliance and training efforts.

In addition, Fairmont State provides counseling to sexual assault victims as well as family and friends of victims. Counseling services are free of charge and appointments are made by phone (304) 333-3661 or in person during regular hours of operation of the Counseling Center in the Turley Student Services Center.

## **Posting of Signs and Notices on Campus**

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

- In order to comply with the Americans with Disabilities Act, all advertising literature of organizations sponsoring activities must indicate that the event will be made accessible to persons with disabilities, and auxiliary aids and services will be made available
- Posters, signs, and public notices of any type may be displayed only on bulletin boards. Posting material on any internal or external walls, doors, windows, or any other surfaces is prohibited
- No commercial notices may be posted on campus

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

## **Printing Charges**

Students who log onto machines using their UCA and print to a copier in classrooms, labs, the Library or offices will be subject to printing charges. Ten (10) free pages of printing are allotted each month before charges are incurred. Black and white prints are five (.05) cents each and color prints are fifteen (.15) cents each and will be billed to the student's account accordingly.

## **Soliciting**

The purpose of this procedure is to establish a protocol regulating solicitation on the campuses of Fairmont State University and Pierpont Community & Technical College in order to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students.

- "Soliciting" shall include canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and materials of any like kind on campus property or using University/College resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases)
- These procedures also apply to solicitation for commercial purposes which means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University/College property or using their resources
- Solicitations performed through verbal, written, or electronic means for commercial purposes are covered by this procedure
- Items to be distributed or offered for sale, which contain Fairmont State University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by the offices of Marketing and Communications
- Items to be distributed or offered for sale, which contain Pierpont Community & Technical College trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by Pierpont Communications Dept (Bo Sellers)

### **SCOPE**

This procedure applies to all University/Community College employees, students, and visitors, including those on satellite campuses.

## PROCEDURE

No solicitation, product sales or advertising shall be allowed on the campuses of Fairmont State University and Pierpont Community & Technical College without a permit. The following conditions must be fulfilled for on-campus organizations and off-campus organizations to solicit and advertise on any University/Community College main or satellite campuses.

### On-Campus Organizations:

- Must apply for and be granted a solicitation permit by the Falcon Center/Student Activities to solicit on campus;
- Are exempt from obtaining a solicitation permit when the activity pertains to University /Community College business or activities; and
- Must clearly identify the sponsoring organization.

### Off-campus Organizations:

- Must apply for and be granted a solicitation permit by Falcon Center/Student Activities Center to solicit on campus;
- Must apply for and be granted an solicitation permit by Falcon Center/Student Activities Center to solicit with intent to advertise and/or sell merchandise on campus; and
- Must be sponsored by an on-campus organization in order to solicit on campus.

Vendors may obtain information from Falcon Center/Student Activities Center.

Individuals or organizations wishing to solicit funds from alumni, parents, and friends of the University/Community College must obtain permission from Falcon Center/Student Activities Center.

## Responsibility and Implementation

The responsibility for implementation of this procedure rests with faculty, staff, students, and all individuals associated with the University/Community College. Contact Robin Yeager of the Falcon Center/Student Activities Center to answer questions or provide additional information regarding this policy. [Solicitation Permit Application](#)

### On-Campus Sales (General)

Advance permission of at least two weeks must be obtained from the Student Activities Program Director in writing before any recognized campus organization may conduct a sale on campus (excluding food sales). See the Student Organization Handbook for details on permitted fund raising activities and suggested sources for club funding.

Sales are only permitted in:

- approved residence hall lobbies
- designated areas in the Falcon Center
- academic building lobbies
- approved outdoor locations

**Door to door solicitation is prohibited.**

#### On-Campus Sales (Food Sales)

Advance permission of at least one week must be obtained from the Student Activities Program Director in writing before any recognized campus organization may conduct a food sale. No more than two sales per semester will be granted for any recognized campus organization. Any student group conducting an unauthorized sale will be subject to disciplinary action.

#### Off-Campus Sales

Student organizations wishing to solicit off campus must first consult with the Student Activities Program Director to review their plans and be oriented to local solicitation regulations.

The City of Fairmont requires that all groups seeking solicitation permits in the city must file a registration statement giving the:

- group's name
- national and state or local chapter
- address
- date established
- names of officers and director
- a copy of the group's financial statement
- a copy of forms establishing the group's tax-exempt status
- general purpose of the fundraising
- the persons in charge of collection and distribution of the proceeds

#### **Funds and Gifts**

No individual, firm, group, organization, or corporation is permitted to solicit funds through sales, services, or donations on any Fairmont State University campus for either commercial or charitable purposes without authorization in writing of Student Activities Program Director.

No student of Fairmont State University has authority to participate in the solicitation of funds by sales or through donations, with intention stated or implied that funds so received are to be used for the benefit of Fairmont State University or the students of Fairmont State University without written authorization of the Student Activities Program Director. This limitation applies to activities either on or off campus.

No individual, firm, group, organization, or other agency has authority to use the name of Fairmont State University to secure funds for any purpose, by any means, without the written permission of the Student Activities Program Director.

#### **Lotteries and Raffles**

Raising funds through the use of lotteries, raffles, or any other form of wagering is restricted by West Virginia State law and by Fairmont State University regulations.

Any on-campus lottery must first be approved by the Student Activities Program Director.

Student organizations contemplating an off-campus lottery should contact the Vice President of Communications.

A price charged for an item for sale or for admission to an event must entitle the purchaser to something of full value for their money. The practice of offering for sale some item of little value whereby the holder may participate in a lottery drawing or other game of chance is prohibited.

The use of “door prizes” at dances or other social events is legal so long as those paying the price of admission are provided with full value in entertainment for the price paid, and so long as the door prize drawing is incidental and used only as a minor feature of the occasion. “Door prizes” may not be solicited from local business firms. Exceptions to this rule must be cleared through the Student Activities Program Director in conjunction with the Interim Vice President for Institutional Advancement where an unusual campus-wide event necessitates community involvement.

## **Smoking**

Policy Statement: The Fairmont State University and Pierpont Community & Technical College campus is tobacco and smoke-free. Tobacco related products according to the Board Policy #60 is considered to be the following: Cigarettes, e-cigs, chewing tobacco, dip, pipes, cigars, cigarillos, hookah, water pipe smoking, snus, and snuff. No smoking or use of any tobacco is permitted in any area of the residential facility, including residents’ rooms. All use of tobacco or any related product listed above must be done away from campus.

The Director of Human Resources, in cooperation with the Student Health Service Staff and the Staff Training and Development Committee, will schedule smoking cessation classes for employees and students who wish to avail themselves of the classes.

Anyone detecting a violation of this policy should be reported to Human Resources (faculty and staff) or the Office of Judicial Affairs (students).

## **Social Justice Policy**

Consistent with its comprehensive mission, and recognizing that the development of human potential is a fundamental goal in a democratic society, the Fairmont State Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, sex, sexual preference, sexual orientation, age, religion, veteran status, or disability.

Detailed Board of Governors Social Justice Policy #8 [Click Here](#)



## **ACADEMIC REGULATIONS AND POLICIES**

### **Academic Dishonesty**

Dr. Christina Lavorata, Provost and VP, Academic Affairs  
210 Hardway Building  
(304) 367-4101

All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern.

Cheating is defined here as • the obtaining of information during an examination; • the unauthorized use of books, notes, or other sources of information prior to or during an examination; • the removal of faculty examination materials; • the alteration of documents or records; • or actions identifiable as occurring with the intent to defraud or use under false pretense.

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

### **Academic Standing Policy**

#### **Satisfactory Academic Standing**

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

#### **Unsatisfactory Academic Standing**

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

#### **Academic Probation**

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

#### **Academic Suspension**

The academic records of students on probation will be reviewed at the end of each regular semester with regard to Academic Suspension. The following guidelines will be used in the review.

- 1) Academic Suspension occurs when a student's cumulative grade point average, based upon coursework taken at FSU, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

Credit Hours\* GPA

16-29 ..... 1.45

30-59 ..... 1.75

60+..... 2.00

\*Attempted hours at FSU plus transfer credits.

- 2) The suspension list will be compiled at the end of the fall and spring semesters.
- 3) Students will be placed on probation for one semester before they are subject to academic suspension.
- 4) Students can be placed on suspension if they have been on probation in any previous semester.
- 5) No student with a current semester GPA of 2.0 or higher will be subject to academic suspension.
- 6) A student who is academically suspended will not be permitted to enroll in coursework at FSU for the following fall or spring full semester. One full fall or spring semester constitutes the required period of suspension.
- 7) A student is automatically eligible for readmission after the period of suspension is over, but must reapply through Enrollment Services to have his/her Academic Suspension hold removed.
- 8) FSU will not accept credit for courses taken at any institution while a student is suspended.

### **Appeals, Academic Suspension**

A student who is suspended may appeal the decision one time only by writing a letter to the Coordinator of the Academic Advising Center, 317 Turley Student Services Center, (304)367-4709.

Note: Suspension and Probation are calculated on work done in your current institution.

### **Dismissal of a Student Due to False Credentials**

A student admitted upon the basis of false credentials is subject to immediate dismissal from Fairmont State.

## **Adding and Dropping Classes**

Students may not add new classes to their schedules after registration has ended. However, within the first week of classes, students can drop and/or add classes. Individual classes that are dropped during this period do not appear on students' transcripts.

### **Dropping a Class(es):**

Students may drop a course(s) with a "W" being recorded up to the Friday during the:

- a) 10<sup>th</sup> Week of a Full Semester
- b) 5<sup>th</sup> Week of the 1<sup>st</sup> 8 Week Session
- c) 5<sup>th</sup> Week of the 2<sup>nd</sup> 8 Week Session
- d) 5<sup>th</sup> Week of the Weekend College
- e) 3<sup>rd</sup> Week of the 1<sup>st</sup> 5 Week Summer Session
- f) 3<sup>rd</sup> Week of the 2<sup>nd</sup> 5 Week Summer Session
- g) 8<sup>th</sup> Week of the 10 Week Summer Session

Students may drop a course by logging on to [www.fairmontstate.edu](http://www.fairmontstate.edu). Select "Enrollment Center" from the "Quick Links" menu and enter the "Secure Area Log-in."

### **Excessive Course Withdrawal Fee:**

Students who drop individual classes will be charged a \$50.00 fee for each course from which they withdraw or for each course they drop after the allowable maximum. Students may withdraw from a total of eight courses before the fee is charged.

## **Application for Graduation**

Candidates for graduation must officially apply for a degree in Enrollment Services located on the 3rd floor of the Turley Student Services Center. This should be done one year in advance. Visit [www.fairmontstate.edu/admissions/registrar/GraduationInfo.asp](http://www.fairmontstate.edu/admissions/registrar/GraduationInfo.asp) for specific graduation deadlines. A graduation fee of \$50.00 for undergraduate students and \$75.00 for graduate students is assessed at the time the graduation application is submitted. After the posted deadline for applications, a late fee of \$50.00 will also be assessed.

## **Dean's List**

Dr. Christina Lavorata, Provost and VP, Academic Affairs  
210 Hardway Building  
(304) 367-4101

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

## **Graduation with Honors**

Dr. Christina Lavorata, Provost and VP, Academic Affairs

210 Hardway Building

(304) 367-4101

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

Candidates for bachelor's degrees who have achieved special distinction in academic work will graduate with honors. Honors are determined by the cumulative quality point average of a student's work at graduation. • Three grades of honors are recognized: cum laude for a point average of 3.4 – 3.69; magna cum laude for a point average of 3.70 – 3.84; and summa cum laude for a point average of 3.85 or better. Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement.

## **Procedure for Appeals Not Otherwise Provided for Certain Academic Penalties**

Section 6 (Appeals) of Fairmont State's Policy 18 (Student Academic Rights) contains the policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member of Fairmont State University.

Fairmont State provides published appeal procedures for final course grades, academic probation, and academic suspension. Other academic penalties not covered by published procedures, such as penalties imposed by an instructor in accordance with Section 5.2 of Policy 18, may be appealed as follows:

1. The student shall contact the instructor to resolve the matter. (At this point and at all levels, the required meeting shall be held as soon as possible but in no instance shall exceed the time limits set forth in Policy 18.)
2. If the student does not receive satisfaction after contacting the instructor, he or she may appeal to the chairperson or dean of the College or School of the instructor, indicating the purpose of the appeal in writing. (In the event that the instructor is also the chairperson or dean, this written appeal shall be sent to the Fairmont State University Provost and Vice President for Academic Affairs, who shall take the dean's or chairperson's part in the procedure.)

3. If either the student or the instructor is not satisfied with the decision of the dean or chairperson, either of the two may submit a written appeal to the Chair of the Admissions and Credits Committee. The Chair of the Committee shall schedule a Committee meeting as soon as possible to hear the case, and the Committee shall render a decision. When conducting a hearing, the Committee shall observe the procedures set forth in Section 6.3.2 of Policy 18.
4. The student or the instructor may appeal the Committee's decision in writing to the President of Fairmont State University or designee. The decision of the President or designee shall be final.

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

### **Protection Against Prejudicial or Capricious Academic Evaluation**

#### **Appeal Procedure**

It is the policy of Fairmont State University that students are responsible for fulfilling prescribed course objectives, completing stated course assignments, and adhering to stated academic standards for each course in which they are enrolled. Students' grades will be based solely on performance measured by academic-related standards, and students will not be penalized for taking reasoned exception to views expressed in the academic forum.

Students who believe that their final grade reflects capricious (without apparent reason) or prejudiced academic evaluation or reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability may employ the following procedures to seek modification of such an evaluation. The procedures are designed to ensure just, impartial, and expeditious investigation and resolution of a student's claim.

Except in certain unusual circumstances the following procedures must be followed in sequence by students who believe their grade to be unfair for the above reasons, although the deadline dates may be accelerated with consent from both parties at the departmental level. Failure of the student to meet any of the deadlines in this process voids the appeal.

- Students must contact the instructor involved within the first ten days of the term immediately following grade issuance. Errors in evaluation or misunderstanding of the grading system of the instructor may be resolved in this way. If, for some unforeseen reason, the instructor is unavailable in that period, students must inform the School or College Dean in writing within the first ten days of the term immediately

following the grade issuance that they question their final evaluation in the course. The Dean is then charged with contacting that instructor to attempt resolution.

- If students do not receive satisfaction from consultation with the instructor and believe their grade to be the result of prejudicial or capricious evaluation, or that it reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability, they may appeal the grade. They must notify the Dean of the School or College of the instructor in writing of their intent to appeal, including a summary of the reason(s) and the grade they feel they deserve, with a copy sent to the Associate Provost for Academic Affairs, the department chair, where appropriate, and the instructor. The notification must be filed within the first ten school days that school is in session following the semester or term for which the grade was received. Summer school grades may be appealed within the first ten days of the fall term. In the event that the instructor is also the Dean, Associate Dean or Chair, this notice of intent to appeal shall be sent to the Associate Provost, who shall take the Dean or Chair's part in the next procedure.
- Upon being notified of the appeal, the School or College Dean (Associate Provost, if applicable) will schedule a meeting of the chair, the student, and the instructor. This meeting should be scheduled within ten school days of the notification, except for extraordinary circumstances, in which case it would be as soon as possible. At this meeting, in an informal conference, the Dean should try to resolve the issue between the student and instructor. All pertinent information must be presented to the issue. Written copies of this decision shall be forwarded immediately to the Provost and Vice President for Academic Affairs, the chair, where appropriate, the instructor, and the student, with off-campus mail being sent certified or registered. This correspondence should specify the next possible stage in the appeal process and should also specify the exact deadline date of any further appeal. That date shall be ten school days from the mailing date of the Dean's decision.
- If either the student or the instructor is not satisfied with the decision of the Dean, an appeal may be made to the Associate Provost within the specified deadline period. The appellant must send written notice of intent to appeal within ten school days of the mailing date of the Dean's mailing, unless postal officials verify that the party did not receive the earlier correspondence within the specified period. The Associate Provost will schedule a meeting with the student and instructor as soon as possible to hear the case. Then a decision will be made to uphold the Dean's decision or to reverse it. Notice of this decision will be sent to the student, instructor, chair, where appropriate, and Dean, with off-campus mail being certified or registered. This correspondence shall also outline the next possible step in this process and shall specify the exact date (ten school days following this mailing) of the next deadline. In the event of the absence of the Dean or Associate Provost beyond these deadlines,

the Provost and Vice-President for Academic Affairs shall appoint an administrative officer with academic rank to act in this capacity.

- If either the student or the instructor is not satisfied with the decision of the Associate Provost (or, if applicable the alternate administrative officer appointed) an appeal may be made to the Academic Appeals Board of the Faculty Senate. The procedures of the Academic Appeals Board are available in the Faculty Handbook.

## **Removal of Student Teacher from the Public School Setting**

Teacher candidates are obligated to abide by the West Virginia Teacher Code of Conduct as outlined in the Fairmont State University Student Handbook as well as all other local, state, and federal laws. Candidates must follow the standards for their respective teacher education programs and respective department. Candidates can be dismissed from the program/university for actions that are deemed inappropriate by the Professional Development School as well as the University/School/Department. The candidate is expected to act professionally at all times, as they not only represent themselves but the university.

## **Student Attendance Policy**

### **Attendance**

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

### **Absences**

In the administration of its attendance policy, Fairmont State recognizes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents Fairmont State; and (2) the unavoidable absence, resulting from illness, death in the family, or other causes clearly beyond the student's control. Other types of student absences may be regarded as either excused or unexcused at the discretion of the student's instructor. Fairmont State relies chiefly on its faculty to encourage a reasonable pattern of class attendance and on the maturity of its student body to establish such a pattern.

Each instructor shall make available on the first day of class what the attendance requirements are and what penalties shall be imposed for nonattendance.

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

to require a doctor's excuse; however, the student should be prepared to give a plausible account of the absence.

In cases where the student's grade is jeopardized by the instructor's ruling that the absence is unexcused, the student may appeal for re-evaluation to the Registrar. Before the class meets again, the student must petition the School Chairperson as determined by the Registrar to investigate the case and make a ruling. If the instructor's judgment is overruled, the instructor would then have the option of appealing to a School Committee. The School Committee's ruling is final. If the student does not request an evaluation of the absence by the instructor at the first class meeting following the absence, the student is regarded as having agreed that the absence was properly unexcused.

Any instructor who establishes a policy penalizing a student must file his/her policy with his/her school chairperson. The Chairperson should review all policies and confer with any instructor whose policy seems unworkable.

In all cases, students must be present for all major examinations.

### **Repeating a Course**

Fairmont State University enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of "C" or better may not be legally repeated.

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at FSU with a grade of "D" or "F" may be repeated at any West Virginia public institution, provided the course at the other institution is deemed an equivalent course by FSU and the above stipulations are met. Regularly enrolled students who complete work at another accredited institution must secure written permission from the Registrar before attempting such coursework. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at FSU will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by FSU and the above stipulations are met.



## **Withdrawal from the Institution**

Students can withdraw from the institution and all classes prior to the last week of classes. Students who fail to follow this procedure will receive grades of "F." To drop all classes in a semester, follow these links after logging into FELiX: Student and Financial Aid > Class Scheduling > Withdraw from Institution. Students are urged to print a copy of the transaction for their records.

### **Notes:**

1. If you have a financial hold on your account or other problems, you will not be able to access your account online to withdraw. Please visit or call Enrollment Services in the Turley Student Services Center immediately for assistance. Once the hold has been lifted, you may not be able to access your online account until the next day.
2. DO NOT WAIT UNTIL THE LAST MINUTE TO WITHDRAW FROM CLASSES OR THE INSTITUTION. WE ARE UNABLE TO ASSIST YOU AFTER BUSINESS HOURS.
3. You are responsible for your schedule. Every time you add or drop or withdraw from a class, review your schedule online and make sure you are properly registered.
4. If you do not attend a course, you are responsible for withdrawing from that course. You WILL NOT BE AUTOMATICALLY DROPPED FROM THE COURSE.

Any questions concerning the adding, dropping, or withdrawing from classes or questions concerning withdrawing from the institution should be directed to Enrollment Services, located on the 3rd floor of the Turley Student Services Center or by calling (304) 367-4141.

## **STUDENT CODE OF CONDUCT (CONSOLIDATED)**

This document is designed to be a brief summary of Fairmont State University and Pierpont Community and Technical College's Consolidated Student Code of Conduct. The intent is to answer basic questions regarding the campus judiciary process. The Consolidated Student Code of Conduct was constructed to provide due process to students who allegedly have violated campus policies as well as federal, state, and local laws.

This procedure sets forth the Fairmont State University and Pierpont Community & Technical College Boards of Governor's policy regarding Student Conduct for their respective campuses (W. Va. Code: W.V. Code §18B-1-6; §18B-2A-4).

### **Who can report an incident?**

You. Not only can you report an incident, but any member of the campus community can report inappropriate behavior by our students. Any student, faculty member, staff member, administrator, or a concerned party may bring a complaint to the attention of the Judicial Affairs Office for resolution. Persons who plan to bring a complaint against a student should notify the office as quickly as possible.

### **How do I report an incident?**

You may file a report with Campus Police (located on the third floor of the Falcon Center or at (304) 367-4157) or the Campus Judicial Affairs Office (located in 303 Turley Center or at (304) 367-4754). The written report should include: date; times; student(s) involved; witness(s); a factual account of what occurred (no opinions); and a signature.

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

### **The Judicial Process: The Nuts and Bolts**

Below is the abbreviated version of the judicial process.

#### **Student Conduct Hearing:**

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

When a student violates a student conduct policy off campus, on campus (but not in the residence halls), or receives a Magistrate Citation, s/he first is scheduled to attend a Student Conduct Hearing conducted by Mrs. Alicia M. Kalka, the Campus Judicial Affairs Officer (JAO);

- 1) During this hearing, the JAO reviews the initial report, police report, and witness statement(s). The conduct officer will talk directly to the alleged offending person. At the conclusion of this student conduct hearing, the student will plea responsible or not responsible for his/her action(s).

- a) If s/he accepts responsibility, student conduct sanctions will be imposed including but not limited to: alcohol and drug counseling; online reflection exercise; community service; other University, Community College or Residence Hall Sanctioning (if applicable).
- b) If s/he denies being involved in the alleged incident, the JAO would continue his/her investigation. Once the hearing officer has made a determination based on all aspects of the case, the hearing officer will render an informed decision based off all information provided. Decisions are made under preponderance of the evidence. "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the facts sought to be proved is more probable than not.

### **The Grounds to Appeal**

In cases involving student conduct sanctioning, the student has five business days from the date the outcome letter was sent to submit a written appeal to the Vice President of Student Life (Fairmont State University) or the Associate Vice Provost (Pierpont Community & Technical College).

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

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

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

### **The Student Conduct Appeal Board**

The Student Conduct Appeal Board (SCAB) hears all appeals. The SCAB is composed of seven members. The members are selected representatives from:

- 1) One faculty member from Fairmont State University, plus one faculty member from Pierpont Community & Technical College,
- 2) One administrative (staff) person from Fairmont State University and one administrative (staff) person from Pierpont Community & Technical College,

- 3) One student representative from Fairmont State University, as well as one student representative from Pierpont Community & Technical College,
- 4) The JAO who shall serve as chairperson of the Board.

### **The Student Conduct Appeal Board Proceedings**

Below is a synopsis of a SCAB hearing:

- 1) During hearing(s), no party present shall be accompanied by legal counsel. The student may be accompanied by an advisor who may be a parent, legal guardian, another student, faculty, or staff member. If that person happens to be an attorney, that person may not act as attorney during the hearing.
- 2) Both parties may present witnesses.
- 3) During the hearing(s), the SCAB may hear and consider any relevant information. The determination of what is and is not relevant rests solely with the JAO.
- 4) After reviewing all information, the SCAB will convene to decide the case. This discussion will not be recorded and must be confidential. They may render one of the following decisions:
  - a) Impose appropriate sanctions which may be disciplinary suspension from classes and being banned from campus, or
  - b) Grant the appeal and dismiss the case, or
  - c) Public Safety must conduct further investigation.

### **The Final Appeal**

If the student desires, s/he may submit a written appeal of the Vice President of Student Life or Associate Vice Provost decision to the President of his/her respective institution. Based upon the written documentation, he/she may uphold the original decision or reverse the decision.

## **The Violations**

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

### **Abusive Conduct**

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

### **Alcohol**

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

### **Disorderly Conduct**

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

**Disruption of Activities**

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

**Drug Possession/Use**

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

**Misuse of Student ID Card/Keys**

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

**Failure to Comply/Uncooperative Behavior**

Failure to comply with directions of University/College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

**Firearms/Weapons**

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

**Fire Violations**

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

**Forgery, Misrepresentation, or Fraud**

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

**Harassment**

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

**Hazing**

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.

Hazing may be defined as follows:

- To subject to cruel horseplay
- To harass or punish by the imposition of disagreeable tasks
- To frighten, scold, beat, or annoy by playing abusive tricks upon an individual

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

Hazing may also include but is not limited to any brutality such as:

- paddling
- whipping
- forced calisthenics
- exposure to the elements
- forced consumption of any food, liquor, or other substance
- or any other forced physical activity which could adversely affect the physical
  - health or safety of the individual
  - and shall include any activity which would subject the individual to extreme mental stress such as:
    - sleep deprivation
    - forced exclusion from social contact
    - forced conduct which could result in extreme embarrassment or adversely affect

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

**Federal, State, or Local Law Violations**

A violation of any federal, state, or local law.

**Plagiarism**

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

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

**Physical Assault or Battery:**

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

**Policy Violations**

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

**Sexual Assault**

Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent; Sexual assault or abuse, statutory or acquaintance rape, sexual harassment.

**Sexual Exploitation**

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

**Stalking**

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

**Department of Justice definition of Stalking:**

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

**Student Conduct Violations**

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

**Technology Violations**

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

**Theft**

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



**Traffic Obstruction**

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

**Unauthorized Entry/Presence**

Students and their guests may not enter any residence property without permission. This includes but is not limited to occupying any restricted, locked, or closed residence hall or campus facility (including roofs and housekeeper's closets, offices, dining hall, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students and their guests may not enter the restroom of the opposite sex, enter a residence hall through a residence hall window, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door.

Students and their guests are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall or campus property after having been evicted or restricted from a residence hall or campus property, or allow access to others who have been restricted from a residence hall or campus property. Department of Public Safety will be contacted for reported or suspected cases of trespassing. Typical sanctions will be at the discretion of the student conduct officer.

**Possible Sanctions:**

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

**Probation I:** An official disciplinary status enacted for a specified duration admonishing a student that any further misconduct during this time period may result in suspension. A copy of the notice is sent to the student's Academic Dean and to the student's parent(s)/guardian if he/she is a dependent.

**Probation II:** An official disciplinary status enacted for a specified duration stipulating that a student, in lieu of active suspension, is being allowed to remain at the University/College provided that the student adheres to certain conditions, as set by the Judicial Affairs Officer or Student Conduct Appeal Board. Failure to meet these conditions will result in automatic suspension from the University/College. The Judicial Affairs Officers or his/her designee shall determine whether the conditions have been satisfied or violated. The student's Academic Dean will be notified that the student is on Disciplinary Probation II, as well as the student's parent(s)/guardian if he/she is a dependent.

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

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