



POLICY MANUAL

VOLUME VI

Student Life Policies

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Volume VI Student Life Policies

6.0 Introduction

Volume VI of the *Davis & Elkins College Policy Manual* outlines the College's student policies and regulations, student services, student rights and responsibilities, student due process and procedures. Academic policies appear in Volume V of the *Davis & Elkins College Policy Manual*. Policies pertaining to all members of the College community, including students, appear in Volume II of the *Davis & Elkins College Policy Manual*.

Davis & Elkins College has made this edition of Volume VI as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Accordingly, the College reserves the right in its sole judgment to improve, modify, revise, supplement, rescind, suspend, terminate, or make any changes of any kind to its student life policies whenever it is deemed necessary or desirable.

The provisions of this Volume VI of the *Davis & Elkins College Policy Manual* are not intended as an irrevocable contract between the student and the College. The College reserves the right to change provisions and requirements, including fees, contained in this volume at any time, with or without notice. Moreover, circumstances not specifically addressed in any of the volumes of the *Davis & Elkins College Policy Manual* will be handled on a case-by-case basis.

6.1 Campus Student Life Resources and General Information

6.1.1 Academic Policies

The College's academic related policies are set forth in the current College [Catalog](#). Students are expected to familiarize themselves with the academic policies, procedures, and guidelines published in the Catalog, on [My D&E](#), as well as in other College and departmental and division publications and electronic postings.

Below are some key academic policies reprinted for ease of reference.

6.1.1.1 Academic Honesty

The College expects its students to pursue their academic careers with integrity. Academic dishonesty as defined by the College's Academic Honesty Code is a serious offense that threatens the College's core educational mission. Allegations of academic dishonesty will be investigated and resolved pursuant to the College's Academic Honesty Code. See the [Catalog](#) for additional information.

6.1.1.2 Attendance

Regular and punctual class attendance is required throughout the semester or term in accordance with the policy specified by the instructor. Students are responsible for any course work missed during an absence (whether excused or not). Absences generated through a student's

participation in officially sanctioned college activities shall be considered excused. Absences in classes immediately before and after holidays are unexcused.

6.1.1.3 Class Cancellations and College Closings

In the event of extreme weather conditions or other emergency situations, including power or water outages, the decision to cancel classes and/or close the College will be made by the President or his or her designee in consultation with the Vice President for Academic Affairs. Decisions to close the College will be made and communicated as follows:

- D&E Main Switchboard (304) 637-1900
- Internet (www.dewv.edu)
- Nixle
- TV and Radio

6.1.1.4 Leave of Absence

Should a student experience serious injury or illness (or other extenuating circumstances) that makes it difficult or impossible to complete academic work, the student may apply for a leave of absence from the College. To be considered for a leave, the student must properly complete and submit the required form to the Office of the Registrar. Should a request be granted, the student will receive an 'IP' or 'W' for the courses in which he or she was enrolled the semester in which the leave was taken, depending upon the particular situation in each course. Students who have received a leave under such circumstances may be entitled to return to the College with an approved return plan in place at the beginning of the following semester (or following year) without reapplying for admission.

Residential students on leave may not live in College residence halls during the period of their leave. Nor may they participate in and/or hold leadership positions in a registered student organization or athletic team. Residential students who file for a leave of absence must clean out their room, inform their Resident Assistant and return their key to the Student Life Office.

See the [Catalog](#) for more information.

6.1.1.5 Withdrawing from the College

Students who find it necessary to withdraw from the College during the course of a semester (or term) must follow the official withdrawal procedure, which begins by obtaining the required withdrawal form in the Office of the Registrar. The student's official date of withdrawal will be recorded as the last day on which he or she attended class, and the grade of "W" will be assigned to courses on the withdrawing student's schedule unless other specific arrangements have been made. The final day for withdrawing from College is the last day of classes as identified on the academic calendar for a given semester or term.

Students who leave the College without officially withdrawing may receive failing grades in those courses they have stopped attending. The act of withdrawing from the College terminates all relationships with the institution after financial accounts have been cleared. Students who are required to withdraw from the College for disciplinary reasons prior to the last designated day of classes for a given semester or term will receive a "W" in each course in which they are enrolled.

Students required to withdraw for disciplinary reasons after the last day of classes for a given semester or term may receive failing grades for those courses in which they are enrolled.

By withdrawing from the College, the student terminates all relationships with the institution after his or her financial accounts have been cleared. As such, students must understand that a withdrawal is a permanent decision, unlike a temporary leave of absence. Students who withdraw from the College will need to re-apply should they wish to return, and re-admission is not guaranteed.

6.1.2 Academic Support Services

Academic Support Services offers a rich menu of services in an effort to address the academic needs of all the College's students. Peer tutoring, study groups, and classes and workshops are all coordinated and supported by The Naylor Learning Center staff.

6.1.2.1 The Naylor Center for Teaching and Learning

Located in Albert Hall, The Naylor Learning Center was established through the generosity of Howard and Audrey Naylor. The mission of The Naylor Learning Center is three-fold: to support the heightened performance of students and faculty campus-wide; to transform the learning experience of students with learning disabilities; and to facilitate greater access to higher education. Three distinct programs exist under The Naylor Learning Center: the Academic Support Program, the Supported Learning Program, and Disability Services.

6.1.2.2 Disability Services

The Naylor Learning Center provides ADA Section 504 accommodations for students with documented disabilities who are not enrolled in the Supported Learning Program. It is the student's responsibility to inform the College of his or her disability and request accommodations in accordance with appropriate documentation. Individuals may file disability related grievances pursuant to the procedures set forth in College Discrimination and Harassment Policy located in [Volume II](#) of the *Davis & Elkins College Policy Manual*.

6.1.2.3 Supported Learning Program

The Supported Learning Program is a fee-based program that provides comprehensive support to students with documented learning disabilities, ADHA or ASD. This holistic program goes well beyond federal requirements for accommodations. The SLP takes into account the individual student's emotional, social, and mental needs in conjunction with their academic needs. Through one-on-one support and assistive technology, the Supported Learning Program helps students who learn differently to learn well.

6.1.2.4 Writing Center

Students at the College can depend on getting the writing support they need and the service is available for all students. Writing assistance is available for all stages of the writing process, and is not just for English essays, but also business theses, science lab reports, history, political science, psychology, and sociology research papers and article reviews; take-home essay exams, job and graduate applications, resumes and projects.

6.1.3 Athletics

The College realizes that intercollegiate and intramural athletic programs provide an opportunity for students to develop both as individuals, and as members of society.

Intercollegiate Athletics: “Student-athlete” is more than a moniker for students participating in intercollegiate programs at the College. In addition to having above-average athletic skills, they must also maintain a strong grade point average in order to participate. Students may win positions on one of the following intercollegiate sports programs – men: baseball, basketball, cross country, golf, lacrosse, tennis, soccer and swimming; women: basketball, cross country, lacrosse, softball, soccer, swimming, tennis, volleyball and acrobatics and tumbling. The College holds membership for both men’s and women’s programs in the Great Midwest Athletic Conference (G-MAC) and the National Collegiate Athletic Association (NCAA) Division II. Please note that the men’s and women’s swim teams compete in the Bluegrass Mountain Conference at this point in time.

The College athletic teams have a tradition of excellence. The teams play schedules that enable them to compete on a regular basis for regional and national honors. Athletic scholarships are awarded in all sports and are based solely on athletic ability.

Intramural Sports: Intramural programs for both men and women provides exercise, recreation, and an opportunity to develop skills with life-long value. Contact the Office of Student Life for a listing of current intramural offerings.

6.1.4 ATM Location

An ATM machine is located on the first floor of Madden Student Center.

6.1.5 Augusta Heritage Center

The Augusta Heritage Center of the College is a unique, nationally acclaimed program for the promotion of traditional music, arts, and crafts arts. Year-round activities include workshops, concerts, and dances open to the public, as well as Roads Scholar programs, a statewide Folk Arts Apprenticeship Program, archived folk music, and audio and video documentation of West Virginia folk life.

A major activity of the Center is a series of one-week summer sessions. Students come from all over the world each year to participate in classes in traditional folk music, dance, crafts, and folklore. In addition to intensive daily classes, evening activities feature traditional music concerts, square dances, films, lectures, and jam sessions. The annual Augusta Festival offers a professional juried craft fair, folk life displays and demonstrations, special workshops on traditional music and dance, and concert performances by nationally renowned artists. Augusta classes are open to anyone older than eight years of age. On-campus housing is offered in the summer, and the College offers optional undergraduate college credit for Augusta classes.

6.1.6 Booth Library

[Booth Library](#), opened in 1992, is the centerpiece of the campus. Spanning the College glen to connect the northern and southern areas of the campus, the Library combines an award-winning design with the services and resources needed to meet the information needs of the College community. The collection numbers 130,000 items and is accessed through an online catalog.

The library currently subscribes to more than 200 periodicals and has access to numerous electronic resources. Many of these electronic resources are provided through the College's membership in the Appalachian College Association, including hundreds of full-text journals, thousands of electronic books, and many reference databases. Librarians provide research consultation and classroom instruction.

The facility is an inviting place to work, with every type of student space available including quiet study, seminar rooms for group projects, and a 24-hour computer lab and lounge. The Library features a community room that is available for group meetings and a student lounge. The 24-hour computer lab, College's TRIO Programs and Information Services are also housed in the Booth Library.

6.1.7 Business Office

The Business Office, which receives student tuition and fee payments, as well as issues work-study checks, is located on the second floor of Liberal Arts Hall.

Payment of Charges: Tuition and fees are due and payable on the first day of classes. Students are responsible for payment or other satisfactory financial arrangements before they will be admitted to classes, the residence halls, or Benedum Dining Room.

Student Employment Checks: Student employment checks are available on the last working day of the month. See the cashier in the Business Office. The Business Office can be contacted at (304) 637-1281.

6.1.8 Campus Mail Room

The Mail Room is located in Madden Student Center and is open Monday-Friday 10 a.m. – 2 p.m. There is no mail service on weekends.

Mail Room personnel will assign a mailbox to residential students prior to the start of classes. Students will keep the same mailbox each year they are at Davis & Elkins. Mail Room personnel will provide students with the combination to their mailbox and offer assistance in mailing letters or packages. Students will receive a note in their mailbox if mail or a package cannot be placed in their assigned mailbox. Students may receive their packages at the Mail Room window.

Student Name
Campus Box #
Davis & Elkins College
100 Campus Drive
Elkins, WV 26241

Postage stamps are available for purchase at the Mail Room and the College Bookstore. The campus telephone numbers for the Campus Mail Room are (304) 637-1205 and (304) 637-1265.

Also see the description of the Campus Mail Room in [Volume II](#) of the *Davis & Elkins College Policy Manual* for additional information.

6.1.9 Office of Public Safety

For the safety and security of the students, faculty, staff and property, the College operates its

own Office of Public Safety to provide a safe and secure living environment for members of the College community. The Office of Public Safety is located in the Gatehouse. Officers are available seven days a week, 24 hours a day.

Davis & Elkins College's Office of Public Safety is dedicated to enhancing the quality of life for the College community through policy enforcement, education, and a team approach to creative problem solving. The College Office of Public Safety is committed to honesty, integrity, and professionalism. They work in tandem with the members of the Office of Student Life and other members of the College community to make the College a safe and secure place for all members of the College community to work, learn, and live, including working with local police in crime prevention efforts, and referral for crime investigation. The Office of Public Safety also provides a general safety escort service and cooperates with Residence Life staff in promoting a safe and secure residential life environment.

The College's security operation is designed to provide leadership to the community on safety issues. The Office of Public Safety has a good working relationship with local law enforcement and can be helpful in many situations. Public Safety officers must be informed of emergency situations that arise and can assist local emergency service providers (police, fire, medical personnel) with quick response.

Additional information, including annual [Campus Crime Statistics](#), the College's comprehensive safety and security policies, and the [Emergency Response and Safety Plan](#) can be found on the College [website](#), in the Office of Student Life, and in the Office of Public Safety.

6.1.10 Nixle-Mass Notification System

Davis & Elkins College has a state-of-the-art notification system that is capable of sending notification instantly and simultaneously to all registered mobile devices and email addresses. Notifications are also posted on the College [website](#) and social media. The notification system will be used in an urgent or emergency situation only. All members of the campus community are automatically enrolled in this service. Family members or other individuals may contact the Office of Public Safety for more information or register online at www.dewv.edu/campus-life/safety-security.

6.1.11 Food Services and Meal Plans

The room and board fee covers meals in Benedum Dining Room, located on the upper floor of Madden Student Center (Benedum Hall).

All freshmen automatically receive the 19-Meal Plan, which includes 19 meals every week in the Dining Room plus cash-value dollars (per semester) to be used at Cadillac Daddy Café or the Campus Store. Upperclassmen also have the option of selecting the 14-Meal Plan or 10-Meal Plan.

Cash-value dollars may not be carried over from one semester to the next. Students are urged to spend their cash-value dollars every semester. Second semester cash-value credit on ID cards begins in early January on the date specified by the Office of Student Life.

The last day to change a student residential meal plan for the fall and spring semesters coincides with the Drop/Add deadline as published in the Academic Calendar. Any changes or special requests after the deadline must be coordinated through the Office of Student Life.

Students will not be allowed to eat without their College photo ID, so students must present their ID each time they go to Benedum Dining Room or Cadillac Daddy Café.

Commuter students also have meal plan options available to them. “Senator Bucks” may be purchased at any time and can be used at Benedum Dining Room and Cadillac Daddy Café.

6.1.12 Financial Aid Office and Financial Aid Programs

The College offers a complete range of financial planning services and financial assistance programs. Approximately 88 percent of the College’s students receive scholarships and/or some type of financial assistance. The purpose of the College’s financial planning program is to help students and their parents identify all the sources of assistance and funding for which they are eligible. Types of financial assistance vary according to the source of funding, whether it is federal, state, institutional, or private agency. See the College’s Financial Aid Policies in the [Catalog](#) and on the College [website](#) for additional information.

6.1.13 George A. Myles Pool

Located on the main level of the Hermanson Center, the swimming pool was dedicated in memory of the late George A. Myles. While there is no charge to D&E students or the campus community, access memberships are available to the general public for lap and open swim hours.

6.1.14 Harper-McNeeley Auditorium

Harper-McNeeley Auditorium is a 1,140-seat performance hall which serves the community and the region as the largest performance venue in the area.

6.1.15 Myles Center for the Arts/Hermanson Center

Myles Center for the Arts serves the community and the region as the largest performance venue in the area with the 1,140-seat Harper-McNeeley Auditorium. Also included in the Center is The Stirrup Gallery, home of the Darby Collection. Upstairs, Paull Gallery enhances the Center with open dance and exhibit space, and downstairs, the studio art area encompasses nearly 7,000 square feet of improved offices, technology labs and studio space.

6.1.16 International Student Program

The College is committed to the enhancement of international understanding. All international students must be English proficient prior to attending the College. Throughout the year, international students are invited to participate in community activities and serve as informal resource people to local schools, churches, and other social and civic organizations in international affairs. The College is authorized under federal law to enroll nonimmigrant alien students.

6.1.17 Lactation Accommodations

The Women’s Lounge in Liberal Arts Hall offers a convenient private space on campus for

breastfeeding. Students are encouraged to use these spaces to breastfeed or express breast milk.

6.1.18 The McDonnell Center for Health, Physical Education and Athletics

The McDonnell Center for Health, Physical Education, and Athletics is a 41,335-square-foot home for D&E's intercollegiate sports, physical education, recreation, and fitness programs. Key spaces within the facility include the 1,220-seat arena, Hilda and Robert R. Butler Lobby, the D&E Athletic Hall of Fame, and Myles Ahead indoor walking and jogging track.

6.1.19 Myles Ahead Walking Track

Myles Ahead walking and jogging track is equipped with a shock-absorbent surface and circles the upper level of the arena, providing a safe, comfortable place for students and community members alike to exercise regardless of weather. A pair of clean shoes is required.

6.1.20 Orientation

Orientation at the College begins in its own unique way. Through the Pathways Initiative, Davis & Elkins College encourages students to engage with life's big questions and consider their purpose in the world. Orientation gives students a chance to meet other new students, upper-class students, faculty and staff, enjoy outdoor activities, face and overcome challenges, solve problems, and develop leadership skills. Students will learn about the campus, computer resources and accounts, Madden Student Center, and Booth Library. During the fall orientation, students will participate in musical, social, recreational, and traditional events, including a picnic, as well as begin their academic life at D&E by meeting many faculty members in informal settings. New Student Orientation is required of all newly matriculated students. Students will receive information in their admission materials on the time and place of orientation activities. Any questions about orientation should be directed to the Office of Student Life.

6.1.21 Paintball Course

The Paintball Course is located on the back campus and provides an exciting activity for both students and the community.

6.1.22 Parent Relations

The Office of Parent Relations is a valuable resource for parents of current or prospective students. In addition to answering questions and offering support, seasonal, birthday, and get-well care packages are available for purchase for students.

6.1.23 Recreation Area

The recreation area in Madden Student Center is a gathering space designed for socializing. Students can enjoy a game room that offers music, pool tables, flat screen TVs, and comfortable lounge chairs.

6.1.24 Registrar's Office

The Office of the Registrar coordinates course scheduling and student registration, verifies and maintains all grade reports, student academic records and transcripts, and assists institutional

research and reporting activities. The Office of the Registrar works to provide services to students and faculty in a prompt, equitable, and courteous manner.

6.1.25 Robert E. Urban Nature Trail

Robert E. Urban Nature Trail is located in approximately 30-acre area that provides a resource for nature study, teaching, scientific research, recreation, and quiet reflection. It is also an important feature in the campus aesthetic and a link to its historical and cultural heritage.

Located on the ridge above Roxanna Booth and Gribble residence halls, the area has been maintained in a forested condition since the time that the Davis and Elkins families were living in the Graceland and Halliehurst mansions.

The nature trail area includes several different ecosystem types, including a stand of old-growth Appalachian hardwood forest with a number of trees, mostly oaks. Another small part of the area was planted in white pine in the 1940s. A smaller portion is essentially an old-field successional sequence. That area is traversed by the self-guiding S. Benton Talbot Nature Trail.

The nature trial area is open during daylight hours only and the following is expressly prohibited unless permission is explicitly granted by the College faculty/staff: any use of trails or facilities after dark, any open fires, alcoholic beverages, camping, use or possession of firearms or fireworks, hunting, littering, picking or harvesting plants and specimens, tampering with scientific equipment, and the off-road use of motorized vehicles.

6.1.26 Robbins-Madden Fitness Center

Robbins-Madden Fitness Center offers a variety of cardiovascular equipment, CYBEX strength equipment, and a complete free weight area with Olympic benches and racks.

6.1.27 Robbins Memorial Chapel

The Walter S. Robbins and Elisabeth Shonk Robbins Memorial Chapel, constructed in 1972, has been refurbished thanks to the generosity of the late William S. Robbins. Seating for 120 people is available in three round descending tiers.

The beautiful abstract stained glass windows echo the chapel's spire-shaped structure which reaches 80 feet above the ground. The orange glass at the bottom represents the flame of the Holy Spirit, while the blue hues above symbolize the waters of Christian baptism.

6.1.28 Seybolt Indoor Golf Academy

The academy course, located in the Martin Field House mezzanine, includes seven different grass heights, a sand trap and 'tough putts,' all designed to develop good playing habits. Built on a contoured base of gravel, limestone dust and sand to help players master their 'short' game, there is an adjacent chipping and driving area as well. A computer-controlled golf simulator provides the challenge of playing on six of the world's renowned championship courses. Golf clubs are available for use.

6.1.29 Spiritual Life

In keeping with its relation to the Presbyterian Church (U.S.A.), the College strives to sustain an ongoing conversation between faith and learning. In addition to academic courses in religion,

the College encourages experiences in faith and spirituality. Services of praise and worship take place on Sunday at 8 p.m. in Robbins Memorial Chapel. Students can find a church home at one of the many Christian churches of different denominations in Elkins. In addition, a non-denominational worship space has been established on the ground floor of Moyer Hall.

6.1.29.1 Local Places of Worship

A list of local worship places is located on the Spiritual Life and Church Relations [web page](#). (Go to the Campus Life webpage, then [Campus Experience](#).)

6.1.29.2 Office of the Chaplain

The Chaplain strives to assist students in their individual and corporate spiritual, religious, and moral growth. The Office of the Chaplain sponsors a variety of activities in which students, faculty, and staff are encouraged to participate. There is a voluntary worship service each week in the College Chapel. The service is interdenominational, and all members of the College community are welcome. The Chaplain's office is located on the second floor of Liberal Arts Hall. The Chaplain welcomes visits from all members of the College community.

Note: The College Chaplain is not considered to be a "campus security authority" and is, therefore, not required to report crimes for inclusion into the College's annual disclosure of crime statistics without the client's express consent.

6.1.30 The Stirrup Gallery

Located in the Myles Center for the Arts, Stirrup Gallery is open for the campus community and the public. In 1942, Hosea M. Darby, a local builder, donated his collection which he titled "Darby's Prehistoric and Early Pioneer's Art Museum" to the College. For years Darby had collected American, European, Inuit, and Native American artifacts dating back to the Stone Age, often through the mail from dealers' advertisements. He described his collection as "interesting items as used by mankind in past ages, of warfare and home life, in obtaining clothing, food, grinding, cooking, enjoyment, and worship as their belief."

The Smithsonian calls his collection of more than 200 Spanish, French, English, and American powder horns, dating from the early 1600s, one of the finest on the East Coast. The collection also includes an impressive collection of antique firearms, many dating back to the pre-Revolutionary War—some lushly decorated, others inscribed with revolutionary battle dates. More than 10,000 items are in the collection which ranges from carved pre-historic effigies to three nine-inch bellows used by Amos Holliday to "powder his wig."

The Stirrup Gallery has continued to grow to include nine additional collections—the Lincoln Collection, Howard-Sudbrink Collection, Eleanor Gay Collection, Foster Collection, Senator Davis Collection, Swezy Collection, Gary North Collection, J. Richard & Dotty S. Kendig Collection and Reckling Collection.

Contact the coordinator of special collections at (304) 637-1980 for more information.

6.1.31 Student Health Services

Student Health Services is located on the ground floor of Gribble Hall with nursing services available Monday-Friday. Basic first aid and supplies, cold and flu medications, TB (PPD)

testing, allergy injections, birth control, emergency contraception, family planning, sexually transmitted diseases (STD) testing and treatment, pregnancy testing, and flu vaccinations are provided. Most services, including all family planning and STD testing, are free to full- or part-time D&E students. A clinician visits the campus twice per week. There is a fee to see the clinician and that fee is assessed to the student's account.

Please note: The campus nurse is a Confidential Employee and not considered a "Campus Security Authority" and as such is not required to report crimes, including sexual misconduct, to the director of Public Safety for inclusion in the College's Campus Crime Statistics.

6.1.31.1 Counseling and Wellness Services

Appointments: Students can schedule an appointment with a professionally credentialed counselor by calling Counseling and Wellness Services at (304) 637-1363. As noted below, all conversations with professionally credentialed counselors are confidential.

Students may also talk with a member of the Student Life staff at any time. They are available to listen and help guide students through the many challenges of college life.

Please note, however, that Student Life staff, with the exception of the College Chaplain and professionally credentialed nurses, doctors and counselors, are required to report incidents of sexual misconduct, including sexual offenses, to the College's Title IX Coordinator. Moreover, as a "Campus Security Authority," Student Life staff are also required to report incidents of crimes to the director of Public Safety for inclusion in the College's Campus Crime Statistics. The College counselors are not considered "campus security authorities" and are, therefore, not required to report crimes for inclusion into the College's annual disclosure of crime statistics without the client's express consent.

Mental Health Emergencies or Crises: In the event of an emergency or crisis after hours, students should call 911 or go immediately to the Davis Medical Center emergency room located at 812 Gorman Avenue in Elkins. Students may also contact the Office of Public Safety available 24/7 at (304)-704-9111. Appalachian Community Health Center in Elkins can be contacted 24/7 at (304)636-8433 and Women's Aid in Crisis can be contacted 24/7 at (304)636-8433. In addition, the Elkins Police Department may be contacted at 911.

Referrals: Referrals may be made to Counseling and Wellness Services at (304) 637-1363 or by completing the At-Risk Student Reporting Form located on My D&E by faculty, staff, parents, and students if there are concerns about a student. After a referral is received, an attempt will be made to contact the student to offer support. Please note that unless the student consents, the Office of Student Life will not be able to share information about the student with the person that made the referral. See the College Student of Concern Policy for additional information.

Fees: Counseling through Counseling and Wellness Services is free to college students. Counseling and Wellness Services can also provide information for off-campus counselors, psychologists and/or psychiatrists to students, faculty and staff. Students are responsible for securing their own transportation to appointments with local counselors, psychologists and/or psychiatrists.

Students are financially responsible for any fees incurred from seeing off-campus counselors, psychologists and/or psychiatrists. In cases where the a student has been harmed on campus or

during a College sponsored event, and/or there is a legitimate professional conflict that prevents the student from being able to meet with a counselor in Counseling and Wellness Services, the College will provide payment for a minimum of six (6) of counseling sessions with a local counselor.

Confidentiality: The content of the meetings with a professionally credentialed counselor will be kept confidential. Information shared will not be given to individuals without the student's knowledge and written permission. There are some exceptions arising from ethical and legal requirements such as imminent harm to a student or someone else (including child abuse or elder abuse) and certain legal situations, which require disclosure. These limitations will be discussed at the first appointment. See also the College's [Gender-based Discrimination, Harassment, and Sexual Misconduct Policy](#) for additional information regarding confidentiality and sexual offenses.

Please note: The College psychologists/counselors are not considered "campus security authorities" and are, therefore, not required to report crimes for inclusion into the College's annual disclosure of crime statistics without the client's express consent.

6.1.31.2 Care Team

The College is committed to supporting student well-being and to maintaining continuity of its educational mission at all times. In that regard, the College provides a procedure for the referral, evaluation, and appropriate disposition of students of concern. Faculty, staff, and students at all levels of the College may identify students of concern, including students displaying disruptive behaviour, and bring them to the attention of the Office of Student Life, the Office of Public Safety or the Director of Counseling and Wellness. Additionally, reports can be made online at www.dewv.edu/form/risk-student-reporting-form.

6.1.31.3 Immunizations

Immunizations, including, but not limited to, Hepatitis B Meningococcal and T-DAP, are required of all students.

6.1.32 Office of Student Life

The Office of Student Life, located on the first floor of Liberal Arts Hall, employs a full staff of trained personnel to ensure a comfortable and positive living and learning experience. The staff, under the supervision of the Vice President for Student Affairs, is composed of professionals who coordinate room assignments, maintenance, staffing, and programs.

The Office of Student Life's mission is to provide services and programs that engage students in active learning, build a supportive and inclusive community, support the emotional growth and personal development of students, and make a positive contribution to the quality of student life.

6.1.33 Title IX and Deputy Coordinators

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. The College is committed to maintaining a healthy and safe learning, living and working environment

that promotes responsibility and respect in all matters where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity, or gender expression (“sex discrimination”). This commitment includes the adoption of the College’s [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#), which prohibits any conduct that can be construed as sexual and gender-based misconduct, which is a broad term that includes sexual harassment, sexual violence (non-consensual sexual contact and non-consensual sexual intercourse), sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and aiding or facilitating the commission of such acts. The College also prohibits hostile environment harassment, which includes acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex, gender identity, or gender expression, even if those acts do not involve conduct of a sexual nature. In addition, the College strictly prohibits retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of the [College’s Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#).

At the College, the Title IX Coordinator has been charged with overseeing the College’s compliance with Title IX, as well as other applicable laws such as the Violence Against Women Act as reauthorized by the Campus SAVE Act. The Title IX Coordinator’s oversight responsibilities include the review, investigation, and resolution of concerns relating to discrimination on the basis of sex, including incidents of sexual and gender-based misconduct. The Title IX Coordinator is assisted and supported by Title IX Deputy Coordinators. All are accessible to members of the College community for consultation and guidance regarding Title IX matters on a non-confidential basis.

Amy Kittle
Title IX/Section 504 Coordinator
Compliance & Ethics Officer
Halliehurst, 2nd Floor
Office: (304) 637- 1277 Cell: (304) 614-9203
kittlea2@dewv.edu

Jane Corey
Deputy Title IX Coordinator
Director of Human Services
Liberal Arts Hall, Room 203
Office: (304) 637-1344
coreym@dewv.edu

Scott Goddard
Deputy Title IX Coordinator
Vice President for Student Affairs
Liberal Arts Hall, Suite 102
Office: (304) 637-1352 | Cell: (304) 642-1352
goddards@dewv.edu

Robert Phillips
Deputy Title IX Coordinator
Vice President for Academic Affairs
Liberal Arts Hall, Suite 106
Office: (304) 637-1292
phillipsr@dewv.edu

Amanda Larkin
Deputy Title IX Coordinator
Athletics Compliance Coordinator
Hermanson Center, Room C
(304) 704-1635
larkinm@dewv.edu

See the College's [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#) for detailed information regarding how to obtain immediate assistance if you have been a victim of or have witnessed an incident of sexual or gender-based misconduct, how to file confidential and/or non-confidential reports within the College and/or with law enforcement, an explanation regarding the College's grievance procedures, and a listing on-and-off campus support services.

6.2 Student Financial Policies

6.2.1 Tuition and Fees

6.2.1.1 Expenses

Charges paid by students only partially cover the costs involved in their education. Gifts made by individuals, foundations, business establishments, and government agencies, as well as appropriations from the supporting Presbyterian churches, make up the substantial difference.

The cost of attendance for a full-time residential student is found on the College website, as well as in the current Catalog.

Room and board charges include a furnished two-student room and a meal plan (options to be selected by the student). A limited number of single rooms may be available at an annual rate, including board. Information about housing assignments, including single room applications, may be obtained from the Office of Student Life.

All traditional students are required to live on campus, except those students living at home with their parents, married students, students with children, students with a disability who need facilities the College is unable to provide, and independent students over 23 years of age. Living off campus without proper approval will result in billing for room and board at the cost of a double occupancy room.

The Student Association Fee covers all student organization funding, admission to athletic events, and many of the social and cultural activities. Students taking from 6.0 to 9.0 credits will be assessed one-half of the full Student Association Fee; while students taking 9.5 credits and above are assessed the full fee.

Tuition costs at Davis & Elkins College are based on credit load enrollment each semester. These costs, the costs for room and board, and the Student Association Fee for the fall and spring terms are outlined in the current Catalog, as well as on the Davis & Elkins College website. Students who enroll for more than 18 credit hours in any semester will be billed at a per credit hour rate in addition to the regular semester charge. Students at the sophomore level and above with a cumulative grade point average of 3.8 or above on a 4.0 scale may take 19 credit hours per semester without the overload charge (see the College Catalog for further details).

6.2.1.2 Payment of Charges

Tuition and fees are due and payable on or before deadlines published in the current Catalog. Students are responsible for payment or other satisfactory financial arrangements before they will be admitted to classes, dormitories, or the dining hall.

The College offers an automatic payment option through Sallie Mae Tuition Pay. This plan provides for the monthly payment of tuition and fees and is interest-free. Information is available upon request from the Business Office. In addition to Tuition Pay, the College offers monthly payment plans. Please contact the Student Accounts Coordinator for further information. All past-due accounts and/or defaulted payment arrangements are subject to a late fee per month.

In addition to late fees, students who are delinquent in the settlement of their accounts with the College shall forfeit their College privileges, including the right to preregister, to attend, classes and to room and board at the College. The College reserves the right of Administrative Withdrawal of any student for non-payment of financial obligations. Diplomas will not be issued to students who have an outstanding financial obligation to the institution, which is due at the time of graduation.

Semester grade reports and/or transcripts will not be issued to those who have outstanding financial obligations.

6.2.1.3 Transcripts

Transcripts must be requested by WebAdvisor, via the College's website, or in person from the Office of the Registrar. A fee will be charged for each official transcript. No official transcript will be issued for a student who is under any financial obligation to the College.

6.2.1.4 Refunds

The College must arrange well in advance for its year's academic services to students. When a student withdraws, the cost to the College is not reduced. Therefore, when a student withdraws from attendance of all classes, Davis & Elkins College refunds only a portion of its tuition thereby sharing with students the losses caused by their withdrawal. In order to withdraw from the College and officially from attendance of all classes, a student must report to the Office of the Registrar and complete the proper withdrawal forms. The forms are obtained from the Office of the Registrar. The pro-rated refund, based on the time of withdrawal, is as follows:

For Fall and Spring Semesters:

Class Days*	Tuition Refunded
1 through 5	60%

6 through 15	40%
16 through 25	20%
26 and after	0%

For Summer School:

1 through 3	80%
4 through 6	60%
7 through 9	40%
10 and after	0%

Note: There is no refund of room or mandatory fee charges.

6.2.1.5 Issuance of Blue Cards to Students

Blue cards are only issued to students who have paid more on their accounts than owed, or whose grants and other aid exceed what they owe the College. Exceptions to this will be reviewed on an individual basis.

The following criteria must be met to make an exception for a new student:

1. This must be the student's first term at Davis & Elkins College;
2. The Financial Aid Office expects the student to receive full financial aid for their educational expenses;
3. The student has applied late, so that financial aid is not yet in place; and
4. The student agrees to complete a promissory note covering the additional amount borrowed for books.

6.2.2 Financial Planning

Davis & Elkins College offers a complete range of financial planning services and financial assistance programs. Approximately 91 % of the College's students receive scholarships and/or some type of financial assistance. The purpose of the College's financial planning program is to help students and their parents identify all the sources of assistance and funding for which they are eligible. Types of financial assistance vary according to the source of funding, whether it is federal, state, institutional, or private agency.

Eligibility is determined by a review of the student's application materials and other information, including test scores, grade point average, class rank, evidence of service and leadership potential, performance auditions, and athletic promise. Scholarships awarded by the College are competitive. They are designed to recognize and reward student success. Thus, not all students should expect to receive scholarship awards. Generally, the types of financial aid available include scholarships awarded by the College, gift-supported and annual fund scholarships, student loans, student employment, and federal and state financial aid programs.

6.2.2.1 Scholarships Awarded by the College

Scholarships awarded by the College span a wide range. Please see the Financial Aid Office for specific ranges and maximum scholarship amounts. Below are some scholarships offered by the College. For a complete listing, please see the [Catalog](#) or the Financial Aid office for an updated list of available scholarships.

Merit Scholarships are available to freshmen, non-traditional, transfer, and readmitted full-time students. The award amount is determined by the student's grades, scores, and other distinguished characteristics. Any student must have at least a 2.0 high school or transfer grade point average in order to be eligible for the scholarship. This scholarship cannot be received in conjunction with another College-awarded academic scholarship such as the Highlands and International Scholarships.

Highlands Scholarships are available to full-time students that have graduated from a high school in West Virginia. A student must have at least a 2.5 final high school grade point average to qualify for this scholarship. This scholarship cannot be received in conjunction with another College-awarded academic scholarship such as the Merit and International Scholarships.

International Scholarships are available to students that are not U.S. citizens and that are studying at Davis & Elkins College as full-time students. This scholarship cannot be received in conjunction with another College-awarded academic scholarship such as the Merit and Highlands Scholarships.

Athletic Scholarships are awarded based on the recommendation of the Athletics Department and require participation in inter-collegiate athletics.

Creative Arts Scholarships are awarded to students who demonstrate talent in the creative arts and who agree to an appropriate level of participation in the programs of the College.

Endowed Scholarships are awarded as part of the financial aid review for each applicant and may be awarded to a student as a portion of their academic scholarship offer. These scholarships may be based on specific criteria. Unless otherwise stated, recipients are selected during the admission process or through a review of current student records. Funds for endowed scholarships come from the generosity of many individuals, families, and organizations. A listing of the College's Endowed Scholarships is provided in the College Catalog.

6.2.2.2 Gift-Supported and Annual Fund Scholarships

Gift-supported and Annual Fund Scholarships are from funds donated each year for the purpose of providing assistance to students. Recipients are selected through the financial aid review process, and these scholarships may be awarded to a student as a portion of their academic scholarship offer. A current list of annual and gift-supported scholarships is provided in the Catalog.

6.2.2.3 Student Loans

Davis & Elkins College participates in the William D. Ford Federal Direct Loan Program allowing students to utilize Direct Subsidized/Unsubsidized Stafford Loans and Parent PLUS Loans based upon their eligibility as determined by the results of their FAFSA. The Financial Aid Office also maintains a listing of recommended private student loan lenders.

6.2.2.4 Employment

Many students are offered opportunities for on-campus and off-campus employment in a variety of positions through the Federal Work-Study Program based upon their eligibility as determined by the results of their FAFSA. Students not qualifying for Federal Work-Study awards may still find employment opportunities from a limited selection of departmental employment positions.

6.2.2.5 Federal and State Programs

The College participates in the following Federal programs:

- Pell Grants
- Supplemental Educational Opportunity Grants
- Veteran Administration Grants
- Direct Subsidized/Unsubsidized Stafford Student Loans
- Work-Study Program
- TEACH Grants

Additionally, the College participates in the following state programs:

- West Virginia Higher Education Grant Program
- West Virginia PROMISE Scholarship
- All reciprocal state grant programs

To be considered for any federal aid, a student must file a Free Application for Federal Student Aid (FAFSA). To be considered for West Virginia state aid, a student must file the FAFSA by March 1.

6.2.2.6 Veterans' Benefits

Some armed service veterans and their dependents are eligible to receive educational benefits from the United States Department of Veterans Affairs. The application for VA Education Benefits or survivors' and dependents' Educational Assistance is available on-line. Individuals seeking educational benefits may complete an online application at vabenefits.vba.va.gov/vonapp/main.asp or download a paper application at www.vba.va.gov/pubs/forms/22-1990.pdf. The completed paper application and enrollment certification will be sent to the Department of Veterans Affairs. Subsequent certifications will be processed by a College Certifying Official on notification from the student of his/her intention to re-enroll. Any questions or comments regarding VA benefits should be directed to the College's Certifying Official.

Students who receive VA benefits and who are placed on academic probation will be required to achieve a 2.0 cumulative GPA during the subsequent grading period. Failure to do so will result in the termination of VA monetary educational benefits. Failure to do so will not, however, result in dismissal, provided the student has met the requirements for Satisfactory Academic Progress.

A student intending to use VA benefits should contact the College's Certifying Official and should also be aware of the following policies:

1. It is the student's responsibility to notify the College's Certifying Official immediately when the student increases or decreases semester credit hours taken, when the student withdraws from a course, or when the student takes a leave of absence. It is also the student's responsibility to inform the College's Certifying Official every semester as to the number of semester credit hours for which he or she enrolls.
2. The student is responsible for paying the tuition fee. Students receive a monthly entitlement based on the number of credit hours they are pursuing each semester. This entitlement may not necessarily cover the cost of tuition and fees. It usually takes six to eight weeks from the time a student's papers are processed by the Certifying Official until a check is received.
3. Appropriate credit for previous education will be awarded. A maximum of four (4) semester hours of credit may be awarded for military service (two semester hours for basic training and two semester hours for first aid).

A student using VA benefits must make satisfactory academic progress. In general, unsatisfactory progress as it pertains to veteran's benefits is considered the attainment of less than a 2.0 grade point average for two consecutive semesters. A student who withdraws from college may have his/her benefits terminated as of the beginning of the semester of withdrawal. If a student is dismissed for academic reasons, benefits will be terminated as of the date of dismissal. A student who has had benefits terminated in this manner must be counseled by the Certifying Official before the benefits will be restored. A student who fails to complete all courses attempted in a semester will have his/her benefits adjusted accordingly.

6.2.2.7 Financial Aid Rights and Responsibilities

Rights: Each financial aid applicant and recipient has the right to know:

- What financial aid programs are available at Davis & Elkins College.
- Application deadlines, procedures, and forms for available financial aid programs.
- How financial aid is distributed and the basis for those decisions.
- How financial need and budgets (including costs for tuition, fees, room, board, books, supplies, personal and miscellaneous expenses) are determined.
- What resources (such as parental contribution, other financial aid, student assets, etc.) are considered in the calculation of need.
- The College's Title IV refund policy.
- How the College determines whether the recipient is making satisfactory academic progress and what happens if he/she is not.
- What portion of the financial assistance received must be repaid and what portion is grant or scholarship aid.
- The interest rate, total amount to be repaid, and repayment procedures (including when repayment begins and the length of repayment) for any loan awarded.
- An explanation of each program in the student's aid package.

Responsibilities: Each applicant and recipient is responsible for:

- Completing all application forms accurately and honestly and providing the Financial Aid Office with correct information. Reporting incorrect information is a violation of the law.
- Being aware of, and complying with, deadlines for assistance applications and reapplication.
- Keeping the Financial Aid Office informed of any changes in the student's financial situation and/or enrollment status.
- Promptly returning or submitting all documentation, corrections and/or new information requested by the Financial Aid Office.
- Notifying the Financial Aid Office of any assistance (scholarships, grants, stipends, etc.) received from outside sources.
- Maintaining satisfactory academic progress as specified by the College's Satisfactory Academic Progress Policy.
- Knowing the costs of attending the College.
- Knowing the College's Title IV refund policy.
- Knowing the appeal procedure for financial assistance.
- Notifying the College of address changes.

6.2.2.8 Application Procedure

To apply for scholarships, students simply indicate their interest on the admission application.

To apply for need-based financial aid, students submit a completed Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.gov after October 1. The determination of eligibility for financial assistance is accomplished through a process referred to as need analysis. The information provided on the FAFSA is evaluated in accordance with federal and institutional guidelines and formulas. Because eligibility is determined by a variety of factors, there are no fixed income cut-offs for most aid programs. A determination of ineligibility for federal aid does not necessarily exclude the student from other forms of assistance. Several types of institutional aid and other non-need-based programs may be available. Approximately two weeks after submitting the FAFSA online, the Student Aid Report (SAR) will be emailed to the student. The student should review the report carefully for errors, if any are found, the student must make corrections to the FAFSA online and notify the Davis & Elkins College Financial Aid Office immediately of any such changes.

Early application may increase chances of receiving assistance. However, the FAFSA cannot be submitted prior to October 1st.

West Virginia residents must submit the FAFSA prior to March 1 to apply for the West Virginia PROMISE Scholarship and prior to April 15 to apply for and renew the West Virginia Higher Education Grant.

6.2.2.9 Eligibility Requirements for Title IV Funds

In order to meet general Title IV eligibility requirements for financial aid, the student must:

1. Be enrolled as a student in an eligible program of study;
2. Not be enrolled simultaneously in elementary or secondary school;
3. Have a high school diploma or a recognized equivalent;
4. Have a valid Social Security number, if required;
5. Be a U.S. citizen or eligible noncitizen;
6. Be registered with Selective Service, if required;
7. Sign a Statement of Educational Purpose, which certifies that he or she will use federal student financial aid only to pay educational costs;
8. Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder;
9. Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program;
10. Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt;
11. Be making Satisfactory Academic Progress (SAP);
12. Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder;
13. Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid; and
14. Have completed repayment of funds to either the Department of Education or the holder of a loan, as applicable, if the student has been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.

The Admission Office is responsible for certifying, upon admission, that a student is enrolled in an eligible program and that he or she has a high school diploma or recognized equivalent. When an admitted student files the Free Application for Federal Student Aid (FAFSA) and an Institutional Student Information Record (ISIR) is received by the College, the Financial Aid Office documents that the student has a valid Social Security number, is a U.S. citizen, and is registered for Selective Service, if required. Upon receipt of an ISIR, the Financial Aid Office staff also verifies, through the National Student Loan Data System (NSLDS), that a student is not in default on a title IV loan, has not exceeded annual or aggregate loan limits and is not liable for an overpayment of a Title IV grant or loan. The ISIR also indicates whether or not a student has property that is subject to a federal lien, whether or not he or she has been convicted of an illegal drug offense and whether or not the student has completed repayment of funds if previously convicted of Title IV fraud.

6.2.2.10 Financial Aid Package

Upon receipt of the Student Aid Report and the Need Analysis Report, the Financial Aid Office will determine which aid programs and what amounts of assistance are available for the student. The aid received will be based on eligibility, level of demonstrated need, program restrictions,

and availability of funds. The financial aid awarded becomes the student's financial aid package and may include several types of aid in varying amounts. The total amount of need-based aid in the package will not exceed the amount of demonstrated need. The total amount of the entire package, less loans and work awards, will not exceed the student's costs of tuition, room and board, and mandatory fees.

A complete aid package is not directly renewable from one year to the next. Reapplication and re-evaluation of a student's need is required each year. Students receiving scholarship awards will be required to meet specific academic standards.

Contact the Office of Financial Aid for complete details on all forms of financial assistance and scholarship awards. The amount of assistance in most categories is limited; therefore, it is advisable for an entering student to complete applications for admission and financial assistance by March 1. In determining a student's eligibility for assistance, the following factors are taken into account: financial need, academic record, cost of attendance, campus residency, and school or college citizenship record.

In addition to the college-related programs, many states have state-sponsored scholarship and loan programs for qualified students. Students applying for assistance should familiarize themselves with these programs prior to making application for assistance from Davis & Elkins College.

6.2.2.11 Renewal of Financial Aid and Scholarships

To be eligible for renewal of need-based financial aid awards, the student must demonstrate satisfactory academic progress as outlined in the College [Catalog](#). Students should also file a FAFSA each year no later than May 1. To be eligible for renewal of scholarship funds, the student must meet stated academic requirements and pre-register for the next academic year during the pre-registration period.

6.2.2.12 Satisfactory Academic Progress

Federal regulations require that all students who receive any form of federal or state assistance make measurable, satisfactory progress toward a degree at Davis & Elkins College. Satisfactory academic progress is measured by evaluating a student's progress toward degree completion in accordance with both a grade point average standard and a pace of progression/maximum time frame standard.

Davis & Elkins College reviews academic progress at the end of each semester/term. Failure to achieve a minimum, cumulative GPA (for the number of credit hours attempted) and/or to maintain a satisfactory pace of progression and/or to remain within the maximum time frame may result in a student's loss of financial aid eligibility.

Grade Point Average Standard of Satisfactory Academic Progress

The grade point average standard sets a minimum cumulative Grade Point Average (GPA) for the number of hours a student has completed. To remain in compliance, a student must maintain the following cumulative GPA after each period of assessment:

Semester Hour Credits Completed Standing*	Minimum Cumulative GPA for Good Academic
23.5 or fewer	1.6
24 to 47.5	1.8
48 to 71.5	1.9
72 or greater	2.0

*Please note, maintaining the minimum, cumulative GPA for good academic standing allows a student to maintain his or her eligibility for financial aid. This GPA may, however, not be sufficient to allow a student to graduate from particular programs of study.

Pace of Progression/Maximum Time Frame Standards for Satisfactory Academic Progress

Pace of Progression/Completion Rate: The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum time frame. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. All students must satisfactorily complete (i.e., receive a passing grade) 67 percent of all hours attempted.

Maximum Time Frame: The federal financial aid maximum time frame for completion of a degree is 150 percent of the published length of the program measured in credit hours. A degree that requires 124 credit hours must be completed by the time a student reaches 186 credit hours attempted ($124 \text{ hours} \times 150\% = 186 \text{ hours}$). A degree that requires 72 credit hours must be completed by the time a student reaches 108 credit hours attempted ($72 \text{ hours} \times 150\% = 108 \text{ hours}$). If a student completes 67 percent of the coursework attempted, he or she will complete the program within the maximum time frame.

Hours Attempted: Davis & Elkins College includes the following in its cumulative calculation of credit hours attempted: all credits attempted at Davis & Elkins College (this includes withdrawals, incompletes, failing grades, and repeated coursework) and all transfer credits accepted by the College. All courses for which a student is enrolled at the conclusion of the College's drop-add period for a given semester or term count toward a student's attempted hours.

Repeated Coursework: Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum time frame (total attempted credits) and reduce the pace/completion rate because they count as earned credits only once. When students repeat a course at Davis & Elkins College, the highest grade earned in the repeated course is the grade used in the calculation of the student's cumulative GPA. Davis & Elkins College offers select courses that may be repeated for credit (e.g., concert choir). Students remain eligible for financial aid for courses of this variety. Students who have questions about what courses may fall into this category should consult the Office of the Registrar.

Financial Aid Warning: Davis & Elkins College reviews academic progress at the conclusion of all semesters (or their equivalent). Students who do not meet the SAP standards at the conclusion of a semester (or equivalent) are placed on Financial Aid Warning. Students placed on Financial Aid Warning will be notified of their status, in writing, by the Office of Financial Aid and encouraged to seek academic counseling and to take advantage of other student services available to support academic success at Davis & Elkins College. While on Financial Aid Warning, students continue to receive financial aid.

Financial Aid Termination: Students who do not meet SAP standards for two, consecutive semesters (or their equivalent) may be prohibited from receiving financial aid. Students who do not meet SAP standards for two, consecutive semesters (or their equivalent) will be notified, in writing, by the Office of Financial Aid of the pending termination of their financial aid.

Appealing the Termination of Financial Aid: Students who are notified that their financial aid is being terminated due to their failure to meet SAP standards for two consecutive semesters (or their equivalent) are entitled to appeal this decision. All appeals must be submitted by the student, in writing (with supporting documentation attached), to the Financial Aid Office. Students are advised to submit financial aid appeals as expeditiously as possible. All appeals must be received by the Office of Financial Aid prior to the last day of classes of a student's subsequent term of enrollment for which they wish to regain aid eligibility. A complete financial aid appeal must include the following:

- An appeal letter addressing the circumstances that contributed to the student not meeting SAP standards and explaining why the student believes that he or she will be able to meet SAP standards in the future. Federal guidelines identify the following as legitimate circumstances for failing to achieve satisfactory academic progress:
 - Death of an immediate family member;
 - Medical/hospitalization of the student; or
 - Mitigating circumstances beyond the student's control that affected his or her academic progress.
- Supporting documentation for each circumstance cited (e.g., medical records, death certificates, and/or any other documentation that provides evidence of the student's mitigating circumstances).
- An academic completion plan endorsed (i.e. signed) by the student's academic adviser. The plan should detail specific benchmarks (i.e. courses to be taken, percentage of courses to be completed, minimum grades to be earned in specific courses, GPA to be achieved, etc.) that the student will meet during the coming semesters/ terms, that will allow him or her to meet SAP standards.

Incomplete appeals will not be granted. The Director of Financial Aid will approve or deny appeals in a timely manner. All appeal decisions will be communicated to the student in writing. Any student whose appeal is denied by the Director of Financial Aid has the right to appeal to the Admission and Academic Standing Committee of Faculty Assembly. A student wishing to appeal the decision of the Director of Financial Aid should communicate his or her decision to the Director of Financial Aid and the Office of the Registrar. The Admission and Academic

Standing Committee will respond to any such appeals in a timely fashion, and use the same criteria outlined above in rendering its decision.

Possible Outcomes of the Appeal Process

Appeal is Approved: If a student's appeal is approved, the student will be placed on financial aid probation. A student on financial aid probation will continue to be eligible for financial aid on a term-by-term basis provided he or she makes measurable, adequate progress toward achieving SAP standards in accordance with the terms and conditions of his or her academic completion plan. A student on financial aid probation will have his or her progress toward successfully meeting the benchmarks established in his or her academic completion plan reviewed regularly by the SAP Committee. Failure to make measurable, adequate progress toward these requirements on a term-by-term basis may result in the termination of financial aid.

Appeal is Denied: If a student's appeal is denied, he or she will be ineligible for financial aid until he or she once again meets SAP criteria. Students who are declared ineligible to receive financial aid due to their failure to demonstrate satisfactory academic progress are free to continue to pursue their education at their own expense. Students who have lost their financial aid eligibility may regain their eligibility if they demonstrate satisfactory academic progress.

Treatment of Grades: Courses for which a student receives a letter grade of A, B, C, D, or P at Davis & Elkins College are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses successfully transferred to Davis & Elkins College are also included in the calculation of a student's cumulative credit completion percentage as courses that have been successfully completed. Courses for which a student receives a letter grade of I, IP, or F will be treated as credits attempted, but not successfully completed.

Withdrawals: Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

Repeated Coursework: At Davis & Elkins College, students may repeat any course as often as they like. Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum time frame (total attempted credits) and reduce the pace/completion rate because they count as earned credits only once. When students repeat a course at Davis & Elkins College, the highest grade earned in the repeated course is the grade used in the calculation of the student's cumulative GPA. Davis & Elkins College offers select courses that may be repeated for credit (e.g., concert choir). Students remain eligible for financial for courses of this variety. Students who have questions about what courses may fall into this category should consult the Office of the Registrar.

Consortium Credits: Credits for which financial aid is received under a consortium agreement will be included in the calculation of cumulative GPA, completion percentage, and maximum time frame.

Audited Courses: Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Transfer Credits: A minimum grade of C or better from a regionally accredited college or university will be accepted by the College and applied toward a student's degree. A grades of C- is not acceptable unless such a grade carries quality points of 2.0. If, at the point of admission, a transfer student's prior academic record does not meet the College's minimum cumulative qualitative or quantitative SAP standards, the College may place the student under financial aid warning or on financial aid probation for financial aid eligibility.

6.2.2.13 Cancellation of Awards

The College reserves the right to review the record of a student receiving financial assistance at the close of any semester or term and to cancel the unused portion of the award if the student's academic or citizenship record fails to meet the required standards.

6.2.2.14 Student Aid Eligibility and Offenses Involving Drug Possession and Selling

Davis & Elkins College is required to remind students who receive federal financial aid that the Higher Education Act includes a student eligibility provision related to drug possession and selling. A student who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurs during a period of enrollment in which federal student aid was received is not eligible for federal funds. Federal aid is comprised of grants, student loans, and college work study.

The timeframe for ineligibility begins on the date of conviction and lasts until the end of a specified period as outlined below:

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3 + offenses	Indefinite period	

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if:

1. The student satisfactorily completes a drug rehabilitation program that:
 - a. Complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
 - b. Includes two unannounced drug tests; or
2. The conviction is reversed, set aside, or otherwise rendered nugatory.

For the additional information, please contact the Office of Financial Aid at (304) 637-1990.

6.2.2.15 Verification

Verification is the process of confirming the accuracy of student reported data on financial aid applications. To meet federally mandated responsibilities for financial assistance programs,

Davis & Elkins College verifies the accuracy of the applications of selected new and continuing financial aid recipients. The College's Verification Process meets all federal guidelines for verification as outlined in the Federal Application Verification Guide (AVG).

A student selected for verification will be asked to submit copies of his/her own and, if appropriate, his/her parents' tax transcript, together with all schedules and forms mailed to the IRS. Information about other factors including household size, assets, and the number of family members in college may also be requested.

Students selected for verification must submit all requested documents to the Financial Aid Office before financial assistance can be paid to the student's charges.

The verification process is intended to establish an accurate baseline award package for each student and reduce the amount of paperwork a student will be asked to submit in subsequent years. However, tax transcripts or other documents may be required for renewal applicants if their application information appears to be inconsistent with that of the previous year(s). If verification documents are request, the student must submit all requested documentation three weeks prior to the end of the academic term in which the student is planning to receive aid.

6.2.2.16 Return of Title IV Funds

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or semester. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or semester, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Title IV funds will be returned to the Department of Education in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loans (Other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans and Graduate Plus
7. Direct PLUS Loans
8. Federal Pell Grants for which a return of funds is required
9. ACG Grant
10. SMART Grant
11. Federal Supplemental Opportunity Grants for which a return of funds is required
12. Federal Teach Grants for which a return is required

A student who begins attendance and does not officially withdraw during a term but fails to earn a passing grade in at least one course offered over that term will have their financial aid reviewed and may be required to return a portion of any financial aid received. Unless documentation can be provided by the student that verifies the academic term was completed, the institution must assume, for Title IV and state aid purposes, that the student has unofficially withdrawn and must recalculate the student's Title IV and state aid eligibility based on the assumption that the student completed only 50 percent of the term. This review and return of financial aid is completed in accordance with federal guidelines.

6.2.2.17 Title IV Fraud

Institutions must refer applicants who are suspected of having engaged in fraud or other criminal misconduct in connection with the Title IV programs to the Department of Education's Office of Inspector General (OIG). The regulations require only that the institution refer the suspected case for investigation, not that it reach a firm conclusion about the propriety of the applicant's conduct.

Examples of student fraud include:

1. Falsified documents or forged signatures on an application, verification documents, or loan promissory notes;
2. False statements of income;
3. False statements of citizenship;
4. Use of false or fictitious names or aliases, addresses, or Social Security numbers;

5. False claims of independent status.

If Davis & Elkins College suspects that a student, employee, third-party servicer or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide any evidence to the Department of Education's OIG by calling the toll free number (1-800-MIS-USED) or sending an email message to the OIG. The director of financial aid is responsible for making referrals to the OIG. In addition, Davis & Elkins College will pursue appropriate disciplinary action against College students or employees engaging in conduct that violates this policy.

6.2.2.18 Appeals Process for Financial Exceptions

Appeals of the application of institutional financial policies by parents or students who feel that individual circumstances may warrant exceptions from the published policy must be addressed in writing to:

Director of Financial Aid

Davis & Elkins College
100 Campus Drive
Elkins, WV 26241-3996

6.2.2.19 Financial Aid Consortium

Davis & Elkins College participates in a Financial Aid Consortium. Students who plan to enroll at Davis & Elkins College and another institution of higher learning during the same semester are eligible for a financial aid consortium agreement if they meet the following requirements:

1. Davis & Elkins College is the student's college of record(i.e., the college from which he/she is seeking a degree);
2. The course the student plans to attend at the other institution is not offered at Davis & Elkins College but will apply toward graduation requirements at Davis & Elkins College; or
3. Davis & Elkins College offers the course the student plans to take at the other institution but it is not available at Davis & Elkins College in a timely manner to meet graduation requirements.

The Vice President for Academic Affairs determines if the required course may be taken by special arrangement at Davis & Elkins College, if a different course may be substituted for the required course not available, or if it would be in the students best interest to complete the course at another institution.

Students approved to receive a consortium agreement should be referred to the Office of Financial Aid to complete the appropriate paperwork.

6.2.2.20 Financial Planning Program Audits

Federal regulations require a compliance audit every fiscal year. Each audit must cover the time period since the last audit. Davis & Elkins College's fiscal year ends June 30, and is audited annually by a private auditor. Auditors review a sample of student files to ensure the Financial Aid Office is in compliance with federal, state and institutional policies. Any exceptions found

during the audit will be addressed. The auditor then submits an Independent Auditor's Report including any findings to the President and the Board of Trustees. The College's Vice President for Business and Administration then uploads the report to the government using the online submission site of eZ-Audit. Federal reviews are conducted by the United States Department of Education on a basis determined by the department.

Preparation for the audit is done in cooperation with the auditor's requests. Typically, the auditors will randomly select a specific number of students from each of the Title IV programs. The files are pulled and given to the auditors. Any additional assistance requested is responded to promptly.

6.2.2.21 Student Lending Code of Conduct

In compliance with Section 493(e) of the Higher Education Opportunity Act (HEOA), Davis & Elkins College has developed and enforces the following Student Lending Code of Conduct:

1. Davis & Elkins College does not solicit or participate in any fee, revenue or profit-sharing arrangements with any lender;
2. Davis & Elkins College does not permit any officer, employee or agent of the school who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer;
3. Davis & Elkins College does not permit a family member of any officer, employee or agent of the school who is employed in the Financial Planning Office or is otherwise involved in the administration of education loans to accept any gifts if:
 - a. The gift is given with the knowledge and acquiescence of the College's officer, employee, or agent; or
 - b. The College officer, employee, or agent has reason to believe the gift was given because of that person's official position with the College.
4. Davis & Elkins College does not permit any officer, employee or agent of the school who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans;
5. Davis & Elkins College does not permit any officer, employee or agent of the school who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Davis & Elkins College does, however, allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors;
6. Davis & Elkins College does not permit any officer, employee or agent of the school who is employed in the Financial Aid Office to serve on or otherwise participate in a lender's, lender

servicer's, or guarantor's board of directors. Moreover, the College does not permit any officer, employee or agent of the school who is employed in the Financial Aid Office or is otherwise involved in the administration of education loans to serve on or otherwise participate in a lender's, lender servicer's, or guarantor's board of directors if he or she will participate in any decision of the board with respect to private education loans offered to students that attend the College;

7. No officer, employee, agent, or contractor of a lender, lender servicer, or guarantor may serve on the Davis & Elkins College Board of Trustees, if that individual will participate in any decision of the Board with respect to private education loans offered to students that attend the College;
8. Davis & Elkins College does not assign a lender to any first-time borrower through financial aid packaging or any other means;
9. Davis & Elkins College recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Davis & Elkins College will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor;
10. Davis & Elkins College will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans;
11. Davis & Elkins College will not request or accept any assistance with call center or Financial Aid Office staffing.
12. Davis & Elkins College will not accept philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the lender, lender servicer, or guarantor to the College, or that are made in exchange for any advantage related to educational loans. In addition, the College will not accept financial aid funds under any Title IV, state, or private program from a guarantor based on an agreement to use the guarantee agency for processing loans, or to provide a specified volume of loans using the agency's guarantee. The College is permitted, however, to accept philanthropic contributions from a lender, lender servicer, or guarantor that are not related to the education loans provided by the lender, lender servicer, or guarantor, and that are not made in exchange for any advantage to the lender, guarantor, or servicer;
13. Students working in the Financial Aid Office must not in any way process, award, or certify their own or any relative or associate's application for financial aid:
 - a. Records (both electronic and hard copy) that need to be updated in relation to a student's financial aid application are not to be updated or altered in any way by a student employee assigned to the Financial Aid Office;
 - b. Student employees may, however, accept favorable terms, conditions, and borrower benefits on an education loan if the terms, conditions, and benefits on the employee's loan are comparable to those provided to all of the College's students.
14. Financial Planning Office officers, employees or agents assigned to work on loan processing matters may not be debarred or suspended by a federal agency. Any staff member that has

been found to be suspended or debarred by a federal agency is subject to a range of administrative actions to include termination of employment;

15. The College will not permit a lender or guarantor to print and distribute the College's Catalogs and other non-counseling or non-student financial aid-related materials at reduced or no cost. Moreover, the College will not permit a lender with whom it has a preferred lender arrangement for private education loans to use the Davis & Elkins College name, emblem, mascot, logo, other words, pictures or symbols readily identified with the College in the marketing of private education loans to students or parents in a way that implies that the loan is offered or made by the College instead of the lender. The College will ensure that the name of the lender is displayed on all information and documentation relating to the lender's private education loans;
16. The College will not accept from a Federal Family Education Loan Program (FFELP), private lender, lender servicer, or guarantor, computer hardware or computer software at below market rental or purchase cost that is unrelated to education loan processing or financial aid. In addition, the College will not accept free data transmission services from a FFELP lender or guarantor that is unrelated to electronic loan processing or, for FFELP loans, student status confirmation data.

6.3 Student Rights and Responsibilities

6.3.1 Definition of a Student

Any individual who is not an employee of the College and who is either: (1) admitted as a student to the College and has been moved to deposited status (2) an enrolled student (includes students auditing courses); (3) a Davis & Elkins student between academic terms or on a Leave of Absence; (4) a graduate awaiting a degree (note: students are classified as such until they receive their degree; students who petition the College to complete their degree via distance or some other arrangement forfeit their student status if they do not complete their degree during the period of time specified in their agreement with the College); or (5) a Davis & Elkins student who withdraws from the College while a disciplinary matter (including an investigation) is pending. A student ceases to be a student when they graduate; in the event that they are expelled for academic or conduct reasons; or in the event that the student formally withdraws from the College and there is no pending disciplinary investigation. Solely for purposes of this definition, the term "employee of the College" does not include students who are employed by the College through a work-study or similar program.

6.3.2 Student Rights

6.3.2.1 General Student Rights

At the College, students are afforded certain rights that ensure their ability to fully participate as members of the College community. Specifically, students have the right:

1. To have all College policies applicable to them made accessible in whatever format is necessitated by the student's disability or personal situation;
2. To understand the requirements of their academic programs and receive timely, useful, and regular information and advising about relevant academic program requirements;

3. To be provided with sufficient course information in order to be able to make informed course selections;
4. To be informed in writing (typically a syllabus) of the specific requirements and expected learning outcomes of the courses in which they are enrolled at the beginning of the term and to expect that course requirements will not be changed without notice;
5. To have clear indication of their educational progress in those courses in which they are enrolled and to know how the various assignments are weighted;
6. To receive a fair, transparent and impartial assessment of their performance as a student;
7. To have their grades kept private from other students, and to have final examinations held at the appointed times;
8. To have the privacy of their personal information and records protected by the administration in accordance with the College's Student Records (FERPA) Policy;
9. To find their instructors available during posted office hours or by special arrangement;
10. To have their instructors arrive for classes punctually;
11. To have their complaints and grievances addressed through the College Student Grievance Policy or other established policies and procedures;
12. To appear before a College administrator or hearing panel when disciplinary charges have been alleged in accordance with the College Student Discipline Policy or the College Discrimination and Harassment Policy as applicable;
13. To be provided with relevant information concerning financial assistance (see Financial Aid Rights and Responsibilities);
14. To reasonably express any view which is relevant to a classroom discussion or written material in a manner consistent with the College's Freedom of Expression Policy;
15. To participate in College approved student organizations and activities for which the student is eligible and qualified. No student shall be penalized for any such participation, but neither shall any student claim any indulgence from academic obligations by virtue of such participation.
16. To participate in institutional governance through Student Assembly and attendance at the fall and spring Board of Trustees meetings.

6.3.2.2 Demonstrations

Demonstrations by members of the College community must be registered and approved in writing 72 hours in advance by the President's Office, which will then notify the Office of Public Safety of the approval.

For purposes of the policy, "demonstrations" includes the presence of one or more persons on the College campus with the intent to express a particular point of view in a manner that attracts attention, as in protests, rallies, sit-ins, vigils, or similar forms of expression.

All approved demonstrations (and expression of any form) at the College must be peaceful and orderly and confined to campus. Demonstrations may be organized and led only by members of

the College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere materially with the general operation of the College. Free speech is a cherished foundation of academia. Forms of expression, however, may not be contrary to the College mission or demean or degrade individuals on the basis of a protected class as set forth in the College's Equal Opportunity and Non-Discrimination Statement.

6.3.2.3 Freedom of Expression

The College values the freedom of expression and assembly. At the same time, the College recognizes that such freedom must exist within the context of the law, common decency, and responsibility for one's actions. The College has therefore established the following freedom of expression guidelines, which seek to preserve the integrity of freedom of speech, thought, assembly and expression, including artistic expression, while at the same time preserving the right of the College to make fair, balanced and considered judgments not to permit or exhibit expressions which are either not appropriate within the context of the mission of the College and its Presbyterian Church (U.S.A.) affiliation or in violation of federal or state law or established College policies.

Freedom of Expression Guidelines:

1. The College students, administrators, staff, faculty, and organizations are generally free to exercise the rights to assemble and engage in expressive activity, whether on campus or in the electronic information environment, in a constitutionally protected manner, provided the activity is expressed in an appropriate manner consistent with the College's mission, Presbyterian Church (U.S.A.) affiliation, federal and state laws, and College policies.
2. An individual's expression must not:
 - a. Interfere with his or her academic responsibilities to the College;
 - b. Interfere materially with the general operation of the College;
 - c. Infringe upon the safety or rights of members of the College community;
 - d. Be obscene, slanderous, or inappropriate within the context of the College's mission or Presbyterian Church (U.S.A.) affiliation; and/or
 - e. Demean an individual(s) on the basis of race, color, gender, sex, sexual orientation, sexual identity, gender identity, gender expression, religion, ancestry, national origin, age, disability, veteran status, genetic information or any other characteristic protected by federal, state or local law.
3. Expressions uttered on campus or via the College's information technology network must recognize the diversity of people and points of view. Planned demonstrations, lectures, exhibits or artistic performances, whether presented on campus or via the College's information technology network, that may be potentially offensive or controversial, if deemed appropriate and approved in advance in accordance with established approval procedures, must be advertised as such so people can make an informed decision before attending the event. (See the College's Demonstrations and Guest Speakers and Performers policies respectively for relevant approval procedures.)

4. Faculty, administrators, staff, and students of the College are citizens and members of an educational institution. When they speak, write or create art, they are free from institutional censorship or discipline within the guidelines above. Moreover, as members of the College, faculty, staff, and students, who freely choose to be part of the College, have additional obligations imposed upon them. They should remember that the public might judge their institution by their words and works. They should at all times exercise appropriate sensitivity, show respect for the opinions of others, and recognize that their words, actions and expressions will reflect on the College. They are also responsible for making clear that they are participating in such activities only as individuals and not on behalf of, at the direction of, or with the encouragement of the College. See the College's Academic Freedom Policy for additional information.

Inevitably there will be differing opinions or doubt regarding whether the College should permit a planned assembly, demonstration, lecture, exhibit or artistic performance. At such times and in situations not specifically addressed in the College *Policy Manual*, the President will decide whether to approve the proposed assembly, demonstration, lecture, exhibit or artistic performance since no individual's right to freedom of expression is unfettered.

In permitting freedom of expression within the guidelines set forth above, the College does not endorse, or relieve any person from legal liability for actions that amount to libel, slander, or obscenity. Moreover, by supporting the exercise of freedom of expression on campus, the College does not sanction the messages that are being declared or the methods of expression used, unless expressly stated otherwise. Finally, the College reserves the right to (a) adopt and enforce rules and regulations as it may deem necessary and proper in order to serve the interest of health and safety, prevent disruption of the educational process or working environment, and to protect against the invasion of the rights of others; and (b) may cancel any planned assembly, demonstration, lecture, exhibit or artistic performance that creates a public health or safety concern, disrupts the educational or working environment, or uses the College as a platform to disparage the Presbyterian Church (U.S.A.) or mission of the College.

6.3.2.4 Program Integrity Complaints

United States Department of Education [Regulation 34 CFR 600.9](#), the "Program Integrity Rule," was adopted to ensure that students have the opportunity to voice concerns relating to programs offered by postsecondary educational institutions authorized under Title IV of the Higher Education Act, as amended. The regulations require states to provide the opportunity for students to lodge the following types of complaints:

1. Allegations of state consumer protection violations, including, but not limited to fraud and false advertising;
2. Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated;
3. Allegations regarding the quality of education or other accreditation requirements.

In compliance with the Program Integrity Rule, the College has listed multiple alternatives for individuals who wish to submit complaints regarding the above. The College expects that any student complaint will be filed in accordance with any procedures currently in place at the institution before resolution is sought from a state agency or the College's accreditation body. In

the absence of a procedure, the complaint should be filed with the Office of the President for appropriate referral.

Filing a Complaint

The College has adopted a general Student Grievance Policy to address and resolve questions and concerns students may have relating to the Program Integrity Rule. Please refer to the Student Grievance Policy for additional information.

The College summarizes the number and type of complaints received pursuant to the Student Grievance Policy and tracks their resolutions.

For Complaints Alleging Consumer Fraud

West Virginia Attorney General's Consumer Protection Division

www.wv.gov/consumerprotection

The West Virginia Attorney General Consumer Protection Division is committed to regulating industries and protecting consumers who use goods and services from those industries. The state of West Virginia ensures fair competition and the free flow of truthful information in the marketplace.

For Complaints Regarding State Licensing of Postsecondary Institutions

Higher Learning Commission-A Commission of the North Central Association

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Ph: (803) 737-2260 and Fax No: (803) 737-2297

www.hlcommission.org/student-resources/compliants

Accreditation Association Contact Information

The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission is located at 30 North LaSalle Street, Chicago, IL 60602-2504. The website is www.ncahlc.org. The toll free number is 800-621-7440.

For a complete listing of accreditations and affiliations, please refer to the current Catalog. Consumer protection information is available on the College's website: www.dewv.edu/consumer-information.

Complaints Arising Outside of West Virginia

Students participating in the College educational program outside the state of West Virginia, such as through distance learning, may choose to avail themselves of state processes for complaints related to institutional licensure and consumer protection in that state. The following website provides contact information to various states:

www.shceo.org

Please note, however, that many states require a showing that an attempt was made to resolve the complaint with the institution directly.

6.3.2.5 Student Grievances

The College extends the right to petition for redress of grievance to all students. The right to petition may be initiated at any time when a student has a grievance against a College employee, or the misapplication or misinterpretation of a College policy or procedure.

An action or decision is grievable pursuant to this policy only if it involves a misapplication or misinterpretation of the College policy, regulation, or rule, or a violation of state or federal law. This procedure may not be used to grieve:

1. Claims based on purchases or contracts;
2. Claims against a College employee on matters that are unrelated to the employee's job or role at the College;
3. Student disciplinary decisions, since there is a separate procedure for them;
4. Formal complaints of harassment or discrimination, since there is a separate procedure for them; or
5. Where another College policy or procedure could have been used for the matter being grieved (e.g., grade grievances, FERPA grievances, etc.).

Any other concern will be treated as a complaint and students are invited to express their viewpoints in an appropriate manner to any College official. Upon request from any student, the Vice President for Student Life will provide guidance about the appropriate system for redress of a particular complaint.

Grievance Procedures

The procedures set forth below may be used by grievants who are enrolled as College students, or who are participating in a College-sponsored event at the time of the incident being grieved. The person or persons filing the grievance must be directly involved in the matter being grieved. A grievance cannot be filed on behalf of another person or organization in which the grievant is not a member. The existence of this procedure does not bar a grievant from filing claims in other forums to the extent permitted by state or federal law.

The College makes every effort to ensure that all grievances are handled fairly and equitably and that all complaints and grievances are treated confidentially. The procedures allow students to exhaust every administrative level in an effort to ensure a fair and complete hearing of their grievance.

These are College-level procedures for resolving problems and should not be viewed as legal proceedings. Students should understand that pursuing a grievance through consecutive phases does not ensure a different outcome. The outcome of Phases II through IV may be to uphold the recommendations initially made in phase I.

Students wishing to file a grievance, and all parties to the grievance, must adhere to the following procedures:

PHASE I—Informal Resolution:

Prior to filing a formal grievance, the student must contact the Office of Student Life. A member of the Office of Student Life will be assigned to discuss the student's concern(s), meet with other

parties relevant to the student's complaint as necessary, and work with the student to arrive at an informal resolution to the problem.

If the grievance cannot be resolved in this phase, the student may proceed to phase II after informing the relevant person(s) (including the assigned Office of Student Life staff member) of his or her intention to file a formal grievance. A formal grievance must be filed within forty five (45) days of the incident, or occurrence, precipitating the complaint or grievance.

PHASE II—Filing a Formal Grievance:

Having failed to satisfactorily resolve a complaint or grievance in phase I, the student may file a "Formal Grievance Petition" (available in the Office of Student Life). The Vice President for Academic Affairs will serve as an ombudsman in order to objectively examine all sides of the issue. The Vice President for Academic Affairs will meet with other parties relevant to the student's complaint as necessary. At the conclusion of phase II, the Vice President for Academic Affairs, within ten (10) business days of the formal grievance petition being filed, will provide the student and other relevant parties with a written summary of his or her findings and proposed resolution of the complaint or grievance. If the grievance has not been resolved to the complainant's satisfaction at the conclusion of phase II, the student may proceed to phase III.

NOTE: If the grievance involves the Vice President for Academic Affairs, the President will designate a different regulator.

PHASE III-Arbitration:

The student, within five (5) business days of receiving the written report from the Vice President for Academic Affairs or other Cabinet member may submit a written request to the Vice President for Academic Affairs or other Cabinet member for a meeting of an ad hoc Arbitration Committee.

The Arbitration Committee consists of:

1. An appropriate Vice President or Cabinet member;
2. Faculty Member; and
3. A member of the Cabinet.

Within ten (10) business days of receiving a written request to convene an ad hoc Arbitration Committee, the Vice President for Academic Affairs or other appropriate Cabinet member shall convene the committee (which he or she shall chair) and meet, as necessary, with all parties relevant to the complaint or grievance in an effort to arbitrate the matter.

Within ten (10) business days, the decision and proposed action(s) of the Arbitration Committee will be communicated, in writing, to the following:

1. Grievant;
2. Arbitration Committee members;
3. College President; and
4. Other person(s) involved with the grievance.

PHASE IV: Resolution

If either the grievant or other parties are not satisfied with the decision or action of the Arbitration Committee, a written appeal to the President's Office may be filed within five (5) business days of receiving the written decision of the Arbitration Committee. Once the College President has reviewed the complainant's appeal and the written communication from the Arbitration Committee, the President will schedule a private meeting with the complainant to discuss the matter.

The College President has discretionary power to uphold, reverse, or modify the action taken by the Arbitration Committee. The President's decision will be delivered to the grievant/student in writing with copies to the appropriate individuals involved.

NOTE: The Office of Student Life summarizes the number and type of complaints received pursuant to the Student Grievance Policy and tracks their resolutions.

6.3.3 Student Responsibilities

The College encourages students to exercise their individual freedoms and rights, but expects that students will also recognize the responsibilities that accompany enrollment.

6.3.3.1 Statement of Responsibility

The College believes that students should have attained a level of maturity that will enable them to conduct themselves as responsible members of the community. They are expected to familiarize themselves with the *Student Life Policies*. In addition, students are responsible for adhering to College policies, procedures, and guidelines published in the [Catalog](#), on [My D&E](#), as well as in other College and departmental and division publications and electronic postings. The College requires new and transfer students in the fall and spring terms to participate in an orientation covering various aspects of the College community and to become knowledgeable of its policies and practices.

To ensure a harmonious college community, a student's scholarship and conduct are expected to meet the standards and ideals of the College. Exclusion for reasons of misconduct does occur, but only after thorough investigation and action by the duly constituted authority in accordance with institutional disciplinary processes.

6.3.3.2 Change of Name or Address

Students are responsible for keeping the College informed of their current name, address and phone numbers. Changes in either name or address must be reported to the Registrar's Office.

A photo ID and documentation such as a driver's license, marriage certificate, Social Security card, etc. that supports a name change must be brought to the Registrar's Office and the appropriate form completed.

6.3.3.3 Child Abuse and Neglect

The following groups must follow the child abuse and neglect policies:

- College employees.
- Key students, defined as those students who are in practicum involving protected persons or the medical field, student teachers, students working with minors under the age of eighteen and resident assistants.

- Student employees over the age of 18.
- Camp counselors and program leaders defined as those students, faculty, staff and volunteers who in the course and scope of their employment or service to Davis & Elkins College conduct activities at or on behalf of Davis & Elkins College and come in contact with minors under the age of eighteen.
- College volunteers and third-party vendors.

These employees, key students, student employees, camp counselors and program leaders, College volunteers and third-party vendors, have:

1. A responsibility to ensure that they do not abuse or neglect children under the age of 18 engaged in a College activity or program;
2. An affirmative duty to report knowledge or suspicion of child abuse or neglect, which according to West Virginia law is defined as “*physical injury, mental or emotional injury, sexual abuse, sexual exploitation, sale or attempted sale or negligent treatment or maltreatment of a child by a parent, guardian or custodian who is responsible for the child's welfare, under circumstances which harm or threaten the health and welfare of the child*”;
3. Freedom from retaliation if they report such cases in good faith; and
4. A duty to comply with child protection investigations and all other provisions of law relating to child abuse and neglect.

Reporting Suspected Child Abuse and Neglect

Individuals over the age of 18 who witness or suspect an incident of child abuse or neglect on campus or at a Davis & Elkins College activity are obligated to make a report utilizing the following procedures:

1. Under West Virginia Law ([WV Code 49-6A-2](#)), certain persons are required to directly report incidents or suspicions of child abuse or neglect to Child Protective Services (see contact information below) immediately and not more than 48 hours after suspecting the abuse or neglect. These persons include: any medical, dental or mental health professional, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law enforcement official, youth camp administrator or counselor, employee, coach or volunteer, or commercial film or photographic print processor.
2. In any case where a member of the campus community over the age of 18 who believes that a child has suffered serious physical abuse or sexual abuse or sexual assault while on campus or at a College sanctioned event, the individual must also immediately report (no more than 48 hours after suspecting the abuse or neglect) the incident to the State Police and any law enforcement agency having jurisdiction to investigate the complaint.
3. In addition to the above, members of the College community are also expected to immediately report an incident of child abuse or neglect to the Office of Public Safety immediately at (304) 704-9111;
3. Do not directly question or solicit information from the child. This responsibility lies with the Child Protective Services and, in certain circumstances, with law enforcement;

4. Immediately after making the foregoing reports, College employees, volunteers, and agents must report the information to an immediate supervisor. Athletic staff must also report the incident to the Director of Athletics.

Randolph County DHHR Office Contact Information

1027 N. Randolph Avenue
Elkins, West Virginia 26241
Phone: 304-637-5560
Fax: (304) 637-0391

Hours: 8:30 a.m. to 5:00 p.m. - Monday thru Friday

Failure to Report

Failure to report suspected child abuse or neglect may subject employees to disciplinary action. Such action would be determined by the appropriate Vice President in consultation with the Director of Human Resources and carried out based on applicable disciplinary procedures.

Immunity

Pursuant to West Virginia statute, any individual reporting suspected child abuse or participating in a judicial proceeding resulting from such report is immune from any civil or criminal liability they otherwise might be imposed as a result of such actions when taken in good faith.

False Reports

A person who knowingly makes or causes another person to make a false report that alleges that any person has committed an act or omission that results in a child being an abused or a neglected child is guilty of a misdemeanor in the first degree.

6.3.3.4 Community Statement

The faculty, staff, and students of the College are a multicultural community of individuals encompassing a broad spectrum of religious traditions, political beliefs, ethnicities, cultures, genders, sexual orientations and gender identities. The College community is unique in that it strives to work and live together. In the process, members of the College community learn from one another in an atmosphere of positive contact and mutual respect. The College community is committed to behaving and expecting others to behave in ways that demonstrate its beliefs about the respectful treatment of each member of the College community. Davis & Elkins College believes that members of the College community are individually and collectively responsible for their behavior and are fully accountable for their actions. Davis & Elkins College students must take initiative and responsibility for their own learning and awareness of the differences which exist in the community and avoid all actions that negatively impact others. Davis & Elkins College is committed to these principles which are an integral part of the College's purpose, values, and daily activities. Individuals engaging in behavior that is believed to violate these policies will be held accountable through the appropriate disciplinary process.

6.3.3.5 Departures

Resident students who leave campus overnight or for any extended period of time should inform their Resident Assistant as to where they may be reached in the event of an emergency.

Students who experience an emergency that requires leaving campus should call the Office of Student Life at (304) 637-1211; and, should the emergency require missing multiple classes, students should also notify the Office of the Registrar (304) 637-1224 so that instructors can also be notified. Students who are not able to return to campus as planned should also notify the College.

6.3.3.6 Disclaimer of Liability

The College disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer is a matter of contract between the College and each student and it applies to, but is not limited to, the following:

1. Any injury or damage sustained on property owned by or under the control of the College, its subsidiaries or affiliated institutions (such as classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.);
2. Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit and regardless of cause;
3. Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator or other; this includes transportation to and from a contest or event;
4. Any injury or damage resulting from fire, theft, the elements, roof leaks, mechanical failures or other cause;
5. Any injury or damage as a result of any act or omission by any College personnel (faculty, staff, employee, officer, trustee), student or contractor.

Students accept the foregoing disclaimer and agree, as a matter of contract, to be bound thereby upon admission, re-admission or continued enrollment at the College. The relationship between Davis & Elkins College and its students is non-custodial in nature and nothing in these policies, the [College Catalog](#), on [My D&E](#), or in any other College, department or division publication or electronic posting shall be construed to place the College in the position of being custodian, guardian or surrogate parent of any student or to otherwise establish any special relationship between the College and any student.

Upon being admitted, a student is bound to follow all of the College's rules and regulations. Davis & Elkins College students who fail to read [Student Life Policies](#), the [College Catalog](#), or College policies and procedures published on My D&E or any other College, department or division publication or electronic posting will not be excused from compliance with the policies and requirements herein. The College may disseminate additional information and policies directly to students via their Davis & Elkins College email account. It is imperative for students to read their email.

6.3.3.7 Health Insurance Portability and Accountability Act (HIPAA)

The College complies with all laws that govern employee and student medical records, their review, and their dissemination. The College will not require individuals to waive their health privacy rights as a condition for treatment, payment, enrollment in the health plan, and/or eligibility for benefits. Nor will the College intimidate, threaten, coerce, discriminate against, or

take other retaliatory action against an individual for exercising health privacy rights. For more detailed information, please refer to the website for the United States Department of Health and Human Services at www.hhs.gov/ocr/hipaa.

6.3.3.8 Missing Students

Any student residing in a Davis & Elkins College residence hall who is determined to be missing for more than 24 hours must be reported immediately to one of the following:

1. Residence Life staff
2. Office of Student Life (304) 637-1211
3. Davis & Elkins Office of Public Safety (304) 704-9111
4. Any other designated Campus Security Authority

Reports made to Residence Life staff or the Office of Student Life will be forwarded to the Office of Public Safety. A determination will be made at that time by Public Safety if the student is indeed missing and, if so, an investigation will immediately begin to attempt to ascertain the whereabouts of the individual. Moreover, the appropriate law enforcement agency will be contacted and a cooperative effort will be made to find the student.

In addition to registering a general emergency contact, missing person contact information is collected by the Office of Student Life on an annual basis at the time the resident students move into the residence halls. The contact information will be kept confidential and will be disclosed only to authorized campus officials and law enforcement in furtherance of a missing person investigation or other appropriate purpose. The confidential contact person will also be notified within 24 hours if the student is determined to be missing. If a student is under the age of 18, Davis & Elkins College is required to notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.

In situations in which the student has failed to designate a contact for missing student notification, Public Safety will continue to investigate utilizing established police investigative procedures, to include College resources and records. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Issuance of Amber Alert

Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the ages of 18 and 21 is reported missing, as part of the national "Amber Alert" bill.

Resolution of Missing Student Status

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted by the College.

6.3.3.9 Off-campus Behavior and Notification of Criminal Arrests

Although the College is not responsible or liable for students' behavior off campus, it does reserve the right, in the interests of protecting students from harm, to take action in response to behavior off campus that violates College expectations and policies and/or when the College's interests as an academic community are clearly involved. Generally, the College expects its members to demonstrate respect and regard for the rights, property, and dignity of all individuals and to take responsibility for their own actions.

Notification of Criminal Arrest

A student is responsible for notifying the Vice President for Student Affairs of any off-campus arrest. When the Vice President for Student Affairs is informed of the arrest of a student, the College will send a letter to the student requiring him or her to make an appointment for an interview with a Student Life staff member. During this interview, the facts involved in the student's arrest, the student's obligation to keep the College informed of the progress of the possible criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed with the student.

As outlined in the Student Disciplinary System, College disciplinary proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceedings. The alleged commission of a felony as named in local, state, or federal law is a serious violation of the Student Code of Conduct and may necessitate an interim suspension or other appropriate disciplinary action from the College.

When a Davis & Elkins College student is involved in an off-campus offense, Public Safety officers may assist with the investigation in cooperation with local, state or federal law enforcement. Local law enforcement routinely work and communicate with Public Safety on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. While the College does not operate off-campus housing or off-campus student organization facilities, some students live in the neighborhoods surrounding the campus. While law enforcement agencies have primary jurisdiction in all areas off campus, Public Safety officers may respond to student-related incidents that occur in close proximity to campus. As noted earlier, the Office of Public Safety enjoy a close working relationship with local law enforcement when violations of federal, state or local laws surface. This cooperative team approach addresses criminal situations as they arise, as well as future concerns.

6.3.3.10 Parking on Campus

All vehicles on campus must display a parking permit, which can be obtained after completing the proper application form at the Office of Public Safety. To obtain a parking pass, you must have your vehicle license plate number and VIN number. A student auto registration fee is listed in Tuition and Fees and can be removed from the student's account if they do not park a vehicle on campus. Do not park in designated handicapped spaces (unless you have a state-issued permit), fire lanes, in the green space areas, or in the visitor parking in front of Halliehurst or the guest parking at Graceland. Tickets, resulting in fines, will be issued for violations. Parking on campus is by zone: signs designate if the parking is for residential students, commuter students, faculty, staff, or visitors. Also, please note that the possession of the required parking permit and/or state-issued handicapped permit does not guarantee a parking space.

Residential Parking

Residents of Darby, Booth, and Gribble Halls will have a parking permit sticker (on the driver's side of the rear window) valid for:

- Lower Graceland lot
- Darby Hall back lot
- Behind and front of Roxanna Booth Hall
- McDonnell Center lot

Residents of Moyer and Presidential Halls will have a parking permit sticker (on the driver's side of the rear window) valid for:

- Moyer Hall lot
- Presidential Hall lot
- The McDonnell Center lot

Commuter Parking

Commuters will have a parking permit sticker (on the driver's side of the rear window) valid for:

- Boiler House Theatre lot
- Robbins Memorial Chapel lot
- The McDonnell Center lot
- Memorial Gymnasium/Martin Field House lot

6.3.3.11 Personal Emergencies

Should a student experience an emergency that requires him or her to need to leave campus, he or she should call the Office of Student Life at (304) 637-1211 (leave voicemail message if not during regular office hours); also, call the Office of Academic Affairs at (304) 637-1292 so that instructors can be alerted. Students who are unable to return to campus as planned are also expected to contact the Student Life and Academic Affairs offices.

6.4 Student Life Policies

6.4.1 *Alcohol and Drug Use*

Pursuant to the Federal Drug-Free Schools and Communities Act Amendments of 1989, the College has a drug and alcohol prevention program for its students and employees. The program includes an annual disclosure to each student and to all employees outlining the standard of conduct expected of students and employees in relationship to the possession, use or distribution of illicit drugs and alcohol on campus or as part of any College activity; a description of the applicable legal sanctions under local, state and federal law which may arise from the unlawful possession or distribution of illicit drugs; a description of the health risks associated with the use of illicit drugs; a description of the College's Drug and Alcohol Abuse Prevention Program and a

clear statement of the disciplinary sanctions which may be imposed upon students and employees for violations of the standard of conduct. The College's program is reviewed biennially by the Office of Student Life in collaboration with Human Resources to determine effectiveness and to implement changes (if needed) to ensure that the College's disciplinary sanctions (below) are consistently enforced. The College is subject to the laws of the State of West Virginia, those of Randolph County and the City of Elkins.

6.4.1.1 Alcohol Policy

Consumption, purchasing, possession, or transportation of any alcoholic beverages by people under the age of 21 on College property or at any College sponsored activity is illegal and a violation of College policy. It is also unlawful and a violation of College policy for any person to knowingly provide alcoholic beverages to anyone under the legal drinking age of 21. Students and employees are expected to obey the law and to take responsibility for their own conduct. In addition, the College maintains the following student regulations regarding alcohol on College property or at any College sponsored activity:

1. The possession and/or use of hard liquor in any form is prohibited;
2. Students (and/or guests) of legal age (21 or over) may possess and consume alcoholic beverages (beer and wine) in the privacy of their own residence unit with the door closed, but only if they reside in a private room, or unit with roommates of legal age;
3. Students (and/or guests) under the legal age of drinking shall not buy, drink, or possess (hold) alcoholic beverages;
4. Students (and/or guests) shall not act belligerently, or be visibly intoxicated;
5. The possession and consumption of alcohol shall not infringe upon the privacy or peace of other individuals;
6. Items used for the mass consumption of alcohol (beer bongs, kegs, pony kegs, punch bowls, beer balls, trash cans, or other common containers of alcoholic beverages of similar nature) are strictly prohibited;
7. Possession of an open container or consumption of alcoholic beverages in any area other than individual rooms is prohibited except in specified areas or at special events sponsored by, and posted accordingly by the College;
8. Drinking games in any form are prohibited (beer pong, flip cup, etc.); and
9. Empty alcohol bottles are prohibited from being displayed in the residence halls.

All activities at which alcoholic beverages will be present must be approved in advance as follows:

- Student Sponsored Events: Any student or student organization seeking to have and event with alcohol secure written approval from the Office of Student Life. Prior to approval, the student or student organization must designate a staff or faculty sponsor for the event. The staff or faculty sponsors will attend and assume the responsibility for adhering to College policies and state law, and ensuring that appropriate behavior is maintained at all times.

- **College Sponsored Events:** Any non-student College organization, department, or division seeking to serve alcohol at an event must secure written approval from the President's office.
- **Third Party Events:** Third party events must be coordinated via the College's Hospitality Services.

With the exception of approved events, the consumption of alcoholic beverages is prohibited in all "public areas" of the College, including athletic facilities and outside grounds. Alcoholic beverages may not be included in organized membership recruitment activities. The advertising, promotion, and sale of alcohol are prohibited (outside of licensed spaces or events). Individual students and student organizations are responsible for their conduct, and the conduct of their guests and for promoting compliance with West Virginia laws and College policy. College faculty and staff are expected to promote compliance with West Virginia laws and College policies regarding alcohol.

6.4.1.2 Consequences for Alcohol Policy Violations

Please note that these are the minimum sanctions for alcohol violations per academic year.

Student Sanctions: Students found responsible for violating the College Alcohol Policy are subject to the jurisdiction of the city of Elkins, Randolph County, and the State of West Virginia, see chart for possible penalties:

	1st offense	2nd offense	3rd offense
Fine	\$150	\$300	\$500
Education	Mandatory Alcohol Education Class	Refresher Course	Deferred
Counseling/Assessment/Treatment Plan	At Counselor's recommendation	Mandatory	Mandatory
Community Service	5 Hours	10 Hours	20 Hours
Parent Notification of Dependent Students	Optional	Yes	Yes
Probation		30 days	60 days

Third offenses are independently evaluated based on the circumstance of the incident and may include suspension from the College.

Community service will be completed in one calendar month from which the offense took place unless the time remaining in the semester prohibits it. In that case the community service will be completed by the end of the first month in the following semester.

Students who do not participate in the mandatory alcohol education, attend recommended counseling or complete the community service requirements will have a hold placed on their account and will not be permitted to register for classes until the requirements have been met.

Students have the option to receive evaluation and services off campus at their own expense. Documentation of completed education, evaluation and treatment will be required from the community-based counselor. The counselor shall be a certified alcohol and drug counselor in the state of West Virginia or the equivalent if the counseling is completed out of state.

Legal Sanctions: Students and employees found responsible for violating the College Alcohol Policy are subject to the jurisdiction of the city of Elkins, Randolph County and the state of West Virginia. Possible penalties: Underage purchase of alcohol or misrepresentation of age is subject to a fine of up to \$500 and three days in jail or probation. Purchase of alcohol for those underage is subject to a fine of up to \$500 and up to 10 days in jail. Public intoxication is subject to a fine of up to \$100 and up to 60 days in jail or completion of an alcohol education program or counseling. Driving under the influence of alcohol, or other drugs (includes DUI), depending on circumstances, is subject to incarceration of from 24 hours to 10 years, a fine of \$100 to \$5,000, and license suspension of from six months to life.

6.4.1.3 Alcohol: Health Risks

As students and employees make choices concerning the use of alcohol, it is important to consider the health risks associated with consumption. Alcohol is a depressant, although it may initially stimulate emotions. It slows heart rate and respiration and may cause intoxication, sedation, unconsciousness and death. Alcohol is generally metabolized at the rate of one drink per hour. Mixing alcohol with other drugs can be lethal. Food slows down the absorption of alcohol. Long term alcohol misuse can lead to liver disorders, heart disease, brain damage, sterility, and dependency.

Approximately 1 in 10 drinkers becomes an alcoholic; children of alcoholics are 3 to 4 times more likely to become alcoholics themselves. BAC (Blood Alcohol Concentration) is affected by the amount consumed, rate of drinking, size and gender of drinker, and tolerance. Alcohol impairs judgment, performance, memory, and motor skills. An impaired person is usually unable to recognize his/her own impairment. Tolerance, the need to use more of a substance to maintain the effectiveness of that substance, occurs with use over an extended period of time. Tolerance increases the risk of alcohol-related problems, including alcoholism and social problems.

6.4.1.4 Educational Resources and Treatment Options

It is recommended that any organization planning an event at which alcohol will be available to those of legal age, formulate and implement a program to increase alcohol awareness and prevent alcohol misuse for those who will attend. There are a number of resources available on and off campus to provide alcohol education or assistance with alcohol concerns:

1. The Office of Residence Life, including the Coordinator of Campus Life, Resident Directors and Resident Assistants, are a valuable resource and provide much of the alcohol education programming on campus.
2. Counseling services are available to address individual concerns, provide assessments and referrals for treatment on and off campus, and provide information and education about alcohol use.

3. Student Health Services is available to assist individuals with situations involving alcohol that affect the physical well-being of a student.

6.4.1.5 Drug-Free Schools and Community Act Compliance

In accordance with state and federal laws, it is illegal for students and employees to possess, use or sell illegal drugs, as well as to abuse or distribute prescription drugs. Prescription drugs are only legal if the individual possessing them is the patient to whom the medication is prescribed. Included in these categories are opiates, barbiturates, amphetamines, marijuana, hallucinogens, illegal steroids, date-rape drugs, and other illegal or prescription drugs. Not only is it unlawful, but the presence, use, and abuse of these drugs within the College is contrary to the intellectual and educational purposes of the College. Possession of these substances may well be an indication that the student or employee is not constructively engaged in academic or work-related endeavors, respectively.

Students: Students arrested for selling drugs or found to be in possession of significant quantities shall be subject to immediate suspension pending final disposition of the case in the College judicial process. If the student is subsequently found responsible by the College, she or he will be expelled from the College.

Use or abuse of illegal and controlled substances is a violation of College regulations. Students violating this policy should expect disciplinary action, which may include suspension from the College. Subsequent violations may result in suspension or expulsion.

The possession of paraphernalia, making no distinction between whether it has or has not been used for its intended purpose, is prohibited. Therefore, students should not possess hookahs, water pipes or bongs, pipes designed to smoke tobacco alternatives, or any other paraphernalia suspected or associated with drug use. Any items found will be confiscated and destroyed by the Office of Public Safety.

Student Life staff members are available to provide referrals to students with concerns about alcohol or drug use. Referrals to free, on campus counseling services are available and a list of off campus providers is also available. Students assume full financial responsibility for any off campus services.

6.4.1.6 Drug Use Consequences

Please note that these are the minimum sanctions for drug use and abuse violations per academic year.

Student Consequences: Students found responsible for violating the College Drug Use and Abuse Policy are subject to the jurisdiction of the state of West Virginia, U.S. Federal Law Enforcement. See Appendix for possible penalties.

	1st offense	2nd offense	3rd offense
Fine	\$150	\$300	\$500
Education	Mandatory Drug Education Class	Refresher Course	Deferred
Counseling/Assessment/	At Counselor's	Mandatory	Mandatory

Treatment Plan	recommendation		
Community Service	5 Hours	10 Hours	20 Hours
Parent Notification of Dependent Students	Yes	Yes	Yes
Probation		30 days	60 days

Third offenses are independently evaluated based on the circumstance of the incident and may include suspension from the College.

Community service will be completed in one calendar month from which the offense took place unless the time remaining in the semester prohibits it. In that case the community service will be completed by the end of the first month in the following semester.

Students who do not participate in the mandatory alcohol education, attend recommended counseling or complete the community service requirements will have a hold placed on their account and will not be permitted to register for classes until the requirements have been met.

Students have the option to receive evaluation and services off campus at their own expense. Documentation of completed evaluation and treatment will be required from the community based counselor. The counselor shall be a certified alcohol and drug counselor in the state of West Virginia or the equivalent if the counseling is completed out of state.

Those who are found to have violations related to the manufacture, delivery, possession with intent to manufacture or deliver a controlled substance or other violations that would be considered a felony offense will receive a minimum of parental notification and immediate suspension and or dismissal.

6.4.1.7 Criminal Penalties for Psychoactive Drugs

Students and employees found responsible for violating the Davis & Elkins College Drug Use and Abuse Policy are also subject to the jurisdiction of the state of West Virginia and U.S. Federal Law Enforcement. See below for possible penalties.

Penalties for the use and possession of illicit drugs, along with illegal use of prescription drugs, vary greatly. Possession of a larger amount of a drug will typically result in charges of distribution, leading to much stiffer penalties. Some examples of penalties:

- A federal or state drug conviction can disqualify a student for federal student aid.
- A criminal record for drug possession may prevent professional licensing and/or certification.
- Possession of up to 30 grams of marijuana: up to 30 days in prison, \$500 in fines.
- Possession of any controlled substance, such as heroin: up to 1 year in prison, \$5,000 in fines.
- Possession of 5+ grams of cocaine: 5-20 years in prison, \$1,000 in fines.
- Manufacture, distribution, importation of any designer drug, such as ecstasy: up to 20 years in prison and \$250,000 in fines.

- Those convicted of illegal possession of a controlled substance are also subject to disqualification for a commercial driver's license for up to one year for the first offense and for life for the second offense.

Under West Virginia state law, conviction for possession of a controlled substance is subject to incarceration for up to six months and a fine of up to \$1,000. Sentences can be double for second or subsequent offenses. Manufacture, possession, or delivery with the intent to manufacture or deliver a controlled substance is subject to, depending on the substance classification, up to 15 years imprisonment and/or a \$25,000 fine upon conviction. Sentences can be doubled for subsequent offenses and mandatory prison terms result for convictions involving distribution of controlled substances to minors or within 1,000 feet of the College or other school.

Federal sanctions for illegal possession of a controlled substance vary with the conviction, substance possessed, and the quantity of the substance. See the Appendix for more detailed information regarding federal drug trafficking penalties.

In situations where drugs and/or drug paraphernalia, weapons, or other dangerous or potentially dangerous items are found in plain view, Office of Public Safety officers may perform a room or workplace search within legal limits.

If the College receives a report of a potential policy violation, particularly a violation of the College's drug, health and safety, and/or weapons and explosive materials policies, the Vice President for Student Affairs, Director of Human Resources or Vice President for Academic Affairs or his/her designee may authorize a search in writing. The Vice President for Student Affairs and/or Coordinator of Campus Life must be present at any such residence life room search. Only Office of Public Safety Officers can perform residence life room searches.

6.4.1.8 Drug Use and Abuse: Health Risks

As students and employees make choices concerning the use and misuse of drugs and controlled substances, it is important to consider the health risks associated with consumption.

Cocaine and Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risks exist whether cocaine is ingested through inhalation (snorting), injection, or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked, and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, rophies, roofies, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gammahydroxybutyrate) are characterized as "date rape" drugs because they incapacitate users, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and when combined with methamphetamine appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing.

GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eye movement, and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms], dextromethorphan [dxin]) are among the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

Marijuana (pot, grass, hash, cannabis sativa, etc.) may impair memory, attention, coordination, and learning. Short-term effects of smoking marijuana may include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment, and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive, and, according to the Surgeon General, is a major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed to achieve the same effect. Nicotine consumption results in central nervous system sedation and after initial activation may cause drowsiness and depression. If women smoke tobacco and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than are other smokers. Pregnant women who smoke tobacco run an increased risk of having stillborn or premature infants or infants with low birth weight.

Sedative-hypnotics (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol is especially dangerous.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may

cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, ephedra, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, high blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Synthetic Drugs (spice, K2, bath salts, etc.) are synthetic substances produced in a laboratory. They are chemical cousins of other drugs. They are often found in retail stores and are marketed as “herbal incense,” “plant food” or “bath salts.” They generally come in small tea bag size packets and are labeled “not for human consumption” and are marketed as a “legal high.” These substances have been outlawed in West Virginia. These may cause agitation, extreme nervousness, hallucinations, seizures, paranoia, and violent behaviors which can be extremely dangerous to the person consuming them and to those around them. Suicide attempts are very common among people who consume these substances. Emergency treatment is critical if you suspect that someone has ingested them. The packaging should be taken to the emergency department if available.

(Source: National Institute on Drug Abuse, National Institutes of Health, www.nida.nih.gov)

6.4.1.9 Amnesty Policy

As partners with the College in promoting health and safety, all students have a responsibility and obligation to seek immediate assistance for any student known to be experiencing a serious health crisis, including one resulting from high risk drinking or the abuse of other drugs.

As such, students who seek assistance on behalf of a peer and are themselves under the influence of alcohol or drugs in violation of this Policy will not receive a Code of Conduct sanction for this action. Additionally, the student who is the subject of the report will not receive a Code of Conduct sanction for this action.

Additionally, individuals may be hesitant to report conduct which they have experienced or witnessed, to participate in an investigation and/or grievance proceeding, or to speak truthfully because they fear College disciplinary action due to their own consumption of alcohol or other drugs at or near the time of the incident. While the College does not condone illegal drinking or drug use, the College may extend limited immunity from College sanctioning in the case of illegal drug and alcohol use to victims, witnesses and those reporting incidents and/or assisting the victims of sexual offenses, provided that they are acting in good faith in such capacity.

The College will provide students with the assistance needed to respond to high risk drinking and other drug abuse. Students may seek such assistance by contacting the Office of Student Life or the Office of Public Safety.

After the crisis is resolved, the student who experienced the health crisis, as a result of alcohol intoxication or other drug consumption, will be referred to the substance abuse prevention and treatment specialist. The substance abuse prevention and treatment specialist will provide

further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to the individual student's need.

6.4.1.10 Educational Resources and Treatment Options

There are a number of resources available on and off campus to provide drug education or assistance with drug use concerns:

1. The Office of Student Life, including the Coordinator of Campus Life, Resident Directors and Resident Assistants, is a valuable resource and provides much of the drug education programming on campus.
2. Counseling services are available to address individual concerns, provide assessments and referrals for treatment on and off campus, and provide information and education about drug use.
3. Student Health Services is available to assist individuals with situations involving drugs.

6.4.1.11 Biennial Review

Davis & Elkins College conducts a biennial review of its alcohol and drug prevention program to determine its effectiveness and implement changes to the program if they are needed and takes steps to ensure that disciplinary sanctions for alcohol and drug policy violations are consistently enforced. As part of this review, the College determines:

1. The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of College activities that are reported to campus officials; and
2. The number and types of sanctions the College has imposed on students or employees as a result of such violations or fatalities.

6.4.1.12 Serving Alcohol on Campus

All activities at which alcoholic beverages will be present must be approved in advance as follows:

1. Student Sponsored Events: Any student or student organization seeking to have an event with alcohol must secure written approval from the Office of Student Life. Prior to approval, the student or student organization must designate a staff or faculty sponsor for the event. The staff or faculty sponsor will attend and assume the responsibility for adhering to College policies and state law, and ensuring that appropriate behavior is maintained at all times;
2. College Sponsored Events: Any non-student College organization, department, or division seeking to serve alcohol at an event must secure written approval from the President's Office;
3. Third Party Events: Third party events must be coordinated with and approved by Hospitality Services.

Prior to the event, the sponsoring individual or entity must secure and present any necessary permits and/or insurance to the approving authority listed above. The College will cancel the event if such licensure and/or insurance is not obtained.

At any approved event where alcohol will be served, all policies and procedures set forth in the College's Alcohol Policy must be strictly observed, including the following:

1. No College event can charge for alcohol without proper licensing, whether or not the event is held at the College.
2. All events must terminate by 12:00 a.m. Sunday through Thursday and by 2:00 a.m. on Friday and Saturday.
3. Alcoholic beverages are to be consumed only in the designated room(s) or areas approved for the event.
4. Proof of legal drinking age will be required prior to service.
5. Only those beverages provided by the sponsoring organization of an event are to be consumed. Individuals are not permitted to bring their own beverages to an event.
6. The College encourages low risk use of alcohol. No person will be served alcohol if they are already visibly intoxicated. No alcohol will be given away as a prize.
7. Drinking games will not be allowed.
8. No person may obtain alcohol for another person unless the person is present at the time of service, regardless of whether they are of legal drinking age.
9. Non-alcoholic beverages and food must be made available for the duration of any activity where alcoholic beverages are served.
10. The sponsoring organization is responsible for establishing procedures to provide impaired guests or participants a ride home. Such procedures can include assigning one or more members of each group of guests or participants the responsibility of being a designated driver who will refrain from drinking. Another alternative is to provide a shuttle service.
11. The College will discourage the inappropriate use of alcohol by any member of its community.

6.4.1.13 Sharps (Needles and Syringes) Waste Disposal

People who use "sharps" (syringes with needles and lancets for finger sticks) and have a need for on-campus disposal of used sharps are to dispose of them in a labeled, approved container designed for this purpose. Sharps or sharps containers are not to be placed in regular trash. Contact the Office of Public Safety.

6.4.2 Care Team Behavioral Assessment

Under the auspices of the Office of Student Life and the leadership of the Vice President for Student Affairs, the Care Team will meet at least bi-weekly to review and evaluate the behavior of all Students of Concern. The core members of the Care Team are the Director of Counseling

and Wellness Services, the Director for Public Safety, the Coordinator for Student Success, and others at the discretion of the Vice President for Student Affairs.

The College is committed to supporting student well-being and to maintaining the continuity of its educational mission at all times. In that regard, the College provides a procedure for the referral, evaluation, and appropriate response to concerns related to disruptive or potentially dangerous student conduct. Anyone may bring concerns regarding disruptive or potentially dangerous student conduct to the attention of the Office of Student Life, the Office of Public Safety, the Office of Counseling & Wellness, or online through the [Student Of Concern Reporting Form](#).

Terms and Definitions

Student Of Concern

A Student Of Concern is any student about whom the Care Team has received a Referral. A Student Of Concern may display disruptive behavior or other behavior that causes those around him/her to become concerned and wish to make a referral.

Disruptive Behavior

Disruptive behaviors are overt actions, omissions to act, or verbal or written statements that are not consistent with the actions or statements of a reasonable student under similar circumstances. Disruptive behaviors may pose a potential harm to the student's well-being, the well-being of others, and/or cause disruption to the normal operations of the College. Disruptive behavior may consist of a student's online or other electronic behavior (e.g. email, social networking, postings to electronic classrooms, etc.).

Referral

A Referral is any report of a potential Disruptive Behavior received by the Care Team. Referrals can originate from any source, including faculty members, staff members, or fellow students. Referrals can be made anonymously using the Student Of Concern Reporting Form found on the College's website. All members of the community will receive information on how to identify and refer students of concern.

Student Of Concern Reporting Form

The Student Of Concern Reporting Form is a form developed by the College and made available to the public to facilitate the referral of students exhibiting Disruptive Behavior. To report life-threatening or immediate danger situations, please call 911 and, only after calling 911, the Office of Public Safety at (304) 704-9111. The Student Of Concern Reporting Form is available here: <https://www.dewv.edu/form/student-concern-reporting-form>.

Leaves of Absence

If a student demonstrates Disruptive Behavior, the student may be placed on a Voluntary or Involuntary Leave of Absence. An Involuntary Leave of Absence is a situation in which the College temporarily prohibits a student from visiting campus or otherwise participating in some or all of the College's programs or activities. Involuntary Leaves of Absence are not punitive, though they may coincide with sanctions imposed for student misconduct as set forth in the Code

of Conduct. They are meant to support the Student Of Concern and the wellness of the College community.

A Voluntary Leave of Absence is a situation in which the student and College agree that the student will temporarily not visit campus or otherwise participate in some or all of the College's programs or activities.

Return to Campus Plan

The Return Plan specifies the conditions under which a student may return to campus from a leave of absence. Moreover, the Return Plan will specify any follow-up actions the student may be obliged to take for a successful return to campus.

The College's Goals in Responding to a Student Of Concern

The College is committed to protecting the rights of students of concern and giving them the respect and care they deserve. Accordingly, the Care Team will endeavor to recommend interventions that minimize intrusiveness and protect privacy. The Care Team will consider recommending lower-level interventions, such as referring the student to their adviser or other support network, before moving on to consider recommending more intrusive interventions, such as restricting specific behaviors or a Leave of Absence. If the Care Team reviews a report of concerning behavior and, as a result, decides that a Leave of Absence is necessary to prevent disruptions to the campus community environment, every effort will be made to facilitate the student's voluntary leave in accordance with the College's Leave of Absence Policy. However, if the student is unwilling to leave voluntarily, then the Care Team may recommend an Involuntary Leave of Absence and suggest that specific conditions be put in place for the student's return to the College.

Care Team Evaluates the Situation and Develops a Recommendation

Once reports of concerning behavior is reviewed by the Care Team, the team will recommend a course of action. The Care Team will make one of the following four intervention recommendations in each case:

- No action deemed necessary. While all Referrals of Students of Concern will be taken seriously, not all Referrals will require intervention by the Care Team. That is, some Referrals may reflect inaccurate data, misunderstandings, or concerns that are better addressed at other levels of the College. In addition, some situations will naturally be resolved in the course of time and without the help of the Care Team, as when a Student Of Concern seeks appropriate help before coming to the attention of the Care Team. In such situations, the Care Team will issue a "No action deemed necessary" recommendation.
- Referral to faculty member or staff member. Referral is directed to a faculty member, staff member, or other individual. The Care Team may approach such individuals with a request for assistance with the student and, if the person agrees to assist the Care Team, the Care Team will consult with this individual to help them and the student work out an

appropriate plan of action. Following referral, the Care Team will periodically review progress toward any identified goals and recommend any appropriate changes to the plan. Faculty members and staff members recruited to assist in this way will be empowered with appropriate tools and strategies, as needed, by the Care Team and Office of Student Life.

- Referral to a credentialed mental health counselor. Referral is provided to the Director of Counseling and Wellness Services, who may employ the following interventions/tools/strategies, among others, to help meet the student's needs and ensure the safety of the community:
 - Intake and safety assessment;
 - Outpatient counseling;
 - Referral for a psychological or psychiatric evaluation; and,
 - Hospitalization.
- Recommendation to other relevant interventions. The Care Team may recommend other intervention(s) appropriate to the circumstances. This may include referrals to other areas or departments, such as Student Conduct or the Office of Public Safety. In appropriate circumstances, the Care Team may recommend a Return Plan.

Vice President for Student Affairs' Decision, Notification, and Appeals Process

While the Care Team makes intervention recommendations, the ultimate decision regarding whether and how to intervene in any situation is made by the Vice President for Student Affairs or his or her designee. The Vice President for Student Affairs may adopt the Care Team's recommendation, reject it, amend it, or request additional information before making a final decision. Only a Care Team recommendation that results in a decision to place a Student Of Concern on an Involuntary Leave of Absence may be appealed.

If the Vice President for Student Affairs or his or her designee decides to place a Student Of Concern on an Involuntary Leave of Absence, the student shall be notified of that decision in a timely fashion, together with the terms and conditions associated with the Leave of Absence. A copy of the signed and dated letter will be included in the student's file. The decision letter will contain a summary of the situation and specific mention of the right to appeal within five (5) business days.

The Student Of Concern must leave campus within the time period set forth by the Vice President for Student Affairs or his or her designee. For the duration of the leave, the Student Of Concern may visit campus or participate in College programs or activities only if authorized in writing by the Vice President for Student Affairs or his or her designee.

The Student Of Concern may be assisted during this process by an advisor of his or her choosing (e.g. a family member, health professional, friend, or other member of the College community). The advisor's only function shall be to accompany the Student Of Concern and/or consult with the student. The advisor may not act as a spokesperson

Appeals may be approved by the Vice President for Academic Affairs on the following basis: new information is presented, where there is a serious defect in procedure causing a serious prejudice to the student, or where the decision of the Care Team was patently unreasonable. The student shall be notified of the outcome within ten (10) business days of having filed the request for an appeal.

Return to Campus Procedures

A student returning to campus or to participation in College programs or activities from a Leave of Absence must first demonstrate his or her readiness to return to full participation in the College community. To do so, the student seeking to return should submit a written request to the Care Team in the form of a Return Plan. Additionally, the student should provide any relevant documentation supporting his or her request to return. Consideration of requests to return will be conditional on the following: evidence that all terms and conditions associated with a Leave of Absence have been met, and evidence that all current outstanding disciplinary sanctions have been completed or have been dealt with under this Policy or there is a plan in place for fulfilling these sanctions. The Care Team will consider requests to return in the most expeditious manner reasonably possible.

The Student Of Concern's request to return to the College, along with supporting documentation, must be received by the Care Team by July 15 for the fall semester or December 15 for the spring semester. These deadlines are designed to provide the College with sufficient time to evaluate the documentation and the student's request to return as well as to ensure that the student does not present a potential threat to health and safety or demonstrate behavior that is disruptive to the campus community.

The Care Team may consult with the Vice President for Student Affairs to recommend follow-up actions the student may be obliged to take or any College intervention that may be required in order to facilitate a successful return to campus. In instances where the Care Team evaluates a request, a recommendation regarding whether the student should be permitted to return to campus and any return to campus procedures shall be forwarded to the Vice President of Student Affairs, or his or her designee, normally within ten (10) business days after receipt of a completed application. The Vice President for Student Affairs, or his or her designee, shall inform the student in writing in a timely fashion whether the request to return has been approved.

Policy & Case Review

The Care Team will meet annually to review the number and types of incidents addressed by the Care Team, as well as to review this Policy and the Care Team procedures manual.

6.4.3 Access to Campus and Buildings

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. The College encourages an open environment with limited constraints to ensure a reasonable flow with the local community. Except for residence halls, most campus facilities are open during weekday business hours. Access to some areas within the campus facilities and after-hours access to many of the academic and administrative facilities is by key and/or a fob access control system. Individuals who wish to access buildings during non-

business hours or for special events should contact the appropriate department head, Office of Student Life, or Office of Public Safety.

Davis & Elkins College residence halls are designed to promote a safe and secure living environment for all residents. Residence halls are secured on a full-time basis and all exterior doors are kept in a locked position. Resident students are issued an exterior door key and/or another access control device. These are issued individually and are all uniquely numbered. Each resident is also issued an individual room door key to their specific dormitory room. There are Resident Assistants (RA) on every floor of all the residence halls. Resident Assistants are a valuable and energetic part of our residence hall supervision and security. Resident Assistants patrol the halls and at least one RA is on duty every night. Security cameras are also utilized as part of the overall security system. Cameras are located at every entrance and exit within the residence halls. These are monitored by members of the Office of Public Safety team. See the College's Security Camera Policy for additional information.

6.4.4 *Bicycles, Skateboards, Roller Skates/Blades*

Every person riding a bicycle within the campus has all the rights and is subject to all the duties of a driver of an automobile. Bicycles must be operated in a safe manner and may not be ridden in campus buildings. Bicycles can be stored in offices or locked on bike racks located outside of buildings. Bicycles may not be secured to trees, light poles, posts, handrails, or buildings.

In addition to the above, the following regulations have been established for the safety of the College community:

1. Riding bicycles, roller blades, skateboards, or other conveyances in rooms, hallways, courtyards, lounges, and lobbies, as well on all steps and stairways, is prohibited;
2. Skateboards, roller blades, and bicycles may not be ridden on sidewalks or walkways where there is a likelihood that such operation will duly interfere with pedestrian traffic; caution is to be exercised at all times and the right of way yielded to pedestrians;
3. Unauthorized motorized vehicles, other than wheelchairs, may not be operated on sidewalks;
4. Bicycles, roller blades, skateboards, and other conveyances may not be ridden on any artificial or specially prepared surface (i.e., running tracks and basketball courts);
5. All persons operating bicycles, roller blades, skateboards, or other conveyances on campus are expected to comply with and are subject to state and local ordinances, including adhering to all posted warning, caution, or speed limit signs. In the absence of posted speed limits, operators are expected to act in a responsible manner and in respect of local conditions.

6.4.5 *Clery Act Compliance*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requiring colleges and

universities across the United States to disclose information about crimes on and around their campuses.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges and universities to:

1. Publish an Annual Security Report (ASR) every year by October 1 that contains three years of campus crime and fire statistics and certain campus security policy statements.
2. Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain on-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law enforcement, and Campus Security Authorities.
3. Provide TIMELY WARNING NOTICES of crimes that have occurred on campus or in the local community and pose an ongoing “threat to students and employees.”
4. Disclose in a public crime log “any crime that occurred on campus or within the jurisdiction of campus security department and is reported to the security department.”
5. Disclose in a fire log “that records by date reported, all fires in on-campus student housing facilities.”

The College Office of Public Safety is responsible for the Annual Security and Fire Safety Report, TIMELY WARNINGS, and the Crime and Fire Logs. [The Annual Campus Security and Fire Safety Report](#) is prepared in cooperation with local law enforcement agencies in Randolph County and the Office of Student Life. Campus crime and arrest and referral statistics include those reported to the Office of Public Safety, local law enforcement agencies, and Campus Security Authorities. The Annual Security Report is compiled and submitted by the Director of Public Safety. For more information, contact the Office of Student Life or the Office of Public Safety.

6.4.6 Code of Conduct

All students, faculty members, and staff are charged with the responsibility for referring violations of the Code of Conduct and/or residence hall contract to the Office of Student Life and/or the Office of Public Safety for possible disciplinary action.

Generally, institutional discipline is limited to conduct that adversely affects the College community’s pursuit of its educational objectives. The College strongly believes that students are adults who are expected to take personal responsibility for their own conduct. The College has determined that the following behaviors constitute a violation of College norms. This listing is not to be considered exhaustive but, rather, suggestive of forms of inappropriate behavior:

1. Intentionally or recklessly causing physical harm to any person on College premises or at College-sponsored activities. This includes engaging in any form of fighting.
2. Intentionally or recklessly placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment, improper use of campus communication network, hazing, bullying, intimidation, threats or other conduct which threatens or endangers that person’s emotional, mental or physical safety and well-

being. A violation will be considered aggravated if it occurs in connection with an actual or pending disciplinary proceeding.

3. Engaging in sexual misconduct, criminal sexual behavior, sexual exploitation, dating violence, domestic violence, stalking and other related behaviors on College premises or at College-sponsored activities, or against a member of the campus community off-campus as outlined in the College [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#). Criminal sexual behavior shall include, but not be limited to the use or threatened use of force to engage in any sexual act against the person's will and/or engaging in such behavior with a person who is unconscious or substantially mentally impaired (including an intoxicated individual); intentionally touching another person or making physical advances in a sexual way without the person's knowing consent.
4. Unauthorized use or possession of any weapon (licensed or otherwise) on College premises or at College-sponsored activities. This includes, but is not limited to, possession or use of BB guns, hunting knives, bows, etc.
5. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on College premises or at College-sponsored activities.
6. Intentionally or recklessly interfering with normal College or College-sponsored activities, including, but not limited to, teaching, research, College administration, and/or city fire, police or emergency services.
7. Public intoxication or possession of an open container of alcoholic beverage on College premises except in specific areas or at pre-approved special events.
8. Providing alcohol to a person under 21 years of age.
9. Failure of an individual or group to comply with the College Alcohol Policy.
10. Use or possession of any controlled substance or illegal drug paraphernalia on College premises or College-sponsored activities in violation of the College Drug Policy.
11. Unauthorized distribution or possession for purposes of distributing any controlled substances or illegal drug on College premises or at College-sponsored activities.
12. Intentionally or recklessly misusing or damaging fire safety equipment.
13. Intentionally furnishing false information to College personnel or an agent of the College.
14. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
15. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
16. Theft of property or of services on College premises or at College-sponsored activities; possession of stolen property on College premises or at College-sponsored activities.
17. Unauthorized presence in, or use of, College premises, facilities or property. This includes unauthorized presence in another student's room, any College building or roof, or other College premises or property. This also includes unauthorized access or attempted access to any computer file, program, or facility or the unauthorized

18. Possession, duplication or use of keys or access cards to any College premises.
19. Intentionally or recklessly destroying, damaging, or defacing College property or personal property found on College premises or at College-sponsored activities.
20. Intentionally or recklessly causing physical abuse or any form of suffering to animals on College premises or at College-sponsored activities.
21. Failure to comply with the directions of College officials, including, but not limited to, campus public safety officers, student life administrators, residence life staff or faculty members, acting in the performance of their duties.
22. Unauthorized use or possession of fireworks on College premises.
23. Intentional littering in residence halls and on campus property. This includes throwing any items out of residence hall windows/doors (bottles, cans, paper, trash, furniture, clothing, etc.).
24. Public or semi-public nudity.
25. Violating any policy, procedure, notification, regulation, or condition established in the residence halls, including published and non-published materials. This also includes rules established by resident directors and/or building leadership.
26. Presence when and where a violation of the Code of Conduct is occurring and failing to leave the scene and not notifying campus authorities of a violation of the Code of Conduct.
27. Off-campus behavior that violates College expectations and policies and/or when the College's interests as an academic community are clearly involved, including violation of any local, state or federal law classified as felonies, misdemeanors or citations.
28. Representing oneself as having the authority to enter into contracts or agreements that affect the College in any way.
29. Misusing a College identification card including, but not limited to, transferring and/or copying ID cards, possession of another person's ID card, or using the ID card in a fraudulent manner.
30. Using another person's parking sticker (unauthorized provision of a sticker to another student).
31. Engaging in unauthorized soliciting on campus.
32. Playing or engaging in any illegal gambling activity while on College property is not acceptable behavior or permitted.
33. Causing another person to become impaired without his/her knowledge by administering or employing drugs or other intoxicants.
34. Violation of the College Smoking and Tobacco Use Policy.
35. Violation of any College Information Resource policy.
36. Violation of the College's copyright policies, including illegal peer-to-peer file sharing.

37. Violation of other published College regulations or policies, as approved and compiled by the Office of Student Life and Vice President for Student Affairs not listed herein. Such regulations or policies include, but are not limited to, the College policies on alcohol and illegal drugs, the College policy on Discrimination and Harassment (including acts of retaliation), the Student Housing Contract, which includes policies pertaining to visitation, alcohol, quiet hours, security, pets, keys, room capacity, health and cleanliness, as well as those regulations relating to entry and use of College facilities, use of motor vehicles, use of amplifying equipment, postings on campus, and misuse of identification cards.
38. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this *Code*.

Note: In conjunction with misconduct governed by other policies, the College reserves the right to determine on a case-by-case basis whether a charge of misconduct should be investigated as a Code of Conduct violation.

6.4.7 Consensual Relations

Pursuant to the College Consensual Relations Policy, full or part-time employees of the College are prohibited from engaging in a romantic and/or sexual relationship or conduct with any student of either gender while the student is enrolled at the College. In rare instances, exceptions to this policy may be considered by the Vice President for Academic Affairs, Vice President for Student Affairs or Director of Human Resources on a limited, case-by-case basis. When this occurs, procedures will be implemented to avoid or reasonably manage conflicts of interest.

It is the duty of anyone with concerns or questions about the application of this policy to an existing or potential relationship to consult with any of these persons.

In keeping with this policy, the existence of a consensual relationship shall not be a defense in any proceeding that may result from charges of sexual harassment. Individuals who violate this provision are subject to the range of discipline as outlined in the College's [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#). This policy is in addition to existing College policies and does not alter or modify any existing policy.

6.4.8 Copyright Compliance

The College students are required to comply with the provisions of the United States Copyright Law, which regulates the reproduction of copyrighted material. The College as an institution, and individual College students, may be held liable for infringements of the Copyright Law, including but not limited to the use of Peer-to-Peer file sharing.

Questions concerning the Copyright Law should be directed to the Librarian or the Chief Information Officer.

6.4.9 Crime and Fire Log

The Office of Public Safety maintains a combined Crime and Fire Log of all incidents reported to the department, which is available for inspection during normal business hours. This includes all crimes reported to the department, as well as all fires in on-campus student housing facilities.

The Crime and Fire Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Office of Public Safety posts specific incidents in the Crime and Fire Log within two business days of receiving the report.

6.4.10 Crime Prevention Programs

Davis & Elkins College is dedicated to eliminating and/or minimizing criminal activities through the eyes and ears of the faculty, staff, students, visitors and neighbors of the campus community. Crime Prevention brochures and other printed materials are available at the Office of Public Safety and in every residence hall. Crime Prevention items are discussed with parents and students during orientation sessions. Resident Assistants and Resident Directors are given training by the Student Life Office/Office of Public Safety on numerous security and crime prevention topics. These topics include, but are not limited to, sexual assault, date rape, drugs, alcohol, personal protection, fire safety, and theft. In addition, all employees receive annual training on issues pertaining to sexual misconduct, including sexual criminal assaults.

The Davis & Elkins College Office of Public Safety assigns one of its officers to be in charge of its Crime Prevention program. This officer stays in tune with growing trends on college campuses nationwide and criminal trends in the community. Updates are passed on via email, text, student newspaper, and other means in the office's continual effort to help keep the College community safe.

In addition to the above, the Office of Public Safety regularly disseminates safety and crime prevention policies and procedures to students and employees through the Annual Security & Fire Safety Report. When time is of the essence, information is released to the College community through timely warnings (see Timely Warning Notice Policy) and emergency notifications (see Emergency Notification Policy).

6.4.11 Criminal Activity Off Campus

When a College student is involved in an off-campus offense, Office of Public Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Local law enforcement routinely work and communicate with Office of Public Safety on any serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding campus. While the College does not operate off-campus housing or off-campus student organization facilities, some students live in the neighborhoods surrounding the campus. While law enforcement agencies have primary jurisdiction in all areas off campus, Office of Public Safety officers can and do respond to student-related incidents that occur in close proximity to campus. Office of Public Safety enjoy a close working relationship with local law enforcement when violations of federal, state, or local laws surface.

6.4.12 Destruction of Property

Whether intentional or unintentional, students who are found to be responsible for destruction of property will be required to make restitution as well as face both College sanctions. Examples of destructive behavior that may result in a student making restitution include damages to property, stolen items, disruption of services, etc.

6.4.13 Disclosures to Alleged Crime Victims

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any due process hearing conducted by the College against the student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

6.4.14 Discrimination and Harassment

The College complies with Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 ("ADA"), Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA") and other applicable statutes and will not tolerate, condone or permit unlawful discrimination, harassment, and/or retaliation, whether engaged in by the College students, staff, faculty, and volunteers, or contractors, consultants, and vendors doing business or providing services to the College (third Parties). In addition, pursuant to the Violence Against Women Act, the College will not tolerate dating violence, domestic violence and stalking. Inquiries concerning the application of Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act, and the Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA"), to the College should be referred to the College's Title IX Coordinator or Deputy Coordinators:

Amy Kittle
Title IX Coordinator/Section 504 Coordinator
Compliance & Ethics Officer
Halliehurst, 2nd Floor
Office: (304) 637- 1277 Cell: (304) 614-9203
kittlea2@dewv.edu

Jane Corey
Deputy Title IX Coordinator
Director of Human Services
Liberal Arts Hall, Room 203
Office: (304) 637-1344
coreym@dewv.edu

Scott Goddard
Deputy Title IX Coordinator
Vice President for Student Affairs
Liberal Arts Hall, Suite 102
Office: (304) 637-1352 | Cell: (304) 642-1352
goddards@dewv.edu

Robert Phillips
Deputy Title IX Coordinator
Vice President for Academic Affairs

Liberal Arts Hall, Suite 106
Office: (304) 637-1292
phillips@dewv.edu

Amanda Larkin
Deputy Title IX Coordinator
Athletics Compliance Coordinator
Hermanson Center, Room C
(304) 704-1635
larkinm@dewv.edu

See also the College's Discrimination and Harassment Policy found in [Volume II](#) of the *Davis & Elkins College Policy Manual*. See the [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#) for detailed information regarding how to obtain immediate assistance if you have been a victim of or have witnessed an incident of sexual or gender-based misconduct, how to file confidential and/or non-confidential reports within the College and/or with law enforcement, an explanation regarding the College's grievance procedures, and available on and off-campus support services.

6.4.15 Dress Code

Students are required to abide by the following dress code:

1. All students must wear appropriate upper and lower garments and shoes or sandals at all times in classrooms, College offices, and College facilities.
2. Appropriate attire is required for formal convocations, formal receptions/meals, and other formal occasions of a ceremonial nature.

6.4.16 Emergency Notifications

Davis & Elkins College recognizes the need to be prepared for critical incidents and emergency situations. These situations can come in many forms ranging from weather emergencies to epidemics and acts of violence. The College works continuously to strengthen its capacity to prevent, prepare for, respond to and recover from emergency type situations.

Notifications are made through a variety of different means including, but not limited to: phone, email, text, word of mouth, loudspeakers, mass notification system, the College website, social media, and regional media outlets. The College's mass notification system is through Nixle and all students and employees are automatically enrolled in this service.

The President (or his designee) along with the Director of the Office of Public Safety and the Vice President for Student Affairs will determine how, when and whether an emergency notification needs to be made. A determination will also be made as to whom the notification will be sent. These notifications, when deemed appropriate, will be sent without delay.

Any major evacuation plan that would involve moving large groups of the campus community around on campus (or, if necessary, off campus) would be a decision made by the President (or his designee) and Cabinet members in accordance with the College's Emergency Response and Safety Plan.

Nixle Mass Notification System

Davis & Elkins College has a state-of-the-art notification system that is capable of sending notification instantly and simultaneously to all registered mobile devices and email addresses. Notifications are also posted on the College [website](#) and social media. The notification system will be used in an urgent or emergency situation only. All members of the campus community are automatically enrolled in this service. Family members or other individuals may contact the Office of Public Safety for more information or register online at www.dewv.edu/campus-life/safety-security.

6.4.17 Emergency Response and Safety Plan

The Clery Act requires the College to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situations involving an immediate threat to the health or safety of students, employees or visitors occurring on its campuses. The College's [Emergency Response and Safety Plan](#) provides important information in the event of an emergency or the occurrence of a natural disaster within the general area of the College campus that impacts academic or other operations. The basic emergency procedures contained in the Emergency Response and Safety Plan are designed to protect lives and property through effective use of College and community resources.

Annually, the Office of Public Safety sends students, faculty and staff an email reminding them to review the Emergency Response and Safety Plan. In addition, the College conducts numerous emergency response exercises each year, such as tabletop exercises and field exercises. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

6.4.18 Environmental Security Inspections

The College strives to maintain a safe and secure working and learning environment. Ongoing checks are made by Office of Public Safety, as well as select employees from Student Life and the Physical Plant, and other concerned areas, to routinely examine select campus areas for security issues such as landscaping, locks, alarms, lighting, and communications.

6.4.19 Family Notification

Davis & Elkins College recognizes the privacy rights of students to control what information about them is disclosed while protecting the safety and well-being of the campus community. In accordance with the Family Educational Rights and Privacy Act (FERPA), Davis & Elkins College reserves the right to notify families in emergencies to protect the health or safety of students or others. Emergency situations may include instances where a student presents a serious risk of harm to self and/or others; hospitalization or hospital transport; serious health concerns (physical or mental) or, an official missing person report.

Davis & Elkins College may also notify parents of students under the age of 21 in cases of serious or repeated violation of laws or policies involving drugs or alcohol.

The Vice President for Student Affairs or his or her designee is responsible for emergency family notification. Every situation is different, and the circumstances of the incident will guide College officials in determining whether family notification is appropriate depending on the nature and severity of the situation.

Students are encouraged to maintain ongoing communication with their families. When possible, College officials will attempt to communicate with the student before contacting family in order to discuss the possible benefits and challenges of the notification.

6.4.20 Federal Education Rights and Privacy Act Notice to Students

The [Family Educational Rights and Privacy Act](#) (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the

direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires the College to make a reasonable attempt to notify each student of these disclosures.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine

the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

6.4.21 Fire Safety

The [Higher Education Opportunity Act](#) (Public Law 110-315) requires all United States of American academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire-related statistics pertaining to on-campus residence buildings.

6.4.21.1 Campus-Wide Fire Safety Practices

Fires result in serious injuries, deaths and property loss; all members of the College community must take precautions at all times to prevent a tragedy due to fire and smoke.

In the event of smoke or fire, calmly exit the building using the nearest exit. If the building’s alarm system is not sounding, pull the fire alarm when exiting the building. All College buildings have posted exit diagrams and all building occupants should know the exit routes and be familiar with College fire evacuation procedures set forth in the Emergency Response & Safety Manual. Failure to exit the building at the sound of a fire alarm or warning is a violation

of College policy, as well as a violation of state law. Also, tampering with or falsely activating a fire alarm is a violation of College policy and state law.

6.4.21.2 Campus Fire Safety Policies

Smoking is not permitted in any form in the residence halls or College buildings. This includes the use of ‘electronic cigarettes.’ Also not allowed is anything with an open flame, such as candles, incense, candle/wax warmers, hot plates, space heaters, toasters, toaster ovens, Crock-Pots, electric skillets, rice steamers, woks, deep fryers, grills, flammable liquids (e.g. bottles of propane gas, lighter fluid, and dangerous chemicals), and explosives (including fireworks) and/or any other such item that can produce heat. To meet all fire safety codes, students and employees are required to use only electrical cords that are surge protector types and approved power strips instead of conventional extension cords or grounded in-wall adapters in the residence hall rooms. Flammables, combustibles, and/or any toxic materials are not permitted in or around any College building. The College is subject to scheduled and regular inspections by the WV State Fire Marshal’s Office. The State Fire Marshal’s Office as well as the local fire department also perform unannounced spot checks on campus as part of their job duties. Violations discovered will be subject to fines, the cost of which will be passed on to the individual student or employee.

Fire safety training is given each year to the resident assistants, resident directors, security officers, and other members of the Office of Student Life and/or College community. From this training, the RAs and RDs educate all resident students on proper fire evacuation procedures. All fire and smoke alarms along with emergency lighting is checked on a monthly basis. Fire extinguishers are also checked on a regular basis and areas in the kitchen are checked in accordance with National Fire Prevention Association guidelines. Fire drills, both announced and unannounced, are performed during each semester.

In case of an actual fire, individuals should call 911. For any type of alarm, or smoke, please contact Office of Public Safety at (304) 704-9111.

None of our residence halls have sprinkler systems. However, all of residence housing is in masonry, noncombustible, fire resistive structures.

It is absolutely essential for the corridor separations and stairwell doors to be closed at all times. Fire doors retard the travel of smoke, heat, toxic gases and fire. Do not place any combustible material on these doors, absolutely no paneling, burlap, draperies, parachute netting, Styrofoam, nor any type of wood can be installed in the exit corridors or stairwells. Building fire equipment such as sprinkler heads, smoke detectors, fire hoses, extinguishers, stand pipes, and alarm boxes must remain in good working condition and must not be obstructed. Unauthorized use or tampering with this equipment will result in disciplinary and/or legal action.

6.4.21.3 Fire Safety Training

Resident directors and resident assistants, along with Campus Safety and security officers, receive fire safety training from the Elkins Fire Department on an annual basis. In addition, procedures that should be followed in the case of a fire are set forth in the College’s Emergency Response and Safety Plan, which is available to all students, faculty and staff. At the beginning of each academic year, Office of Public Safety sends students, faculty and staff an email reminding them to review the [Emergency Response and Safety Plan](#).

6.4.21.4 Campus Fire Statistics

The Director of Office of Public Safety is responsible for collecting the following fire statistics for each on-campus student housing facility at Davis & Elkins College:

1. The number of fires and the cause of each fire in a College student housing facility;
2. The number of deaths related to the fire in a College student housing facility;
3. The number of injuries related to the fire in a College student housing facility that resulted in treatment at a medical facility;
4. The value of property damage related to the fire at the College student housing facility.

These statistics are published in the Annual Security and Fire Safety Report and on the College website. A fire, for the purposes of this policy, is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

6.4.22 Fundraising Activities

To avoid conflicts, it is the policy of the College that no employee or College organization solicit an outright donation or gift-in-kind in the name of Davis & Elkins College without clearance in advance from the Development Office. This includes the solicitation of ads for ad books, sponsorships, gifts of equipment, or direct contributions of money, plus anything else that qualifies as a “donation.” See the College’s fundraising policies in Volume II of the College *Policy Manual* for additional information.

6.4.23 Gambling

Playing or engaging in any non-College sponsored, illegal or unauthorized gambling activity or games of chance, including but not limited to gambling on College-athletic and professional sporting events, while on College property is not acceptable behavior or permitted. Violators shall be subject to appropriate disciplinary action. The Vice President for Student Affairs and the Vice President for Institutional Advancement must jointly approve all raffles and sales for charitable purposes.

6.4.24 Hazing

The College prohibits hazing by individuals or groups and defines it as follows: Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental or emotional pain, discomfort, humiliation, embarrassment or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group or organization. Hazing includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under West Virginia State law.

Though it would be impossible to list all behaviors that could be deemed to be hazing, the following are some typical examples of hazing and are prohibited:

- Any physical act of violence expected of or inflicted upon another;
- Any physical activity expected of or inflicted upon another, including calisthenics;
- Pressure or coercion of another to consume any legal or illegal substance;

- Making available unlawful substances;
- Excessive fatigue or sleep deprivation as a result of any activities;
- Forced exposure to the weather; kidnapping, forced road trips and abandonment;
- Required carrying of or possessing of a specific item or items;
- Servitude (expecting a new member to do the tasks of an experienced member);
- Costuming and alteration of appearance;
- Line-ups and berating;
- Coerced lewd conduct;
- Degrading games, activities or public stunts;
- Interference with academic pursuits;
- Violation of the College policies; and
- Assignment of illegal and unlawful activities.

Reported violations of this policy will result in campus judicial action and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited. Hazing that occurs in close-gendered groups may be subject to resolution under the [Gender-based discrimination, harassment, and sexual misconduct policy](#).

There are two primary conditions that create a hazing dynamic.

1. New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they have “consented.” The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make the need to prohibit hazing conduct, to any degree, undeniably clear.
2. Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

New members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with appropriate staff, advisers, sponsors and coaches if there is any question about whether an activity constitutes hazing.

6.4.25 ID Cards

All students are required to have a current photo ID. ID pictures are taken at the Help Desk located in Booth Library. A fee is charged for replacement ID cards. The charge will be added to the student’s account. If a College ID card is broken or will not scan, Information Services

will issue a new ID card free of charge. IDs must be used for admission to Benedum Dining Room, College events, Booth Library 24-hour study lab, checking out materials at Booth Library, etc. It is recommended that students carry their College ID at all times when on campus.

Misuse of a College photo ID including, but not limited to transferring or/or copying ID cards, possessing of another person's ID card, or using the ID card in a fraudulent manner, is considered a violation of the Student Code of Conduct.

6.4.26 Missing Students

Any student residing in College residence hall, who is determined to be missing for more than 24 hours, should be reported to a resident director, the Office of Student Life (304) 637-1211 and/or the College Office of Public Safety (304) 704-9111. Upon receipt of a report, the College will adhere to the procedures set forth in the College's Missing Student Policy.

Reports made to Residence Life Staff or Office of Student Life will be forwarded to the Office of Public Safety. A determination will be made at that time by the Office of Public Safety if the student is indeed missing and, if so, an investigation will immediately begin to attempt to ascertain the whereabouts of the individual. Moreover, the appropriate law enforcement agency will be contacted and a cooperative effort will be made to find the student.

In addition to registering a general emergency contact, missing person contact information is collected by the Student Life Office on an annual basis at the time the resident students move into the residence halls. The contact information will be kept confidential and will be disclosed only to authorized campus officials and law enforcement in furtherance of a missing person investigation or other appropriate purpose. The confidential contact person will also be notified within 24 hours if the student is determined to be missing. If a student is under the age of 18, Davis & Elkins College is required to notify a custodial parent or guardian within 24 hours of when the student is determined to be missing. In situations in which the student has failed to designate a contact for missing student notification, the Office of Public Safety will continue to investigate utilizing established police investigative procedures, to include College resources and records. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Issuance of Amber Alert

Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill.

Resolution of Missing Student Status

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted by the College.

6.4.27 Off-Campus Behavior

Although the College is not responsible or liable for students' behavior off campus, it does reserve the right, in the interest of protecting students from harm, to take action in response to

behavior off campus that violates College expectations and policies and/or when the College's interests as an academic community are clearly involved. Generally, the College expects its members to demonstrate respect and regard for the rights, property and dignity of all individuals; and to take responsibility for their own actions.

6.4.27.1 Notification of Criminal Arrest

1. A student is responsible for notifying the Vice President for Student Affairs.
2. When the Vice President for Student Affairs is informed of the arrest of a student, the College will send a letter to the student requiring him or her to make an appointment for an interview with a Student Life staff member. During this interview, the facts involved in the student's arrest, the student's obligation to keep the College informed of the progress of the criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed with the student.

As outlined in the Student Disciplinary policy, College disciplinary proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceeding. The alleged commission of a felony as named in local, state or federal law is a serious violation of the Student Code of Conduct and may necessitate an interim suspension or other appropriate disciplinary action from the College. See the Administrative Authority clause for additional information.

6.4.28 Ownership of Student Intellectual Property

For the most part, students own the intellectual property they generate in the course of their studies at the College. There are a few exceptions to this such as:

1. If the student was paid by the College to produce the work in question, as part of College employment or through grant or contract funding secured through the College, then that intellectual property would be owned by the College; or
2. The student and the College entered in an agreement defining ownership of student intellectual property as being owned by the College. Such an agreement would need to have been entered into before any work started. This is done in certain cases where there is a corporate sponsor of student class projects. For such cases the student needs to be aware what rights they have to use the intellectual property they generate as part of the sponsored project.

Use of Student Intellectual Property

The College cannot use student-owned intellectual property without first obtaining permission from the student other than, of course, reviewing and providing feedback and marking assignments the student submits as part of course and other project work.

Students as Creators of D&E Intellectual Property

There are situations where intellectual property developed by a student would be owned by the College. This would occur if the student was paid by the College to perform certain work and were the inventor or author of a creative work that came from that paid work. Students, as the inventor or author of College-owned intellectual property, would be covered by the College's Intellectual Property Rights and Ownership Policy in such cases.

6.4.29 Pets

Due to health and safety concerns, pets and other animals, with the exception of service or comfort animals, are not permitted in College buildings. This applies to all students and employees as well as visitors and guests. Visitors and guests should be made aware of the policy to prevent misunderstanding. In addition, absolutely no pets are allowed in the residence halls. This includes fish and other pets housed in aquariums. All occupants of the room or suite housing an illegal pet will be subject to an immediate fine for deep cleaning charges (entire room/suite: carpet, tile floors, walls and furniture) with possible additional charges at checkout, depending upon the condition of the room or suite. Any pet “reappearances” will be subject to additional charges and possible contract revocation. See the College Service and Support Animal Policy in [Volume II](#) of the *Davis & Elkins College Policy Manual* for additional information, including guidelines regarding the use of service animals on campus.

Pets (normally of the canine variety) are welcome on the grounds of the campus. As provided by city ordinance, they must be on a leash. The College does ask that owners clean up after their pets. Members of the College community are requested to report strays and violations to Office of Public Safety or the Office of Student Life.

6.4.30 Posting on Campus

The College recognizes the rights of all individuals including freedom of expression. This policy establishes procedures for the posting of advertisements and all other types of printed materials on campus.

1. All printed materials must be reviewed by the Office of Student Life for approval prior to being posted.
2. All printed materials must be posted on community bulletin boards.
3. No printed material may be posted on departmental bulletin boards without departmental permission.
4. The organization sponsoring the event will clear all community bulletin boards following the date of the program or activity.
5. No posters, flyers or printed materials of any type may be posted on walls (interior or exterior), windows, doors, or stairwells of any campus buildings. Community bulletin boards are the only locations for the posting of materials in campus buildings. All improperly posted materials will be immediately removed and destroyed.
6. No posting of any type of printed materials is permitted on trees, utility poles, signs, building exteriors, or any structure on the campus. Any materials posted in such areas will be immediately removed and destroyed. Those groups may also be penalized.
7. All postings are subject to a standard of “not socially offensive” (such as no personal attacks or obscenity) and consistency with the College mission.
8. Postings may not depict characterization of alcohol or other drugs or otherwise violate the College policy or local laws.
9. The name of the sponsoring organization(s) must appear on the posted material.

10. All pertinent information regarding the activity (who, what, when, where) must appear on the posted material.
11. Individuals who post materials are responsible for removing these materials by the expiration date stamped on the flyer. The College will remove electronic postings in a timely manner.
12. Courtesy dictates that organizations may not cover or remove any other approved poster(s) if the expiration date has not passed.

6.4.31 Roof Access

Students are strictly prohibited from going onto the roofs of residence halls or any other College buildings; nor may objects (bikes, chairs, etc.) be put on roofs. Students who allow others to access the roof from their room will also be held accountable. The College assumes no financial or legal responsibility for injury to this prohibited act.

6.4.32 Service and Support Animals in Residence Halls

While it is the College's policy to generally prohibit the privately owned animals on campus, the College reasonably accommodates persons with disabilities who require the assistance of service or support animals, as appropriate. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the College community. This policy and the following requirements are designed to facilitate a process for assuring equal access while addressing health and safety concerns. Moreover, this policy supports the College's commitment to comply with state and federal laws, rules and regulation pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules and regulations including, without limitation to, Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments. For more information, please refer to the entire policy located in [Volume II](#) of the *Davis & Elkins College Policy Manual*, the Office of Student Life, or the Office of Human Resources.

6.4.33 Sexual Misconduct

All available College students, staff, faculty, and volunteers, as well as contractors, consultants, and vendors doing business or providing services to the College (third Parties) should be aware that the College will not tolerate any acts of sexual assault, dating violence, domestic violence and stalking (collectively referred to as "Sexual Misconduct").

The College's prohibition applies not only in the College's educational and working environment, but also to all other College work-related and educational life settings, such as business trips and business-related social functions, as well as educational field trips, athletic trips, and internship placements. Further, the College reserves the right to respond to conduct that occurred off campus but not a College-sponsored program or activity if both parties are members of the College community when the off-campus conduct could have an on-campus impact or impact a victim's ability to participate in College activities or programs.

If it is determined that sexual misconduct has occurred, the College will take appropriate disciplinary and responsive action. Allegations and incidents of sexual offenses will be

investigated pursuant to the process outlined in the College's [Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#).

Students who are victims of a sexual offense incident are urged to get to a safe place as soon as possible seek immediate medical attention. Please see the [College Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy](#) for additional information.

6.4.34 Smoking and Tobacco Use

The College is committed to providing a safe and healthy environment for all members of the community. The College recognizes that smoking is hazardous to both the smoker and the nonsmoker. Smoking is not permitted inside any College buildings or at outdoor athletic competitions (with the understanding that, at athletic events, parking areas are designated smoking areas). It is also prohibited in College vehicles and golf carts. Smoking includes, but is not limited to the use of cigarettes, cigars, pipes, hookahs, and “electronic cigarettes.” There are designated smoking areas provided outside resident halls with ash cans for proper disposal of cigarettes.

In addition, all College campus buildings are tobacco-free. “Tobacco use” is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco. Cigarettes, cigars, matches, tobacco, smokeless pouches, etc. must not be discarded on College owned or leased grounds. Receptacles have been provided for this purpose.

Members of the campus community who ignore this policy may be fined and otherwise subject to appropriate progressive discipline. Please note that smoking is limited to the designated smoking areas – “walking and smoking” is prohibited and is also subject to fine and/or progressive discipline.

6.4.35 Student Record Confidentiality

Davis & Elkins College intends to comply with the Federal “Family Educational Rights and Privacy Act of 1974 (FERPA). Davis & Elkins College collects and retains information about students for designated periods of time. The College recognizes the privacy rights of individuals in exerting control over what information may be disclosed, and, at the same time, attempts to balance that right with the institution’s need for information. For more information see [Volume II](#) of the *Davis & Elkins College Policy Manual* (Section 2.1.15).

6.4.36 Student Transportation

There is no public transportation to/from Elkins. The College does arrange for shuttle service at specific times of the year to the Clarksburg and Pittsburgh airports. Students must reserve a seat on the shuttle in advance. Space is limited, reservations are made via the Office of Student Life. For scheduled shuttles, students will be charged the same amount each way of the trip. These

charges will be added to the student's account in the Business Office. If a student reserves a seat on the shuttle and then fails to show up, the student's account will be charged. Students who require transportation on dates other than the predetermined shuttles dates/times will be charged additional fees for a one-way trip.

6.4.37 Student Travel

The College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by currently enrolled students and recognized student organizations that are representing the College. As such, this policy applies to individual student and recognized student organization travel, both in cases where the travel is sponsored by the College and in cases where an individual student or recognized student organization travels on behalf of, or with the financial support of the College. This policy does not apply to travel undertaken by individual students attending out-of-town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in study abroad travel, student teaching, internships, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

Definitions

Currently Enrolled Student: A student who is currently registered at the College, whether on a full- or part-time basis.

Recognized Student Organization: An organization that has been formed for educational, professional, social, recreational, or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of the College, has been approved for recognition and maintain a current registration status with the Office of Student Life.

College Sponsored Event or Activity: An event or activity that is initiated, actively managed, planned and arranged by a member of the College faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by the Office of Student Life and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

Travel Requirements

All student and recognized organization related travel falling within this Policy must meet the following requirements:

1. Recognized student travel must be consistent with the College and organization's mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. An individual student must register the proposed trip with the Office of Student Life no later than five (5) business days before the scheduled trip. In the case of organizations and clubs, there must be concurrence by the department or division head and the Vice President for Student Affairs. A list of students participating in the above activities must be submitted to the Vice President for Student Affairs or a designee, no later than five (5) business days prior to departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.

4. All students traveling must complete and submit an executed Waiver of Liability Form to the Office of Student Life no later than five (5) business days before the scheduled trip. The Waiver of Liability Form is available in the Office of Student Life.
5. Faculty or staff employees are encouraged to accompany students on off-campus trips covered under this Policy, but are not required to do so unless a College vehicle or a rental car is utilized.
6. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with College policies and procedures, the direction of College employees, or applicable law. Without limiting the foregoing, all trip participants are required to:
 - a. Comply with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and
 - b. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
7. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the College's Disciplinary System.

Any trip taken without formal approval by the Vice President for Student Affairs or other violations of this policy may result in individual and/or organizational discipline.

The following additional guidelines also apply to all travel:

1. Pre-trip Meeting: The faculty member, staff member, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, must hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
2. Transportation: The sponsoring department or student organization must be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - a. College Vehicles - Only College employees can drive. If a College vehicle is utilized, a faculty or staff employee must chaperone the trip.
 - b. Rental Vehicles - If rented with College funds, only College employees can drive; all terms of the rental contract must be complied with.
 - c. Contract Bus Service - Adequate insurance coverage for the bus company must provide personal injury and property damage.
 - d. Regularly Scheduled Carriers - Regular scheduled transportation service providers (e.g., Greyhound) may be utilized for transportation.
 - e. Personal Vehicles - Personal vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants

choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.

3. Non-Student Participation: Except with the permission of the Vice President for Student Affairs, friends and family of students are not eligible to participate in travel opportunities falling under this Policy.

Study or Travel Abroad

A student who wishes to enroll in a College-sponsored course or program, either of which involves travel or study abroad, must first secure no less than \$50,000 of emergency medical, medical evacuation and repatriation of remains insurance coverage. The medical insurance policy must be in effect for the duration of the study abroad program in which the student is enrolled.

Proof of coverage must be presented to the sponsoring office and the Business Office at the time of payment for the study abroad or travel program. No student can matriculate in a course or a program involving study abroad or participate in a College-sponsored international activity until proof of insurance coverage is provided and until applicable tuition and fees have been paid.

Students are advised to consult personal and family medical insurance policies to determine whether such coverage is provided by their existing policy. In the absence of such coverage, the student must assume responsibility for obtaining the required coverage.

Orientation

All study abroad programs and College-sponsored international activities involving students must include pre-departure orientation for all participants.

The department or division sponsoring the activity will conduct or arrange for the pre-departure orientation session and will ensure that all participants attend or receive the materials in written or electronic formats.

At a minimum, the pre-departure orientation must include a discussion of appropriate and expected behavior for participants; potential social, political, economic and legal risks involved in the experience; and emergency procedures in case of individual or group incidents. This includes providing emergency contact numbers.

Participants will be subject to the laws and customs of the locations they visit. The College is not responsible for the violation of any laws and customs by participants.

The Student Code of Conduct, Academic Honesty Code, and other academic policies or rules apply to all College-sponsored activities abroad.

Davis & Elkins College departments and divisions that sponsor international activities are required to provide re-entry orientation to students returning from abroad.

Emergencies

In the event of an emergency while participating in a Davis & Elkins College international activity, the participant must immediately contact the nearest U.S. consular service for direct assistance and the Davis & Elkins College on-site program director or chaperoning staff member. If medical attention is needed, the injured Davis & Elkins College student or employee (or a designated emergency contact) must contact the international travel insurance provider.

6.4.38 Use of College Logo

Use of the College logo by students or student organizations must be reviewed and approved by the Office of Communications and Marketing.

6.4.39 Use of College Vehicles

College vans, college cars, and automotive vehicles rented by the College may only be operated by College faculty or staff. Students are not permitted to drive College vehicles with the occasional exception of the College golf carts. Students may only drive golf carts when specified by their supervisors (College faculty or staff) and upon the successful completion of the Cart Operator Safety Training. See the College Motor Vehicle Use and Rules Governing the use of College Golf Carts policies at [My D&E](#) for additional information.

6.4.40 Vandalism/Damage/Restitution

Vandalism is defined as destruction, damage to, or defacement of property belonging to the College whether intentional or unintentional. If vandalism is found to have occurred, Office of Public Safety will be contacted, and the responsible person(s) will be subject to both Student Life and College sanctions. Students may be asked to make restitution for the damage they have caused if deemed necessary by residence hall staff or administration as applicable. Examples of destructive behavior that may result in a student(s) making restitution include damages to property, stolen items, disruption in services, etc.

6.4.41 Violence on Campus

The College prohibits violence on its campus and in connection with College programs. Acts or threats of physical violence against members of the College community will not be tolerated. Appropriate disciplinary action will be administered up to and including dismissal or termination pursuant to the College's disciplinary systems as applicable.

1. Conduct prohibited by this policy includes, but is not limited to: Intentionally injuring or attempting to injure another person physically;
2. Engaging in verbal or physical behavior and/or communications (including by electronic means) that create(s) a reasonable fear of injury to an identifiable person or persons; threatening by any means to injure another person or person(s);
3. Committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence or sexual or other prohibited harassment;
4. Brandishing a firearm or other weapon;

5. Retaliating against any individual who, in good faith, reports a violation of this policy, seeks help in addressing concerns about conduct that falls within the scope of this policy, or participates in a related investigation;
6. Conspiring to inflict physical harm upon any person; or
7. Taking any reckless, but not accidental, action that results in physical harm.

All students, faculty and staff should be committed to ensuring the safety and security of the campus and workplace environment. As such, anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may pose an imminent threat to the health or safety of any member of the College community should call the Office of Public Safety immediately or local law enforcement by dialing 911.

6.4.41.1 Voluntary Anonymous Reporting

The College encourages anyone who is the victim or witness of any crime to promptly report the incident to the police, Office of Public Safety, or other campus authorities.

Individuals, however, may anonymously report crimes, unethical behavior and/or violations of the College's administrative policies, procedures, or rules. Students are often encouraged to use this when reporting minor violations about other students. Confidentiality will be maintained. Anonymous reports may be filed pursuant to one of the following methods:

1. File an anonymous complaint on the form contained on the College website;
2. Call the Campus Conduct Hotline at 1 (866) 943-5787;
3. Leave a private message anonymous voice message for Office of Public Safety, Compliance and Ethics Officer, or other authority;
4. Mail an anonymous letter to Office of Public Safety, Compliance and Ethics Officer or other campus authority.

This encouragement is done to maintain and enhance the safety and security of the entire College campus and the surrounding community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. With the exception of reports made to College counselors and pastors, reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

6.4.41.2 Weapons and other Dangerous Instruments

The possession or use of firearms, fireworks of any description, explosive devices, or any dangerous weapon is prohibited on College premises or at any College-sponsored function. Dangerous weapons shall include, but are not limited to: firearms of any description, paintball in permitted areas, carbon dioxide and spring propelled guns, swords, dirks, knives, brass knuckles, blackjacks, bow and arrows or crossbows or other devices designed or intended to propel a missile of any kind, stun guns, stun batons, tasers or other electronic or electric weapons or other implement for the infliction of serious bodily injury, or any other instrument deemed to be a

weapon. This list is not intended to list all possible weapons; final determination is at the discretion of the College.

No students, staff, or faculty members and no contract workers, interns, volunteers or guests are allowed to bring a firearm to College-owned or leased property or keep a firearm locked inside their vehicle in any College-owned or leased parking lot. Exceptions to this policy are active sworn law enforcement officers.

There may be theatrical productions, displays, props used in plays, props used in class presentations or educational workshops that may appear to violate the letter of this policy, but this is not the intent of this policy. In such cases, written approval granting permissible use of the props from the Director of Office of Public Safety is required before the activity may take place. Those responsible for the activity must remove the props from the College property at the end of the term of the permission. The Director of Public Safety will undertake to notify the campus community that a weapon will be allowed on campus for the purpose and duration of the permission granted.

6.4.41.3 Other Weapons

The possession or personal use of fireworks of any description, explosive devices, or any dangerous weapon is prohibited on the College premises or at any College-sponsored function. Weapons and other dangerous instruments include, but are not be limited to: swords, dirks, knives, brass knuckles, blackjacks, bow and arrows or crossbows or other devices designed or intended to propel a missile of any kind, stun guns, stun batons, tasers or other electronic or electric weapons or other implement for the infliction of serious bodily injury, or any other instrument deemed to be a weapon. This list is not intended to list all possible weapons; final determination is at the discretion of the College.

6.5 Residential Life Policies

6.5.1 *Residence Life Program*

6.5.1.1 Residence Hall Staff

Each residence hall has a full-time, live-in, trained resident director, who is responsible for the smooth operation of each residential facility. He/she supervises the building staff members, coordinates hall functions, provides counseling and disciplinary referrals when necessary, and performs administrative functions. Each wing of the residence hall has a designated resident assistant who serves as the primary resource to the residents for information and assistance. They help in planning programs for the wing and the building and work with residents and the Office of Student Life to create and to maintain an environment conducive to academic, personal, and social growth. Resident assistants are selected on the basis of academic achievement, leadership ability, and commitment to the benefits of on-campus living. All area coordinators, residence directors, and resident assistants report to the Coordinator of Campus Life.

6.5.1.2 Residence Halls

There are five residence halls on campus:

Roxanna Booth Hall:	women
Darby Hall:	men
Gribble Hall:	men and women (by floor)
Moyer Hall:	men and women (by section)
Presidential Hall:	men and women (by suite; upper-class)

6.5.1.3 Residency Policy

The College is a residential institution that believes in the educational value of the residence life experience. For this reason, all traditional students (i.e., non-distance learners) are required to live on campus, except those students living at home with their parents, married students, students with children, and students with a disability who need facilities the College is unable to provide, and independent students over 23 years of age. Application is made, in writing, through the Office of Student Life.

In order to be eligible for student housing, a student must be enrolled as a full-time student (minimum of 12 credit hours each for the fall and spring Semesters) undergraduate degree candidate of the College, and be designated as a residential student. Individual housing is non-transferable. The College does not offer housing for spouses or children. A student who withdraws from the College or ceases to attend classes must vacate housing and cease using his/her meal card within 24 hours. A student who fails to do so may be held liable for the charges incurred after the withdrawal date or last date of attendance in classes. Any student who does not complete registration, fails to comply with College policies, fails to provide necessary documentation or health forms, or whose class load does not meet the College definition of a full-time student may be required to vacate his or her room immediately and will be responsible for any accrued charges. Assignment of a room and/or receipt of keys does not constitute acceptance by the College of a student's residency status.

Application to live off campus is made through the Office of Student Life. Approval to live off campus may be granted only to those who meet all three of the following criteria:

1. 90 or more semester hours earned;
2. 21 years of age or older;
3. A 2.50 or above cumulative GPA.

In the spring and fall semesters, deadlines will be set 30 days before the last day of class for applications for off-campus housing to be submitted to the Office of Student Life. Students who live off campus should not expect the College to assist them regarding any difficulties that may arise with landlords or other businesses.

Living off campus without proper approval will result in billing for board and the cost of double occupancy in the residence hall system.

The Office of Student Life assigns entering students to rooms. Students may mutually select their roommates and designate a preference for a particular residence hall. The Coordinators of Campus Life, Resident Directors, and undergraduate Resident Assistants provide administrative, advising, and programming services in the residence halls. While these staff members have an important impact on the group living environment, the most significant influence comes from the

residents themselves.

Students are encouraged to assume an active role in their hall governance. Hall Councils, floor units, and the Student Assembly discuss, for example, policies regarding visitation, quiet hours, security, and discipline. This approach is designed to promote the development of an active learning community in the halls and encourage individual students to make responsible decisions about themselves and others. Student initiative is also the stimulus for most residence hall programming. Educational, recreational, and social activities are as varied as residents' interests and backgrounds. These events, both planned and impromptu, provide breadth and quality to the total learning experience.

6.5.2 Residence Life Services

6.5.2.1 Housekeeping

Housekeeping staff cleans common areas including bathrooms, lobbies, hallways and study/television lounges. The College provides no housekeeping services for individual student's rooms. Students are responsible for the cleanliness of their own rooms.

6.5.2.2 Laundry

Washers and dryers are provided in each residence hall for the use of the residents at no charge. Please report any problems with the machines to the Student Life Office (304) 637- 1211.

6.5.2.3 Maintenance Issues

If a maintenance problem exists, students should contact the Student Life Office at 304-367-1211 or their Resident Assistant. Please do not call the Maintenance Office directly. Students should report maintenance problems before they become emergency situations. Maintenance personnel prioritize repair problems based on the urgency of the situation. As a general rule, the maintenance staff is not able to inform students of the time the issue will be corrected. The maintenance staff reserves the right to enter students' rooms in order to fulfill maintenance and repair requests.

6.5.2.4 Storage

The College does not provide storage facilities for students' belongings. Students must arrange to have their belongings stored off campus after student checkout.

6.5.3 Residential Life Policies and Procedures

6.5.3.1 Check-in and Checkout

Upon checking into the residence hall, residents will be given a Room Condition Report (RCR) initiated by a resident assistant. Residents are responsible for completing and signing the form. It is important to accurately complete the report as it will serve as the basis for any check-out charges.

Students must follow all College-established dates, deadlines and standards in regard to the check-out process. In order to check out properly, residents should first remove all personal belongings. Nothing is to be left in the room. All areas under contract must be cleaned

thoroughly. Resident students are required to contact their Resident Assistant or Resident Hall Director who will inventory the room, collect keys, assess any damages, and issue a clearance receipt. Resident students who are not returning to the College will have their housing deposit refunded if there is no damage to the room upon checkout. Residents who fail to check out properly will forfeit their deposit and be responsible for any damage or loss in their residence.

6.5.3.2 Care of Rooms

Residents are responsible for the cleanliness and care of their rooms. Each student will be held accountable for any damage beyond normal wear and tear and will be charged accordingly. Housekeeping will remove trash from the bathrooms and common areas of the residence halls.

1. It is the student's responsibility to keep his/her building and campus community clean and free from waste. Trash, food containers, and unsanitary situations can attract pests (rodents, cockroaches, ants, etc.), as well as create an unpleasant living environment for the community.
2. Residents and their guests are required to keep trash inside their rooms and suites until proper disposal is made. Any trash (litter or in bags) in the breezeway or hallway is a violation of this policy and will result in a judicial hearing and/or sanctions. Residents of suites are required to transport personal trash to the nearest dumpster. Improper trash disposal may result in additional cleaning charges as well as disciplinary action.

6.5.3.3 Damages

Resident students are responsible for their room and its furnishings. Rooms will be inspected prior to a student's arrival and departure. Cost of damages or cleaning will be charged to the resident student's account after final inspection. Cooking is permitted only in designed areas.

Should a common area within a residence hall be damaged, persons responsible will be billed for damages if they can be identified; otherwise a common fee may be assessed to all who reside within that specific building.

6.5.3.4 Emergencies

In the residence halls, a toilet overflowing, or a fire alarm or smoke detector screaming represents an emergency. After the Student Life office closes, students should call Office of Public Safety at (304) 704-9111 to report an emergency only. If a light bulb burns out in student's room, that does not constitute an emergency. Please wait until the next day to call the Student Life Office (304) 637-1211.

6.5.3.5 Entrances and Exits at the Residence Halls

Security cameras cover the entrances and exits of Darby, Booth, Gribble and Moyer residence halls. An alarm will sound if an outer door is propped open. Each resident of the residence hall will receive keys and/or access devices to their rooms and residence hall. Presidential Center suite residents have the ability to lock their suites as a security measure.

6.5.3.6 Entry of Resident Rooms and/or Vehicles by College Personnel

The College reserves the right to enter and inspect any student's room or vehicle at any time. College personnel are authorized to enter a student's room to determine occupancy, inspect its contents for health and safety reasons, provide for maintenance and/or make repairs, and for routine and random inspections. Routine, scheduled institutional-wide maintenance programs will be announced to the campus community in advance.

College staff may also enter rooms if there is reason to believe a violation of College Policy or Code of Conduct is occurring or has occurred. Except in situations involving violation of policy, maintenance, or safety concerns which require immediate attention, the personal belongings of students are not disturbed. College staff may enter rooms when emergency situations exist or with law enforcement officials to determine whether a violation of law has occurred. The evidence gathered from this entry may be used in College disciplinary proceedings and in a court of law.

6.5.3.7 Fire Safety in Residential Housing

Smoking is not permitted in any form in the residence halls. This includes the use of 'electronic cigarettes.' Also not allowed is anything with an open flame, such as candles, burning incense, candle warmers, hot plates, space heaters, toasters, toaster ovens, Crock-Pots, slow cookers, electric skillets, rice steamers, woks, deep fryers, grills, wax warmers, flammable liquids (e.g. bottles of propane gas, lighter fluid, and dangerous chemicals), and explosives (including fireworks) and/or any other such item that can produce heat. To meet all fire safety codes students are required to use only electrical cords that are surge protector types and approved power strips instead of conventional extension cords or grounded in-wall adapters in the residence hall rooms. Flammables, combustibles, and/or any toxic materials are not permitted in or around any College building. The College is subject to scheduled and regular inspections by the WV State Fire Marshal's Office. The State Fire Marshal's Office, as well as the local fire department, also perform unannounced spot checks on our campus as part of their job duties. Violations discovered will be subject to fines, the cost of which will be passed on the individual student.

In the event of smoke or fire, calmly exit the building using the nearest exit. If the building's alarm system is not sounding, pull the fire alarm as you are exiting the building. All resident hall rooms have an exit diagram posted on the inside of the door. Failure to exit the building at the sound of a fire alarm or warning is a violation of the College's administrative rules, as well as a violation of state law. Also tampering with or falsely activating a fire alarm is a violation of College rules and state law.

Fire safety training is given each year to the resident assistants, resident directors, security officers, and other members of the Office of Student Life and/or College community. From this training the RAs and RDs educate all the resident students on the proper fire evacuation procedures. All fire and smoke alarms along with emergency lighting is checked on a monthly basis. Fire extinguishers are also checked on a regular basis and areas in the kitchen are checked in accordance with National Fire Prevention Association guidelines. Fire drills, both announced and unannounced, are performed during each semester.

In case of an actual fire, individuals should call 911. For any type of alarm, or smoke, please contact the Office of Public Safety at (304) 704-9111.

It is absolutely essential for the corridor separations and stairwell doors to be closed at all times. Fire doors retard the travel of smoke, heat, toxic gases and fire. All stairwell doors must be closed at all times. Do not place any combustible material on these doors, absolutely no paneling, burlap, draperies, parachute netting, Styrofoam, nor any type of wood can be installed in the exit corridors or stairwells. Building fire equipment such as sprinkler heads, smoke detectors, fire hoses, extinguishers, stand pipes, and alarm boxes must remain in good working condition and must not be obstructed. Unauthorized use or tampering with this equipment will result in disciplinary and/or legal action.

6.5.3.8 Housing Disability Accommodations

The College is committed to providing accessibility to all residence halls for students with documented disabilities. To request accommodations, a student must contact the Office of Student Life or Disability Services and submit required documentation. Students are encouraged to submit these materials as soon as an acceptance letter from the Admission Office is received. In addition, further information and recommendations from a medical professional are required to be submitted prior to the College's review process.

All documentation is kept confidential in accordance with guidelines set forth by FERPA. Each request is reviewed and determined on a case-by-case basis. Determinations are based on the documentation and information received. Complete applications should be submitted by the identified deadline date. An application that is incomplete or received after the deadline may result in a housing assignment that does not meet the applicant's need.

Factors given consideration for special housing requests:

1. Is the impact of the condition life threatening if the request is not met?
2. Is the request an integral component of a treatment plan prescribed by a medical professional for the condition in question?
3. Is space available to meet the student's need?
4. Can space be adapted without creating a safety hazard?
5. Are there other effective means that would achieve similar benefits as the requested accommodation?
6. How does meeting the documented need impact housing commitments for other students?
7. Is the cost of meeting the need prohibitive?
8. Was the request made by the deadline?

Analyzing these factors, the College then makes every attempt to find reasonable accommodations for those conditions that are covered under the ADA.

Students approved for housing accommodations must meet with the Office of Student Life staff annually to renew their request. All questions regarding this application process or accommodations should be directed to the Office of Student Life.

Any student currently enrolled at the College who believes he or she has been discriminated against or harassed on the basis of disability by a College employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the College) may contact the Title IX/Section 504

Coordinator at:

Amy Kittle
Title IX Coordinator/Section 504
Compliance & Ethics Officer
Halliehurst, 2nd Floor
Office: (304) 637- 1277 Cell: (304) 614-9203
kittlea2@dewv.edu

In lieu of contacting the Title IX/Section 504 Coordinator, a student may otherwise file a formal discrimination complaint pursuant to the College Discrimination and Harassment Policy (see [Volume II](#) of the *Davis & Elkins College Policy Manual*).

6.5.3.9 Leaving Campus Overnight

Students are requested to advise their residence assistant when planning to be absent from the campus overnight when the College is in session. See also the College's Personal Emergencies Policy.

6.5.3.10 Lockouts

A resident locked out of his/her room should call the Office of Public Safety at (304) 704-9111. Habitual offenders may be subject to a fine.

6.5.3.11 Lost Keys and Access Devices

The keys and access devices to rooms and hall entrances are the students' responsibility. They are not transferable. If a key is lost, notify the Coordinators of Campus Housing. Resident students will be assessed a fee for key or access device replacement.

6.5.3.12 Personal Property

The College takes reasonable precautions to safeguard the private property of students in the residence halls. Davis & Elkins College assumes no liability for private property lost, damaged, or stolen. Please take reasonable care by locking dorm rooms and windows. Do not prop open the outer doors of the residence halls. Keep room doors, as well as exterior doors, closed and locked at all times. Residents should keep room their keys and/or access devices with them at all times.

6.5.3.13 Property Abandonment

Items left in the residence hall room by a vacating resident will be removed at the resident's expense. Removal and storage fees may be charged to the student's account.

6.5.3.14 Quiet and Courtesy Hours

Quiet hours in all residence halls will be from 11:00 p.m. until 9:00 a.m. Sunday through Thursday; and 2:00 a.m. until 9:00 a.m. Friday and Saturday. Quiet/Academic halls will determine their quiet hours as a residence hall community prior to the start of the academic year. Excessive noise is inappropriate at any time as it disturbs others. Starting at midnight on the last day of classes before exams, 24-hours quiet hour are in effect.

Courtesy hours are in effect at all times. Noise should not be disruptively audible within the building or outside. During courtesy hours, a resident may ask another resident to reduce the noise. Compliance is necessary to ensure an environment for academic success.

6.5.3.15 Room Assignments

Davis & Elkins College reserves the right to place all students and make all room assignments. Assignment of a room does not guarantee College acceptance. Assignments are based on room availability and determined on the basis of the dated receipt of application and deposit. The Student Life Office cannot guarantee a student's first choice of room assignment or roommate, but requests will be honored when possible. Single rooms are limited and are assigned on an availability basis. The College assigns roommates without regard to race, creed, sexual orientation, gender identity, or national origin. See the Assignment of Housing Spaces section of the Room & Board Contract for additional information.

6.5.3.16 Room Changes

No room changes are permitted during the first three weeks and last three weeks of the semester. At the beginning of the fourth week of classes, a Request for Room Transfer Form may be completed and submitted to the Coordinators of Campus Life in the Student Life Office. Students cannot move without first obtaining approval from the Student Life Office. If a student moves to another room without prior approval, he/she will be subject to additional housing charges. First-year students must live with fellow first-year students for the first semester. At the start of their second semester, they may have an upper-class student move in with them, but they must still reside on a first-year hallway.

Failure to follow the room change procedures may result in disciplinary action.

6.5.3.17 Room Consolidation

During the semester, in the event that one roommate moves to another room, the student remaining will be given 30 calendar days to make the following decision:

1. Elect to pay the single room rate and retain the room privately. This option is available only when sufficient space is available. Single room rates will be calculated on a pro-rated basis;
2. Choose to move into another half-occupied room on campus;
3. Find another resident in a half-occupied room who is willing to move into the current resident's room;
4. Be prepared to accept a new roommate at any time by:
 - a. Keeping the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
 - b. Agreeing that the room may be shown to prospective occupants without prior notification and in his/her absence.
 - c. Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - d. Agreeing to accept a roommate assigned by the Coordinators of Campus Housing.

If, at the end of the 30 calendar day period, a decision has not been made, the Student Life Office reserves the right to assign a roommate to the room. Residents who refuse to accept an assigned roommate and/or do not keep the room ready for a roommate, may be automatically charged the single room rate prorated from the day of notification.

Residents are not permitted to occupy or use any space in their unit to which they are not assigned. This includes bedrooms and/or a bathroom on an unoccupied side of a room or suite. Residents found in violation of this policy will be responsible for any and all charges necessary to return the room(s) to a move-in ready state by Student Life standards.

6.5.3.18 Roommate Issues

Stop by the Student Life Office and see the Coordinators of Campus Life or any member of the Student Life staff.

6.5.3.19 Semester Breaks

Students may not stay on campus during semester breaks when the campus is closed. All residence hall agreements operate on a nine-month academic year and/or summer term basis. Select holidays and breaks are not included in the room and meal fees, as the residence halls officially close and meal plans are inactive during these particular College holidays. See the College Room & Board Contract for additional information.

Fall Semester: Only Resident Hall Assistants, athletes required to report early, Bridge Program students, and those receiving specific permission are allowed to check-in earlier than the opening dates published by the Student Life Office.

Thanksgiving Break: Residence halls are closed during Thanksgiving break. Students who desire to stay in the residence halls during the break are required to submit a Request to Stay Form, which are due prior to the closing date published by the Student Life Office.

Christmas Break: Residence Halls are closed during the Christmas break and students are expected to leave their rooms 24 hours after their last exam. Residence halls will re-open for the spring semester.

Spring Break: Residence halls are closed during spring break.

End of Spring Semester: Residence halls are closed at the end of the spring semester for those students who are not graduating. Students must vacate their rooms within 24 hours of their last final exam. For those students participating in Commencement, the residence halls will close following the Commencement ceremony.

Summer Term(s): Students may live on campus only if they are taking classes during the summer term(s) or if they are employed by the College.

There are no storage facilities available on campus. However, there are several located in the Elkins area. The Student Life Office has a list of storage facilities available for students who desire to store items when the residence halls are closed.

6.5.3.20 Unauthorized Occupancy

Residence halls are for Davis & Elkins College students only. A student may not occupy a room that has not been assigned to him or her.

6.5.3.21 Visitors

Visitation Hours in Residence Halls

First-Year students and First-Year Halls:

- 8:00 a.m.-midnight on days preceding class days
- 8:00 a.m.-2:00 a.m. on days not preceding class days

There is no co-ed overnight visitation allowed in first-year halls. Likewise, first-year students are not permitted to stay overnight in any campus residence other than their own.

Upper-Class Students and Upper-Class Hallways (sophomores, juniors, seniors):

- 8:00 a.m.-2:00 a.m. on days preceding class days
- 24 hours on days not preceding class days

Presidential Center: 24-hour visitation.

Overnight Visitation

First-year residents are not permitted to be, or to host, an overnight co-ed guest at any time.

Upper-class students may only have two off-campus overnight guests at any time and must accept responsibility for the actions of his/her guest(s). No guest may stay more than two consecutive nights.

Children Visitors

Students are not allowed to perform babysitting responsibilities in the residence halls or other buildings on campus nor may minor children be admitted to the residence halls as “overnight guests” without the approval of Residence Life staff. Any student who babysits in the residence halls will be subject to disciplinary action.

Host Responsibilities

Visitors are permitted only at the request of the residents, who then become responsible for their visitors’ conduct and familiarity with College policies and procedures. Residents are not permitted to assign or allow the use of any assigned space to another person and/or guests.

Visitors are expected to observe all College policies and procedures. Residents are expected to accompany their guests within the residential areas at all times. Authorized or unauthorized guests not in compliance with College’s policies and procedures may be removed from College property and issued a trespass warning.

Visitation privileges are to be exercised with concern for others’ rights to privacy. No student shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a visitor. Visitors must use bathroom facilities designated for their gender. At no time may visitors use shower facilities or restrooms designated for the opposite sex.

Enforcement of the visitation policy is the responsibility of the resident students as well as the residence hall staff. Visitation privileges may be revoked for individuals or groups of residents who violate the visitation policy.

Any non-resident must be escorted within the building at all times by a resident of that facility. Guests must sign in and out when visiting all residence halls. Sign in sheets will be posted on each hallway in the residence halls. Failure to sign a guest in or out result in loss of visitation privileges.

6.5.4 Residence Life Standards of Conduct

In a shared living environment, there exists a need for balance between the rights of individuals and the general order of the community. The establishment of approved policies, standards of conduct and behavioral expectations serve to maintain such a balance. With an eye toward creating and managing an environment that supports reasonable and responsible behavior, the following policies and standards of conduct have been established to protect the rights of all members of the College community. These policies and standards are published to provide students with general notice of accepted behavior. They should be interpreted broadly and are not designed to define conduct in exhaustive terms. Violations will be considered a violation of the Student Code of Conduct and may result in termination of the College Housing Agreement and/or any sanction(s) described in the Student Disciplinary System.

6.5.4.1 Alcohol and Drugs

All students residing in the residence halls are required to comply with the College's Alcohol and Drug Policy.

6.5.4.2 Amplified Instruments/Musical Instruments

Students living on campus are entitled to an environment conducive to sleep and study. Amplified and all other musical instruments are not to be used or played in student rooms or public residential areas without prior approval.

6.5.4.3 Decorations

Students are welcome to decorate their residence as long as they adhere to the following guidelines:

1. Any decoration that violates West Virginia Fire Codes is prohibited;
2. Alcohol bottles/cans may not be displayed;
3. Students are not permitted to paint or paper the walls, woodwork or ceiling, nor refinish any of the furniture;
4. Items may not be hung from the ceiling at any time or in any fashion;
5. Contact paper is not permitted on any surface;
6. Use or installation of wood paneling, wood structures and/or tile is prohibited;
7. Plastic tape around window or closet areas is not permitted; staples/nails on doors, walls, ceilings, closets or any other surface are not permitted due to the damage caused upon removal;
8. Live or cut trees are not allowed in student rooms;
9. Smoke machines are not allowed;

10. The use of tape, glue, paste, nails, tacks, chalk, markers, hooks, screws and other fixtures on the walls, ceiling, furniture, doors or glass that causes damage is prohibited. The use of blue painter's tape is permitted.

Any exceptions to these policies must be submitted in writing to the Office of Student Life, or a designee, and approved prior to any changes. When making any public display that can be seen from the exterior of room doors or windows, a resident student may not have:

1. Any clothing, towels, shoes, etc., hanging out of windows;
2. Any signs, flyers or messages that slander, threaten, intimidate, harass or embarrass any member of the College community;
3. Any message which elevates one group above another;
4. Any message that stimulates violence, promotes sex or any harassment or "hate" language or symbols;
5. Any message that promotes drugs or alcohol or use thereof;
6. Any business, highway, city, state, community or College signs or property that has not been legally obtained; and
7. Any commercially sold or personal business-related product advertisement or promotion.

The Office of Student Life will review any resident or staff complaints due to offensive or questionable decorations. Appeals of decisions will be at the discretion of the Vice President for Student Affairs.

6.5.4.4 Doors

All fire doors and exterior doors in all residence halls must remain closed. Door-propping can lead to problems with safety, pest control, and climate control.

6.5.4.5 Furniture

All rooms are furnished, and residents are responsible for all furnishings provided in their rooms. Furniture owned by the College may not be removed from the room or from the lounge/lobby space of the dorms.

Alterations and/or damage to furnishings will result in charges for replacements or restoration to original condition. College furniture may not be placed outside the room. Waterbeds, pools, Jacuzzis, lofts or homemade bunk beds are not permitted. Due to limited space and safety reasons, students are discouraged from bringing in additional furnishings. The College reserves the right to have students remove personal furnishings from a room if those furnishings are believed to pose a safety risk, create roommate conflicts, impede movement within the room, or pose a fire hazard. Community/lounge furniture may not be removed or relocated. Personal furniture may be allowed if space permits and with roommate consent.

6.5.4.6 Gambling

Illegal gambling, as outlined in the College's Gambling Policy, is not allowed in the residence halls. Any student found in violation may be mandated to seek counseling and/or face disciplinary action.

6.5.4.7 Hall Meetings

Hall meetings are held periodically and attendance is expected. Unexcused absences from a mandatory hall meeting may result in disciplinary action.

6.5.4.8 Prohibited Items

Large appliances such as refrigerators over 4.0 cubic feet, toaster ovens, and portable heaters are not permitted as they present too great a drain on the electrical circuitry. Window air conditioning units are strictly prohibited. Additionally, space heaters, waterbeds, hotplates, toasters, toaster ovens, Crock-pots, slow-cookers, electric skillets, rice steamers, woks, deep fryers, grills, candles or candle/wax warmers, incense, firearms (including paintball guns, bb and pellet guns) or weapons of any kind, flammable liquids (e.g. bottles of propane gas, lighter fluid, and dangerous chemicals), and explosives (including fireworks) are prohibited in the residence halls. Please note, to meet fire safety codes, students are only permitted to use surge protected power strips instead of extension cords or grounded in-wall adapters in the residence hall rooms. Extension cords in rooms are subject to removal by the fire marshal during random inspections. Cleaning game or fish on campus is prohibited.

6.5.4.9 Railings, Balconies, Roofs, and Stairwells

Sitting on, standing on, climbing or hanging from a balcony, railing, stairwell or roof is prohibited. Clothing, bikes, banners, signs, plants or other items may not be hung or placed outside of rooms including on balconies, roofs and/or windows.

6.5.4.10 Repairs

Student may not perform repair work on College property.

6.5.4.11 Restricted Areas and Items

Some areas and items in the residential community are restricted and not intended for student use or tampering. These include electrical and mechanical closets, air conditioning units, cable and telephone units, wireless access points, and storage rooms. Trespassing in a restricted area or tampering with these items is a violation of the Student Code of Conduct.

6.5.4.12 Room Alterations

A student may not make any alterations to the interior or exterior of the residence areas without first receiving permission of the Director of Campus Life & Housing.

6.5.4.13 Room Occupancy

Residential students are not permitted to have more than eight people in their rooms at any one time (including the resident(s) of that assigned room).

6.5.4.14 Sales, Solicitation, and Canvassing

Door-to-door solicitation, sales, and canvassing are not permitted in any area within the residential community unless approved by the Vice President for Student Affairs. In addition, any fundraising activities by College students or student organizations in the residence halls must be approved by the Vice President for Institutional Advancement. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Students may not engage in any sales or business activities in their room or within any public area of the residential community.

6.5.4.15 Screens

All window screens must remain in the assigned room windows at all times.

6.5.4.16 Smoking

There is no smoking in the residence halls or lounges – this includes, but is not limited to, the use of “electronic cigarettes.” There are designated smoking areas provided outside of the dorm with ash cans for proper disposal of cigarettes. Please note that smoking is limited to the designated smoking areas. Students who ignore this policy may be fined.

6.5.4.17 Sports and Activities

In order to create a safe living environment, the playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is prohibited. The use of athletic equipment in rooms is prohibited due to the disruption and damage it may cause. Bouncing or throwing athletic equipment at or off buildings is also prohibited.

6.5.4.18 Windows, Balconies, and Hallways

Throwing or hanging objects from windows, hallways, stairwells and balconies, or placing objects on the ledge outside the window is hazardous and infringes on the rights of others.

6.6 Student Discipline Policies

The Board of Trustees of the College has entrusted the President of the College with the responsibility and authority to develop and supervise the operation of a disciplinary policy. The President has designated the Vice President for Student Affairs as the primary officer in charge of maintaining and supervising the disciplinary policy as it relates to social conduct of students. Academic standards are developed by the faculty and are under the supervision of the Vice President for Academic Affairs. Rare occasions may arise when conduct is so inherently dangerous to the individual and/or to others in the community, and/or so violates the fundamental ideals and standards of the College, that extraordinary action must be taken.

The College reserves the right to take necessary and appropriate action to remedy serious academic or social problems, including disciplinary warning, disciplinary probation for a specific period, suspension, dismissal, and/or removal from campus. Should this type of action become necessary by either the Vice President for Academic Affairs or the Vice President for Student

Affairs, the President shall be informed prior to the action being taken. Appeals of such extraordinary action is to the President of the College.

NOTE: Any allegation of sexual harassment, sexual assault, domestic violence, dating violence, sexual exploitation, and stalking made by or against a student of the College, regardless of where the alleged conduct occurred, will be investigated and resolved pursuant to the College's [Gender-Based Discrimination, Harassment and/or Sexual Misconduct Policy](#).

I. Student Warnings

In keeping with best safe practices, and understanding that the College students deserve and need to grow in many different areas, the College has instituted a policy of progressive discipline for students. These warnings are issued for minor offenses and small administrative infractions. Initial warnings are to be utilized mainly for first-year students and beginning of the year situations where students are growing socially. These warnings are issued in an effort to familiarize the students with the College's policies, procedures, rules and regulations; but it is also an effort to turn a potentially unsafe situation into a teachable moment. These warnings can be issued by any Resident Assistant, Resident Director, and/or any Office of Public Safety officer. Students are encouraged to report potentially unsafe situations knowing there is a very good likelihood that a warning will be issued and no one will be subject to the disciplinary process. The College reserves the right to enforce Code of Conduct violations and the disciplinary process on first-time offenders if the offense is not considered minor in nature.

II. Violations of the Code of Conduct

Violations of the Code of Conduct or other College policies may be dealt with by members of the Student Life staff and/or Office of Public Safety. Any Student Life staff member can respond to a problem situation.

A. Initiating a Complaint

1. Incident Reports

Charges of a violation of the Code of Conduct or a request to investigate an alleged Code of Conduct violation may be filed in writing via a written Incident Report within a reasonable period following the alleged offense and forwarded to the Office of Public Safety. Charges alleging a violation of the College's [Gender-Based Discrimination, Harassment and Sexual Misconduct Policy](#) shall be reported in any manner listed in those respective policies to the Title IX Coordinator or Deputy Coordinators. All complaints involving incidents of gender-based discrimination, harassment, and sexual misconduct will be investigated and resolved pursuant to the College's [Discrimination, Harassment and Sexual Misconduct Policy](#).

Incident Report Forms on which complaints may be filed are available in the Office of Student Life and the Office of Public Safety. In completing the form, as much detail concerning the alleged violation as possible should be included, as well as specific references to the part of the Code the reporting individual believes has been violated and current contact information. Perceived criminal activity should be reported immediately to the Office of Public Safety, which will submit a report of a student violation to the Office of Student Life.

2. Absence of a Formal Complaint

Regardless of whether a formal complaint is filed (including where a complainant is unwilling to participate in the investigation process), if the College has credible notice – either direct or indirect – of a possible Code of Conduct violation, it will take immediate and appropriate steps to evaluate what occurred, determine if further action is required, and prevent any further recurrence. Any response to such notice may be limited if the events giving rise to such notice cannot be verified by independent facts.

3. Violation of Law

Any criminal violation of law (whether on campus or off campus) is at the same time a violation of the College's Student Code of Conduct. Therefore, any student charged with a criminal offense may become the subject of a Student Code of Conduct complaint. Conduct review proceedings are independent of criminal court processes and may be carried out prior to, simultaneous with, or following off-campus criminal proceeding.

4. Administrative Action

As stated in the College Administrative Authority Policy, the College reserves the right to take necessary and appropriate action to remedy serious academic or social problems, including disciplinary warning, disciplinary probation for a specific period, suspension*, dismissal, and/or removal from campus. Should this type of action become necessary by either the Vice President for Academic Affairs or the Vice President for Student Affairs, the President shall be informed prior to the action being taken. Any appeals of such extraordinary actions must be made in accordance with applicable appeal procedures.

NOTE: During a suspension, a student will be denied access to the residence halls, and/or to the campus and/or all other College activities or privileges for which the student might be otherwise eligible, as the Vice President for Student Affairs or designee determines to be appropriate.

5. Mediation

Mediation is possible, with the approval of the College administrator charged with resolving the complaint as appropriate when all parties involved (accuser and accused) voluntarily agree to engage in the mediation process. If mediation fails, the case will be resolved under normal conduct resolution proceedings.

B. Review and Referral

Disciplinary complaints are reviewed preliminary by the Judicial Affairs Officer to determine whether the complaint has merit and whether the alleged misconduct might result in suspension or expulsion from the College.

Following initial review and a determination that the complaint has merit, the appropriate Conduct Officer will issue a written notice to the accused student(s) or student organization ("student") informing the student of the charges. The notice will state the time and date of the occurrence. Additionally, the Judicial Affairs Officer will arrange a meeting with the student to discuss the case.

During the initial conference with the accused, the charges will be discussed with the student. In addition, the Judicial Affairs Officer will review the student's rights and responsibilities pursuant

to the College's Disciplinary Process. If the student fails to attend the conference, the Judicial Affairs Officer will refer the matter for resolution pursuant to Director of Public Safety.

If the student admits culpability during the conference, the Judicial Affairs Officer will determine an appropriate sanction(s). If the sanction is accepted by the student, the matter is closed with no right of appeal. If the student rejects the sanction, but admits culpability, the student has the right to appeal the decision to the Vice President for Student Affairs. The initial appeal must be made within three (3) business days of the penalty being set.

If the student does not admit culpability during the conference, the disciplinary case will be referred to either an Administrative Hearing or a Hearing panel as follows:

- If there is a possibility that a student may be suspended or expelled from the College, the case is deemed to involve a major infraction. In such cases, an administrative hearing conducted by the Vice President for Student Affairs (or designee) will occur.
- Students not subject to suspension or expulsion may be entitled to an administrative hearing, at the discretion of the Director of Public Safety.

1. Administrative Hearing

An administrative hearing will take place after reasonable attempts to schedule all parties involved, but no later than ten (10) business days after the initial conference between the accused student and the Conduct Officer. Notice of the hearing will be issued by the Office of Public Safety and be delivered to the student either in person, via email or by campus or U. S. Postal Service mail. ***There will be no second notice delivered to the accused. Computer problems or failure to check email, campus mail, or U.S. postal mail are not an excuse.*** The written notice will include:

- A description of the acts of the accused;
- The particular section of the Student Code of Conduct alleged to have been violated; and
- The name(s) of any witnesses.

In the administrative hearing setting, a member of the Student Life Staff may present the information collected concerning the incident to the Director of Public Safety or designee, who will serve as the Administrative Hearing Officer. If a charged student fails to appear for the scheduled hearing, the information and support of the charges may be presented by a Student Life staff member and considered by the hearing officer. The Administrative Hearing Officer will conduct the hearing in accordance with procedural rules agreed upon prior to the hearing. At a minimum, the Administrative Hearing Officer will review all materials, hear all information pertinent to the case from the accused and any witnesses brought forth, clarify issues raised, and render a decision in writing based upon information presented. Student responsibility will be determined through the hearing by the Administrative Hearing Officer.

If the student is held responsible, the sanction will be set by the Administrative Hearing Officer, who will notify the accused student in writing. The student has the right to appeal the Administrative Hearing Officer's decision to the Vice President for Student Affairs. The initial appeal must be made within three (3) business days of the penalty being set.

2. Hearing Panel

In this procedure, the student will be given the *Student Life Policies* and the Code of Conduct violations that will be presented. The case is represented according to the procedural outlines of the panel as set forth below.

Hearing Panel Appointment: The Hearing Panel will consist of three students, one member of the full-time faculty, and one full-time staff member as appointed by the Director of Public Safety from the hearing pool. The selected panelists will have no program affiliation or other connection with the accused student. The panelists shall then select a Chair.

The hearing pool will be selected annually by the Director of Public Safety and consist of six students, five full-time faculty members and five full-time members.

The accused student will be informed of the panel's constitution prior to the commencement of the hearing and may challenge a panel member's participation in writing if he or she believes that the panelist is acquainted or associated with the case in any way. This written challenge must be received by the Director of Public Safety within three (3) business days after the notification of the Hearing Panel's constitution. If the Director of Public Safety agrees a conflict exists, he or she may replace the panelist with another panel member. During certain times of the academic year (e.g. during break periods), the Hearing Panel may consist of senior-level administrators without a student, faculty or staff representative.

Hearing Panel Procedures: The procedure at the hearing shall be as follows:

- The Chair of the Hearing Panel calls the hearing to order and explains the procedures to be used during the hearing.
- The written specifications of the charges are read to the accused by a member of the Student Life staff.
- The Student Life staff member will first call the witnesses against the accused. The witness will be questioned by members of the Hearing Panel.
- After each witness testifies, the accused will be permitted to ask the witnesses questions (except in the case of the complainant directly questioning the accused.)
- After the witnesses against the accused are heard, the accused and his/her witnesses will testify. They also may be questioned by the Hearing Panel, as well as the complainant if any (except in the case of the complainant directly questioning the accused.)
- When the testimony is completed, the accused may present argument.
- After testimony and argument, all parties are dismissed.
- The Hearing Panel goes into private session where a secret ballot is cast for a decision.
- If the student is found responsible, the Hearing Panel discusses a recommended sanction(s) and votes on that as well. Majority rule prevails in the determination of finding a student responsible as well as the recommendation of appropriate sanction(s). A tied vote will result in a finding of "not responsible."
- The Hearing Panel will submit its decision to the Director of Public Safety. It will be the responsibility of the Director of Public Safety or designee to notify the student accused and College authorities of the panel's decision and any applicable sanctions. The Vice President for Student Affairs will also, upon written request, disclose to the alleged victim of a crime of violence, the results of the hearing. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Other Hearing Panel Guidelines:

- The accused shall have the following rights at the hearing:
 - To have a personal advisor present during the entire length of the proceedings;
 - To question witnesses with the exception of the complainant;
 - To testify; however, the accused student will not be compelled against his/her wishes to testify or answer any questions. The student's silence will not be held against him/her;
 - To present witnesses on his/her behalf;
 - To make a summation at the end of the testimony
 - Hearings shall be closed. The Hearing Panel, the Office of Student Life presenting the case, the accused, his/her advisor and, if applicable, the complainant are permitted in the hearing room during the hearing. All witnesses must remain outside the hearing room in a waiting area until called to testify.
- Names of witnesses, as well as any documentary evidence, must be submitted to the Hearing Panel at least three (3) business days in advance of the hearing.
- The Hearing Panel may use a recording device during any or all review proceedings. All recordings remain the property of the College; however, recording failures that occur notwithstanding good faith attempts shall not require a delay or affect the validity of the proceedings, but in such event the Hearing Panel chair will prepare a written summary of the hearing;
- In cases where the accused fails to attend a scheduled hearing, the Hearing Panel may proceed with the hearing despite the student's absence, make a final decision in the case, and recommend an appropriate sanction(s).
- All parties, including the accused and complainant (if applicable), will have equal opportunity to review preliminary information and to present evidence during the hearing.
- If witnesses or any parties are unable to appear for a hearing, a written statement may be read into the record. Alternatively, arrangements may be made for participation via alternate means (e.g. phone, video conferencing, etc.).
- Witnesses will be granted anonymity when there is reason to believe that a witness' physical or emotional health may be placed in jeopardy if his or her identity were revealed.
- Accused students and complainants (if any) will not be allowed to interview or "cross examine" each other personally. Both parties may ask the Hearing Panel to pose additional questions or inquire further into specific matters by submitting these requests in writing. If necessary, a brief recess may be granted to allow both parties an opportunity to prepare and submit such requests.
- Pertinent records, video-surveillance images, relevant exhibits, and written statements, and other evidence may be accepted as information for consideration by the Hearing Panel. The applicability and weight of such evidence is determined at the sole discretion of the Hearing Panel.
- All testimony and records of hearings are maintained by the Office of Student Life and may be released only to the Vice President for Student Affairs or to the President of the College.

3. Official Notices:

Students are expected to respond to official correspondence from faculty or administrative personnel. Failure to do so may jeopardize a student's current and/or subsequent enrollment.

4. Standard of Evidence:

The standard of evidence for proceedings before an Administrative Hearing Officer or a Hearing Panel is "preponderance of evidence" ("more likely than not"). For this reason, the student is found "responsible" or "not responsible," as opposed to guilty or not guilty.

III. Appeals

An appeal of the decision by the Administrative Hearing Officer or the Hearing Panel may be made by either party within three (3) business days after receipt of the official written notification of the Judicial Hearing Officer or Hearing Panel's decision. A student must make such a request in writing via the Office of Student Life.

The student must state the specific grounds for the appeal. These grounds are limited to:

- The original Administrative or Hearing Panel hearing was inconsistent with the established procedures;
- Evidence is now available that could not have been obtained at the time of the hearing; or
- The sanction is excessive or inconsistent with the nature of the offense.

If the Vice President for Student Affairs determines there is merit for an appeal, the facts of the incident will be reviewed with the student within ten (10) business days of receiving the student's written appeal. Appeals can result in one of the following ways:

- The student will be found not responsible for the violation of the Student Code of Conduct.
- The student's original sanction will be upheld.
- The student's original sanction will be modified.

The standard of preponderance of evidence will be used in all decision-making. Once the Vice President for Student Affairs has rendered a decision, the student will receive a written notice of the outcome.

Pending the Vice President for Student Affairs decision, the College reserves the right to enforce the original imposed sanctions pending the outcome of the appeals process.

Only in cases of suspension or expulsion will the student have the right to appeal to the President. This final appeal may be filed in writing with the President within three (3) business days of the student's receipt of the Vice President for Student Affairs decision. The appeal will then be reviewed/considered by the President. The President's decisions will be rendered within ten (10) business days after the receipt of the appeal and the President's decision shall be final.

NOTE: The timeframes in this policy may be extended by the Office of Student Life based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks, and complexity of the complaint.

IV. Sanctions

The Judicial Hearing Officer, Director of Public Safety, or the Vice President for Student Affairs may impose a single or multiple sanctions for violations of the Student Code of Conduct. Factors to be considered when determining sanctions include: present demeanor and past disciplinary record of the student/organization/team, penalties resulting from a corresponding court case, the nature of the violation, and the severity of any damage, injury or harm resulting from it as perceived by the victim and/or appropriate College officials. There will be no refund of tuition/fees/housing deposit/escrow/meal plan fees if suspension or withdrawal from courses and/or College Housing is affected because of violations of the Student Code of Conduct. The following sanctions may be imposed upon any student/group/team found to have violated the Student Code:

Official Written Warning: A written notice to the student indicating a violation of the Student Code of Conduct has occurred and a warning that a subsequent violation will likely be treated more severely.

Service Hours: Completion of required service hours, either on or off campus as designated.

Educational Task: Completion of tasks that benefit the individual, the campus and/or the community.

Fine: The student is required to pay a fine within a specific period of time as designated.

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

Suspension of Residence Hall Visitation Privileges for a defined period of time.

No Contact Order: A signed agreement between two parties to cease all forms of communication, including physical, verbal, written, electronic, through any third parties, as well as any other means. A violation of this order may result in suspension from the College.

Disciplinary Probation: A defined period of time (minimum of one term) indicating that the student is no longer in good social standing within the College. A student on Disciplinary Probation may face specific restrictions on his or her participation in College events, organizations or representation in an official College sponsored organization or team. Any subsequent violation while in this status may result in suspension or expulsion from the College.

Residence Hall Disciplinary Probation: A defined period of time indicating that the student is no longer in good social standing within the Residence Halls. A student who is put on Residence Hall Disciplinary Probation may not reside in the residence halls during any College break period.

Residence Hall Suspension/Expulsion: The student's privilege to live in College-owned housing and to visit the residence areas of campus is suspended for a defined period of time or permanently.

Suspension: Separation of the student from the College for a defined period of time (minimum of one semester). During this period, the student may not be registered for

classes, may not attend classes, may not receive grades from the institution, may not be present on campus nor at a College sponsored event for any reason whatsoever.

Expulsion: Permanent separation of the student from the College. The student may never again register for classes or attend classes or receive grades from the institution. The student may never be present on campus or at a campus sponsored event for any reason whatsoever.

Minimum Mandatory Sanctions for Alcohol and Other Drug Violations: It is College Policy to enforce the alcohol and other drug policies with a series of *minimum mandatory sanctions*. These sanctions are designed to educate the student and emphasize the serious consequence of alcohol and drug abuse on the individual and the community. The minimum mandatory sanctions for alcohol and other drug violations are set forth in the College Alcohol and Drug Use Policy.

6.7 Information Technology Resource Policies

See [Volume II](#) of the *Davis & Elkins College Policy Manual*.

6.8 Student Activities, Organizations and Clubs

6.8.1 Student Activities

6.8.1.1 Campus Extracurricular Activities

Through involvement in extracurricular activities, students have opportunities to develop leadership skills to supplement and enrich their academic experiences. In fact, the College has many opportunities for students to become involved in significant activities that determine its direction. The student voice can be strong if students choose to exercise it.

Students who are interested in journalism, writing, or photography may become staff members on one of three campus media outlets:

- The Senator, a student newspaper
- Senatus, the College yearbook
- Aurora, the award-winning literary magazine

Students are also active in the community by becoming involved with local festivals, activities, and service projects. Working through local churches, civic groups or campus organizations, students have served as tutors, been involved in ecology programs, and sponsored fund-raising campaigns for worthy causes.

6.8.1.2 Creative Arts

At the College, the fine arts complement the liberal arts. Through the Division of Creative Arts, the College offers students the opportunity both to exercise creativity and to appreciate it. The College's art program encourages students to exhibit their work on and off campus. The College Choir tours locally and regionally, performing a broad range of music for small ensemble in various styles and genres ranging from madrigals to jazz. All students have the opportunity to participate in one of the three or four plays produced each year in the Boiler House Theater.

Besides this facility, rustic in design yet equipped with a fully flexible stage, the theater program uses its studio theater for several small or experimental productions every year.

In addition, professional performers on tour make the College a frequent stop. Both the Wheeling and the West Virginia Symphony orchestras have performed in Harper-McNeeley Auditorium. Chamber groups and soloists visit the school as well. The College's Office of Student Life, in conjunction with the student-led Campus Activities Board (CAB), arranges concerts and band dates for campus activities.

The Augusta Heritage Center of the College maintains a vibrant schedule of workshops, concerts, and classes in Appalachian crafts and culture. Its annual festivals draw traditional performers from all over the world. The larger community of Elkins affords further cultural resources. In town, a community playhouse stages several productions a year, and the city is home to regular events, such as the Mountain State Forest Festival, which every fall transforms Elkins into a capital of crafts and music.

6.8.1.3 Volunteer and Service Activities

There are many opportunities for students to volunteer both on and off-campus. The College students have a long history of volunteering and have assisted the local community with city-wide organizations and activities. See the Office of Student Life or the Chaplain for more information.

6.8.2 Student Clubs and Organizations

The College has many clubs and organizations that enable students to get involved. Clubs include those with an emphasis on academics, Communication, community service, entertainment, special interest and student government. In addition, honorary fraternities and social fraternities are available.

6.8.2.1 Campus Club Accounts

The College is committed to student involvement and self-management. Likewise, the College is also dedicated to high standards of fiscal responsibility for all revenues received and distributed by the College. Therefore, this policy is implemented with the intention of assisting student led clubs and organizations in the pursuit of their activities.

Clubs and organizations receiving funding through student association fees are required to utilize the services offered by the Business Office for accumulation and distribution of funds. All fundraising efforts can be acknowledged and separated from Student Assembly distributed funds to allow for building funds for larger projects. This would take place through two related accounts that are maintained in the name of the organization but administered individually.

All Student Assembly distributed funds must meet the following criteria (additional criteria developed by the Student Assembly may add limitations but cannot supersede these guidelines)

- Funds can be obtained in the form of a check request presented to the Business Office. This form is used to obtain a cash advance, reimbursement for expenses incurred, or request payment to a vendor. Check requests should be submitted at least 7-10 business days prior to the expressed need.

- Cash advance – Only one cash advance per organization is allowed at any given time. Once a cash advance is cleared (receipts & cash totaling the advance amount) another is possible.
- Reimburse for expense – Receipts are required. On the occasion that a receipt is lost a written statement can suffice but this cannot be a regular occurrence.

Charge to vendors – certain vendors accept purchase orders from the College for required purchases of materials and supplies and/or services. With proper planning, a club/organization or advisor may submit a purchase order to a vendor. Invoices will then be processed through the College's Accounts Payable department when received from the vendor.

6.8.2.2 Current Student Organizations

The following list identifies selected, recognized campus organizations.

Academic Emphasis

- Accounting Club
- Art Club
- Davis & Elkins College Student Nurses Association (DESNA)
- Debate Club
- Hospitality Club
- Student Education Association (SEA)
- STITCH
- POLIS
- Psychology Club

Communication

- *Aurora* – Campus literary magazine
- *The Senator* – College newspaper
- *The Senator* – College yearbook

Community Service

- Rotaract

Entertainment

- Campus Activities Board (CAB)

Honorary Societies

- **Chi Beta Phi**- National Science Honorary
- **Delta Alpha Pi** Students with Learning Disabilities
- **Kappa Delta Phi**- International Honor Society in Education
- **Sigma Alpha Pi** - National Society of Leadership and Success

Social Fraternity

- Alpha Sigma Phi
- Phi Omega Mu

- Sigma Phi Epsilon
- Zeta Kappa Xi

Special Interest

- Appalachian Dance & Music Club
- Baptist Campus Ministry
- Dance Club
- The Defenders
- Fellowship of Christian Athletes
- Fitness Center Club
- GreenWorks!
- International Student Organization
- Madden Center
- Otaku League
- Outdoor Adventure Club
- Paintball Club
- Student Athlete Advisory Committee (SAAC)
- Student Veterans Association (SVA)
- The Icehouse Club
- Taboo

Student Government

- Student Assembly

6.8.2.3 Student Assembly

The College Student Assembly is the representative body of the student body and is responsible for selecting students to serve on shared governance groups. Its composition and responsibilities are outlined in its Constitution and Bylaws, which is available on My D&E. The Student Assembly reports its advisory recommendations to the Vice President for Student Affairs.

6.8.2.4 Honorary Fraternities

Chi Beta Phi - National Science Honorary: Chi Beta Phi is a National Science Honorary whose goals are to encourage interest in mathematics and science and to recognize scholarly achievement. The Zeta Chapter at the College was founded in 1925. To be eligible for regular membership, a student must have completed a minimum of 20 hours in mathematics and the natural sciences with a 3.0 or higher GPA overall, as well as in mathematics and natural science courses.

Delta Alpha Pi - Local Chapter: Delta Alpha Pi recognizes students with disabilities for their academic achievements. Students must complete a minimum of 24 credits and earn an overall GPA of 3.1 on a 4.00 scale. Students must present a documented disability to Disability Services and demonstrate an interest in disability issues

Kappa Delta Pi - International Honor Society in Education: The mission of Kappa Delta Pi is to sustain an honored community of diverse educators by promoting excellence and advancing scholarship, leadership, and service. To be eligible for membership, a student must have at least 12 credit hours in education completed, a 3.0 or higher GPA overall, and be invited to join.

Psi Chi - National Honor Society in Psychology

Sigma Alpha Pi - National Society of Leadership and Success

Sigma Beta Delta - International Honor Society in Business, Management, and Administration: The purposes of Sigma Beta Delta are to encourage and recognize scholarship and promote aspirations toward personal and professional improvement. To be eligible for membership, a student must rank in the upper 20 percent of the junior or senior class and be invited to membership by the faculty officers.

6.8.2.5 Approval of New Student Organizations

Each student organization must have an advisor who is a faculty member or staff member and at least eight student body members to charter the organization. A New Student Organization request must be completed and submitted to the Student Assembly and then the Vice President for Student Affairs for approval. The following information must be included:

1. Proposed Constitution and Bylaws of the student organization;
2. A description of how the student organization would be beneficial to the student body and College community;
3. The names, addresses, contact numbers and emails of at least eight (8) dedicated members;
4. The name, position and work number of the advisor(s).

The Student Assembly will approve or reject the proposed Constitution and Bylaws of the student organization within one month after the proposal is submitted and reviewed. The decision must then be submitted for final approval by the Vice President for Student Affairs, who will notify the president of the student organization, in writing, of his or her decision regarding the request for recognition. The Vice President for Student Affairs' decision is binding and final for the semester in which the Constitution and Bylaws is submitted.

Student Organization Code of Conduct

All students and student organizations are subject to applicable College policies, including the Student Code of Conduct. Moreover, all organizational activities must be consistent with the organization's overall mission and goals. Violations may result in revocation of recognition by the College.

Discrimination

Membership must be nondiscriminatory. No club or organization may possess a title that makes use of words and/or symbols generally understood to be indicators of bias.

Hazing

The College opposes and will not tolerate any form of hazing by any student organization.

Apparel, Publicity, Logos and Publications

Logo approval from Communications and Marketing is required prior to ordering any apparel or publication of other printed materials. Student organization members must also be familiar with the College's Communications Standard Manual.

College Liability

The College shall not be liable for any loss, damage, injury, or other consequence resulting from weather or acts of nature or a student council or society participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law.

Advisors' Responsibilities

Recognized student organizations are required to have an advisor who is a faculty member or permanent full-time staff personnel. Advisors are an important asset to student organizations and can assist the group in obtaining its goal by providing support and leadership. Advisors must assume the following responsibilities:

1. Mentoring of students;
2. Meeting with the organization's officers, as needed;
3. Attending all events and trips;
4. Auditing finances;
5. Assisting with election concerns;
6. Discussing and approving goals, objectives, and mission statement;
7. Keeping members motivated.

Student Leadership Roles

The following is a list of criteria for holding a leadership office of a student organization:

1. Students may be nominated for or hold only one office within an organization and must meet the requirements as stated by the position description or constitutional requirements.
2. Officers must meet and maintain a minimum grade point average requirement of a semester grade point of 2.0 and a cumulative grade point of 2.2. Student organizations may require higher grade point averages for officers and membership.
3. Officers should not be involved in any disciplinary or academic suspensions. Should a suspension or dismissal occur, the student organization will designate another student to fill the existing position in accordance with its bylaws.

End of Year Report

The president of each student organization is responsible for the composition of an End of Year Report, which must be submitted annually to the Student Assembly and the Vice President for Student Affairs. This report must include:

- A recap of the events and fundraisers that were held during the year;
- A recent list of all members;
- An accounting of all revenue and expenses for the year;

- Preliminary plans for events and fundraising activities for the next school year;
- The name of the advisor.

6.8.3 Greek Life

All active members must maintain a minimum cumulative grade point average of 2.5. In addition, students interested in pledging must have minimum cumulative grade point average of 2.5 to receive a bid. “Pledges” must maintain a 2.5 grade point average at the end of the semester of pledging to be eligible for activation. Therefore, a current member/proposed new member in academic jeopardy is not permitted to participate in Greek activities until his or her grade point average is above a 2.5.

The College practices a “deferred joining” policy, which prohibits first-semester freshmen from pledging a Greek organization.

To be eligible, a potential new member must:

- Be a regularly enrolled, full-time student at the College;
- Have earned at least 12 college credits; and
- Have at least a 2.5 College G.P.A.

Commonly referred to as “rush,” fraternity and sorority recruitment activities and events occur both formally and informally throughout the year. Recruitment is an opportunity to learn more about each organization and to get to know the members, seeking out an organization that best fits your values, personality and interests.

In order to preserve the integrity of the first-year residence halls, first-year pledges will not be allowed to move into the fraternity/sorority hall until the beginning of the following academic year. Upperclassmen are allowed to join a chapter at any time provided they meet the eligibility requirements stated above.

No chapter, colony, student, or alumni shall conduct or condone hazing activities.

6.8.4 Student Role in College Governance

The governance system of the College promotes student participation in determining the academic and social policies of the College. As they weigh issues of student life and institutional direction, students prepare themselves to act responsibly as leaders in a democratic society. Students elect representatives to the Student Assembly, which has jurisdiction over student activities and organizations and manages an activities budget. Students meet twice yearly with the Board of Trustees to express opinions, ask questions, and discuss common concerns.

Appendix – Federal Drug Trafficking Sanctions

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	