

Eastern West Virginia Community & Technical College 2018 – 2019 Faculty Handbook



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MISSION STATEMENT

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

VISION STATEMENT

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

STATEMENT OF VALUES

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:

Opportunity

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessments improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

Integrity

- The College is open and honest in its relations with students, employees, and its partners. The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.

- The College models its commitment to diversity in all areas of its institutional life-students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

Partnerships

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

Continuous Improvement

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.
- The College procures and effectively applies technology to its operations and processes.

Institutional Overview

Eastern West Virginia Community & Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the Community and Technical College System of West Virginia and Higher Education Policy Commission. On July 1, 2001 Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, developmental studies, workforce development and community education. Graduates receive Associate in Applied Science degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates and Skills Sets.

Eastern is committed to providing services for the economic and cultural well-being of the residents in its six-county district. The College provides a full array of programs and services that address West Virginia's goals for post-secondary education. Programs and courses are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Central to the core of its mission, the College provides degrees, courses and workforce development programs to:

- Encourage citizens to pursue a life-time of learning
- Serve as instruments of economic development
- Meet the needs of employers

Eastern West Virginia Community & Technical College offers rigorous and relevant programs at the associate degree level. Each program includes a general education core satisfied by completion of courses in multiple disciplines, a concentration specific to the major and elective courses permitting the student to select coursework relevant to his or her career or educational goals. In addition to traditional college courses and classroom learning experiences, Eastern utilizes distance learning opportunities, interactive video and course brokering agreements with regionally accredited institutions to expand the learning opportunities for its students.

Discovery Centers in addition to the main campus are located throughout the service area. These discovery centers are operated as distance learning classrooms linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any location, enabling the instructor to maintain simultaneous two-way audio and video contact with students. This allows the College to provide more course offerings to all discovery centers, to better utilize its' natural resources and most importantly increase educational opportunities throughout its district.

Eastern West Virginia Community & Technical College operates discovery centers and regional centers in the following facilities in addition to the Main Campus.

- Eastern Technology Center
- Kenneth "Honey" Rubenstein Discovery Center
- Pendleton Discovery Center (Located at High School)
- Petersburg Discovery Center (Located at High School)
- Tucker Discover Center (Located at High School)
- WV School for Deaf and Blind

Accreditation Status

Eastern West Virginia Community and Technical College is accredited by:

The Higher Learning Commission

A Commission of the North Central Association

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Phone: 312.263.0456 or 800.621.7440

FAX: 312.263.7462

<https://hlcommission.org/>; info@hlcommission.org

General Education Philosophy

Central to Eastern's mission and vision is the College's commitment to the development of each student as a well-educated individual. Consequently, the college requires a general education core curriculum as an integral component of all degree programs. The general education curriculum is intended to provide all students, regardless of major, with knowledge and skills which serve as the foundation for lifelong learning, professional success and personal achievement. The general education program promotes the development of independent, critical and conceptual thinking skills and those skills necessary for effective communication. The general education curriculum demonstrates the College's commitment to provide appropriate and relevant education to enhance the growth and development of learners as they face the challenges of the 21st century.

General Education Goals

Students who have completed the general education requirements of an associate degree will exhibit improved competencies in the following:

Critical Thinking/Analytic Inquiry/Problem Solving Skills

Students will demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing by using multiple modalities of inquiry to collect information including organizing, evaluating, analyzing, and interpreting findings.

Oral and Written Communications

Students will communicate with precision, clarity, fluency, accuracy, and coherence through their reading, writing, and verbal communications.

Mathematical Skills and Reasoning

Students will demonstrate their abilities to think mathematically by applying mathematical concepts in problem-solving including estimation, computation, analysis, assimilation, application, transference and modeling strategies as appropriate for workforce skills and lifelong learning.

Workforce and Citizenship Skills/Ethical Reasoning

Students will demonstrate workforce and citizenship skills needed for professional success ethical reasoning, diversity awareness, civic engagement and steadfast participation in lifelong learning activities.

Note: Each degree and certificate program contains required general education courses. Students must select general education courses from the approved courses listed in the **General Education Courses and Designations (Page 53 of the college catalog)** and posted in the semester schedule of courses.

Faculty Appointments

Eastern West Virginia Community & Technical College employs faculty on a full-time or part-time (adjunct) basis. It is the primary goal of faculty to ensure that students attain competency in learner outcomes as stated in the College's curricula. They are responsible for the direct delivery of instruction and use a variety of teaching methods and modalities including traditional classrooms and distance learning environments. In addition to teaching, they are responsible for course level assessment and advisement of course performance and learner outcomes. The full-time faculty designs the College's curricula by serving on curriculum advisory committees and ensures the integrity of the curricula by performing assessment measures of programs. In order to build relationships necessary for the successful implementation of learner outcomes, full-time faculty also mentor adjunct faculty. Faculty serves invaluable roles in the implementation of Eastern's Mission.

Qualifications

Faculty is essential to Eastern's academic mission. Eastern selects the most qualified faculty available and commits to providing the resources and the support assuring academic integrity.

Precise qualifications vary among degrees, but normal minimum requirements are a master's degree with a minimum of 18 graduate credit hours in the subject matter for non-technical, transferable disciplines and a bachelor's degree and five years relevant work experience in the discipline for technical areas.

An adjunct faculty member is appointed to teach a particular course or courses, on a part-time basis for one or more terms. The College can, but is not required to renew such appointments for additional terms. The number of terms an adjunct faculty may be employed is unlimited. However, the total number of credit hours permitted per term is restricted to nine credit hours (See BP 3.16).

Additional materials necessary to process the part-time agreement may include:

- Δ Completed application form
- Δ Official transcripts of all College work (First-time appointment only)
- Δ W-2 form Internal Revenue Service
- Δ Employment Eligibility Verification (Form 1-9)
- Δ Employee Date Sheet
- Δ Faculty Agreement
- Δ Resume
- Δ Signed Drug Policy Form

New faculty should contact the Academic Services Program Coordinator for a pre-employment packet. Returning faculty should update employment files with transcripts, resumes, and other appropriate documentation in order to record any further education, certifications, and experience.

All assignments are contingent upon adequate enrollment, which is normally a minimum of ten (10) students. Once enrollment numbers have been verified by the office of academic services, the packet of material is sent to the human resources office for processing.

The Office of Academic Services schedules an orientation/development session for all faculty members at the beginning of each semester. This session provides faculty with an overview of the institution, its mission, goals, and policies. Information regarding College policies, procedures, assessment, library services, and tutoring services is also covered. Instructors are also trained to use the College's distance learning equipment. Special professional development sessions are scheduled at this time. Professional development topics have included distance learning, fair use practices and plagiarism, needs of adult learners and assessment of student achievement. All faculty members are expected to attend this orientation/development session. Recommendations for additional professional development activities may be provided to the Academic Division Chair.

Salary

Currently, the salary of adjunct faculty teaching courses in degree or certificate programs is determined by qualifications. Faculty with a bachelor's degree receive \$410 per credit hour; Faculty with a master's degree receive \$510 per credit hour; Faculty with a Doctoral degree receive \$610 per credit hour. As faculty continue their appointments with Eastern and accumulate teaching credits, the rate of pay increases per the approved adjunct faculty salary schedule.

Payment Dates

Adjunct employees are paid on a bi-weekly basis - eight (8) installments for the Fall semester during the months of (September, October, November, and December) and eight (8) installments for the Spring semester for the months of (February, March, April, and May). Summer courses are paid in four (4) installments during the months of (June, July, and August).

Faculty Absences

Faculty is required to meet all class sessions for the scheduled duration as part of their contract. Except for sudden illnesses and other emergencies, the instructor should arrange in advance for absences and notify the appropriate Academic Division Chair, as soon as possible, so appropriate arrangements may be made (Refer to Class Cancellation information below for more details regarding appropriate reporting processes). Faculty should also plan to fill out the Faculty Absence/Coverage Form and turn this in to their supervising Division Chair.

Class Cancellation

If circumstances arise which require the cancellation of a class session, it is the responsibility of the instructor to:

- Obtain permission from the Academic Division Chair for your area; Technologies faculty must contact the Division Chair for General Studies.
 - △ In the event that the initial point of contact is not available; you must contact the Academic Services Coordinator, or in her absence contact the College Receptionist or Dean of Teaching and Learning.
 - △ **Under no circumstances are you to leave a message on an answering machine. You must speak directly with one of the contact persons designated above.**

If permission to cancel the class session is granted, the instructor must individually contact each student in advance of the class session to inform him/her that class will not be held.

(Eastern recommends that instructors gather student contact information in the first meeting or create a phone tree.)

- △ In the event that you are unable to contact the students, make arrangements for student contact when talking with your Academic Division Chair or designee.

Under no circumstances are individual instructors authorized unilaterally to cancel any class session. Low student attendance is never considered a valid reason for canceling class. Those few students attending may have traveled a great distance under adverse conditions to attend the class session. The instructor should make every effort to conduct a meaningful academic session regardless of the number of students attending. **EACH CLASS SESSION IS TO BE HELD FOR THE COMPLETE DURATION--CLASSES SHOULD NOT BE DISMISSED EARLY.**

Changing Meeting Day and Time of Classes

If an instructor would like to change either the meeting day or time of a course, he or she must contact the appropriate Academic Division Chair before discussing the possibility with students. With the consent of the Dean of Teaching and Learning, the appropriate Academic Division Chair will make arrangements with the instructor. The Dean of Teaching and Learning is the ONLY person authorized to approve schedule changes. No instructor can change the time and day of course meetings without consulting with the Academic Division Chair and the permission of the Dean of Teaching and Learning.

Final Exams

Final examinations MUST be given during the designated exam week. (See academic calendar.)

Instructional Evaluations

The Faculty Instructional Evaluation Regulation (AR 3.4) defines the evaluation process and identifies evaluation materials included in faculty instructional evaluations. This process assesses the quality of faculty instructional performance and identifies areas for improvement. The instructional evaluation process is designed to provide meaningful feedback to the faculty, Academic Division Chair, and Dean of Teaching and Learning.

Summary of Process

The Faculty Evaluation Process consists of classroom observation analysis of instructional artifacts and a comprehensive evaluation (See attached Faculty Classroom Observation Form (Form A) and Syllabus Checklist (Form B). Evaluations will be conducted on a cyclical basis dependent upon the number of years affiliated in an instructional role with Eastern West Virginia Community & Technical College.

Evaluation Materials

Student Course Evaluations, Course Syllabus, Classroom Observations, student communications, student enrollment patterns and grade distributions, Faculty Survey and Faculty Portfolio.

Contents may include: instructor-generated course materials such as tests, assignments, instructional materials, etc.

Regulation Implementation:

1. Classroom observations are completed the first semester, the first semester a faculty member teaches. If recommendations are made for improvement, an observation will be completed the second semester they teach. The Classroom Observation Form (Form A) is used as the evaluation instrument for this observation. A summary of the observation evaluation is sent the faculty by the Division Chair or designee. Classroom observations will be conducted biannually thereafter providing the instructor achieves and maintains a satisfactory rating in all categories.
2. Faculty will develop a portfolio that includes samples of instructional documents for the Faculty Comprehensive Evaluation. The portfolio materials should provide evidence of academic quality and instructional integrity. Portfolio materials will be reviewed by the appropriate Division Chair and designee when involved in other parts of evaluation process. Faculty will submit artifacts prior to or at scheduled classroom observation. Examples: exams, PowerPoint presentations, supplemental materials, student projects)
3. Student Course Evaluations conducted on a semester basis for each course and section taught by the faculty member are included in the evaluation process. Only a composite of student responses and comments will be provided to the faculty member and included in the evaluation so as to maintain the anonymity of the students.
4. Course syllabi are evaluated for consistency with course description and outcomes, clarity of grading scale and process, course requirements and assignments and instructor contact information. The Division Chair or designee will complete the Syllabus Checklist (Form B) and request needed revisions and resubmission. A copy is kept in the faculty portfolio and on the shared file. The syllabi evaluations are completed at the time of each classroom observation and each initial offering of a course.
5. The comprehensive evaluation is conducted after the first two classroom observations, and continued biennially thereafter providing the instructor maintains a satisfactory rating in all categories of the comprehensive evaluation process. The Faculty Comprehensive Evaluation Form will be used as the evaluation instrument in this process (Form A).
6. A comprehensive evaluation session held with the faculty is conducted by the Division Chair designee (when involved in the classroom observations or other stages of the evaluation process).
7. The faculty member will receive a written copy of the evaluation by the end of the next academic term. The faculty will have the opportunity to respond to items addressed in the evaluation. A copy of the completed, signed evaluation (Form A) will be forwarded to the Human Resources Office. The documents will be retained by the Division Chair.

General Administration and Rules

Equal Opportunity, Non-Discrimination and Affirmative Action

The Eastern West Virginia Community & Technical College Board of Governors is committed to equal opportunity and non-discrimination for all employees, students, prospective students and applicants for employment. This commitment applies to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

The College concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and non-discrimination *"ensures and recommitts to open door access, the cornerstone of the community college mission. This fundamental commitment is critical to our democracy's cherished principle of equal opportunity for every individual and to the social and economic vitality of our nation."*

The College will take affirmative action measures to insure the continued entry of qualified minorities, women, veterans and the disabled, as defined by law, into the staff and student bodies.

NOTICE

Eastern West Virginia Community and Technical College Policy of Nondiscrimination

Eastern West Virginia Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual reference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability. The College neither affiliates knowingly with nor grants recognition to any individual group or organization having policies that discriminate on the basis of race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability as defined by applicable laws and regulations.

Eastern West Virginia Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42 and by section 504 Rehabilitation Act of 1973, not to deny admission on the basis of handicap; by 45 CFR 90, 91, not to discriminate on the basis of age; and by 45 CFR 86, Subpart C, Section 86. 21, not to deny admission on the basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color, or national origin. Eastern West Virginia Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), section 504, Rehabilitation Act of 1973, American with Disabilities act, and other applicable laws and regulations.

ADA Coordinator

Lacey Koontz
Monica Wilson
Learner Support Services
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

EEO Coordinator

Carlos Gutierrez
Human Resources Director
316 Eastern Drive
Moorefield, WV 26836
304-404-8000

Student Title IX Coordinator

Debra Backus
Dean of Teaching and Learning
316 Eastern Drive
Moorefield, WV 26836
304-434-8000

Degree Programs

Accounting
Administrative Support Technology
Associate in Arts
Associate in Science
Biology & Environmental Technology

Certificate Programs

Accounting
Administrative Support Technology
Allied Health Care
Biological & Environmental Technology
Business Management

Certification Programs

Certified Nursing Assistant
Dental Assisting
Industrial Equipment Maintenance
Medical Assistant
Microsoft ® Office Specialist

Degree Programs

Board of Governors
Business Management
Early Childhood Development
General Studies
Information Technology
Medical Assisting
Nursing
Paramedic
Technical Studies
Wind Energy Technology

Certificate Programs

Computer Application Specialist
Electromechanical Technology
Information Technology
Medical Assisting
Paraprofessional in Education
Technical Studies
Wind Energy Technology

Certification Programs

Pharmacy Technician
Phlebotomy Technician
Residential Care Specialist
Welding

General Admission Requirements for Eastern West Virginia and Technical College

Students seeking admission to EWWCTC as a degree seeking student must submit the following:
(Please see College Catalog for specific information)

- (1) Application for Admission
- (2) GED or HS Diploma or TASC Assessment
- (3) ACT/SAT/Accuplacer Scores
- (4) High School and/or College Transcripts

Some programs have limited enrollment and require additional requirements for admission. Please visit the website at www.easternwv.edu or call 304-434-8000 for further information.

Individuals with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Eastern West Virginia Community and Technical College's programs and courses is accessible to the handicapped and disabled. Instructors and students who have a disability that impairs their access to courses and programs should contact the Learner Support Services to assure access to appropriate resources.

Student Privacy (FERPA)

Students are guaranteed the right to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean of Teaching and Learning.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law

The College has designated as public, or "directory information," the following information: Student's name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

The College may release all or part of the directory information listed above. If a student does not wish to have public or "directory information" released, the student must notify the Dean of Student Access and Success in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until released by the student.

The College reserves the right to alter its practices in regard to the Family Educational Rights and Privacy Act, as this law is subject to modification and refinement by the U.S. Department of Education.

Sexual Harassment

It is the policy of the Eastern West Virginia Community & Technical College Board of Governors to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited. Immediate and appropriate corrective action shall be taken when sexual harassment is reported or becomes known.

Drug-Free Work Place and Drug-Free Schools and Communities

The Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989 set drug-free workplace standards to be followed by government contractors and recipients of federal funds. Eastern has implemented a policy against Drugs in the Workplace. Additionally, alcoholic beverages are prohibited in the building or on the grounds of the College. Alcoholic beverages will not be permitted by the College at any on-campus or off-campus College sponsored activities. Any employee or student violating these policies shall be subject to disciplinary action.

Suicide Prevention Policy

Eastern West Virginia Community & Technical College has implemented AR 4.4 Process for Dealing with Suicide: Prevention, Intervention, and Post-Intervention. (See Appendix N)

Tobacco Usage Policy

Per BP 6.10, Eastern West Virginia Community & Technical College is a tobacco-free environment. This includes but is not limited to smoking, chewing, and rubbing, and the use of electronic tobacco devices. Use of tobacco products is prohibited on all college-owned, leased or operated property, buildings, and vehicles. Faculty is expected to observe this policy and remind students of the tobacco-free environment.

Student Right-to-Know Act

In accordance with the Federal Student Right-to-Know regulations, all current and potential students may review the graduation rates for Eastern West Virginia Community & Technical College, which are published in the West Virginia Higher Education Report Card. The Report Card is available at the Higher Education Policy Commission website: www.wvhepc.edu (Access the "Resources" tab, select "Reports and Publications").

Computer Usage Policy

Access to computing resources is a privilege the College grants to its faculty, staff, and students. Access may also be granted to other individuals for purposes consistent with the mission of the College. Computing tools, including library resources or the telephone system are shared goods, essential to the instructional research and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used.

Use of Eastern's computing resources is for the purposes related to the College's mission of

education, research, and public service. Only those software packages authorized by the College may be installed or downloaded on College computers. Computers must be used for purposes related to student studies, instruction, duties as employees for official business, and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is prohibited. The College will not tolerate the use of a computer or Internet to hurt, harass, attack or harm other individuals, groups, organizations, or other entities, their actions or their work. Viewing, accessing, or transmitting pornographic material is strictly forbidden. Disabling virus protection programs is explicitly prohibited.

Computing resources should be used in accordance with the high ethical standards of the college community as described in the Code of Student Conduct and the Orientation Guide & Student Handbook. Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Eastern's computing resources may also be subject to prosecution by state and federal authorities. A copy of the institution's policy on computer usage is available on the College web site (BP 6.5) or a copy may be obtained from the Technology Services Office.

Incident Weather and Emergency Situation Policy

It is the intent of Eastern to close facilities or cancel classes only in extreme emergency situations. Closure may be for the entire institution, one or more discovery centers or a single facility. When these situations occur, students, employees, and the general public are encouraged to visit Eastern's homepage at www.easternwv.edu or listen to/watch news media in the county at which their classes/events/meetings are held for cancellation information. In the event that an off-campus instructional facility (i.e. high school, vocational schools, etc.) is closed, Eastern's classes in that facility will be cancelled. In instances when one county has severe weather and another county does not, classes can be videotaped and instructors are required to make contact either via email or phone with students to ensure that they will not be penalized due to the cancellation at their location. When classes are canceled, faculty members are required to cover instructional material through alternative methods.

In the event of an emergency situations, students, employees and the general public can obtain cancellation information by calling the College at 304.434.8000 and selecting extension *9555 for school information, or by checking the college website or Eastern's Facebook page:

www.easternwv.edu

www.cancellations.com

Eastern's Facebook page: <https://www.facebook.com/pages/Eastern-West-Virginia-Community-and-Technical-College/164590374481> Friend or like the College for updated information.

Eastern's Instant Messenger Service

Eastern uses CampusCast, a special service to let students know if schools are closed or on a delay. You may receive a message through this service to the telephone number on record at Eastern. For more information, you can visit <http://highgroundssolutions.com/campuscast-alert/>

Eastern's School Information Extension - 9399

When in doubt, you may also call Eastern's main telephone number, 304.434.8000 and listen to the

prompts to reach School Information. You will hear a message on this extensions stating if Eastern is closed, on a delay or operating on normal schedule. The following news media will be contacted to announce information on closures or cancellations in affected areas:

On the web cancellation information is available at www.easternwv.edu or www.cancellations.com. Discovery Centers follow their respective county school system. School system postings can be found on the web at: <http://wvde.state.wv.us/closings/county/all>. In the event of inclement weather it is also possible to receive closing information by tuning in to the following sources:

WVPR	WV Public Radio
WHSV-TV3	Harrisonburg, VA www.whsv.com
WUSATV	Washington, DC
WDNE 1240AM	Elkins, WV
WELD AM/FM	Fisher, WV
WELK/WBTQ FM	Elkins, WV
WHAGTV	Hagerstown, MD
WINCAM/FM	Winchester, VA
WKCYAM/FM	Harrisonburg, VA
WQWVFM	Petersburg, WV
WJJB FM	Cumberland, MD
WFRB FM	Frostburg, MD
WQZKFM	Keyser, WV
WBOYTV	Clarksburg, WV
WKHJ Radio	Loch Lynn, MD
WKGOFM	Cumberland, MD

Food and Drink

Food and drink items are to be confined to appropriate lounge areas at each site. These items are not permitted in any classroom or laboratory. Only bottled water is permitted in the classroom.

Children in Classrooms

Children are not to be permitted in any classroom or laboratory. (See APPENDIX O)

Intellectual Property, Copyright and Fair Use Regulation

Eastern supports the development and dissemination of intellectual property to enhance and support teaching and learning. Eastern adheres to established U.S. government regulations regarding intellectual property, copyright and fair use practices and expects all college employees (faculty and staff) and students to adhere to these standards. A copy of the Intellectual Property, Copyright and Fair Use Policy (BP 3.20) is provided in Appendix B.

Classroom Learning Environment

Eastern promotes a classroom learning environment that encourages positive attitudes and the philosophy that is necessary to sustain student involvement in learning. All students attending Eastern have been given a handbook containing the "Student Code of Conduct". It is the

responsibility of the instructor to ensure the classroom climate upholds this code.

Instructional Resources

Adjunct Faculty Work Areas

Eastern provides workrooms where adjunct faculty can meet with students, telephone students, and prepare for classroom projects. These areas contain computers, Internet connections, printers, and telephones. Adjunct faculty can obtain additional office supplies, including software programs, from the appropriate Academic Division Chair. Lockers are also available for faculty use.

Computers and Computer Usage

Computer access is available to all faculty members at all sites. Adjunct faculty should contact the IT Department at 434-8000, ext. 9240 to obtain computer access as well as access to their Eastern email account for use related to instruction at the college. This email account can be accessed either on campus or at home through the Internet.

Textbooks

Textbooks for each course offered by Eastern are chosen by full-time faculty members or the Academic Division Chairs. The primary text chosen must be used by all instructors teaching the course; if a supplemental text is listed, it may be used in addition to the primary text. While faculty may introduce material from other texts, they cannot require students to buy any texts that do not appear on the College textbook list. Textbooks are a very important part of the educational experience for our students, and are not optional: The text must be used; no substitutions or exceptions to the use of the designated textbooks are allowed. The deadline for textbook selection per Textbook policy BP 7.13 is March 15 for Summer/Fall semesters, and October 15 for Spring Semesters.

Textbook Desk Copies

Eastern partners with the West Virginia Northern Community College and Barnes and Noble (<http://wvnccl.bncollege.com>) as the college's bookstore; Faculty may access their course materials including desk or teacher copies of textbooks by visiting this website and clicking the "Faculty Resources" tab and signing up for an online faculty account through Faculty Enlight to be granted access to test banks and other electronic materials. For assistance, please contact the appropriate Academic Division Chair or the Program Coordinator for Academic Services.

Instructional Supplies/Duplication Services

Purchase authorization for special instructional supplies should be obtained from the appropriate Academic Division Chair or the Dean of Teaching and Learning. The College operates with planned budgets and must follow state purchasing procedures. Specialized supplies, such as lab materials, need to be ordered in advance. Copier codes are issued for each division and a list is posted beside the copier. For assistance, please see the Academic Services Coordinator.

Using Blackboard in the Classroom/Online Instruction

Faculty members who want to use Blackboard for the first time are required to attend an in-house orientation session at Eastern. Please contact Seyed Mirkhani, Eastern's Academic Division Chair, ext. 9259, for more information regarding training. The college strongly encourages the faculty to utilize Blackboard in face-to-face classes.

Use of College Equipment

Most classrooms are equipped with common audio-visual equipment such as computers, VCRs, and document cameras. Audio-visual equipment is available for faculty to check out. An On-campus Use of Equipment Form, which can be obtained from the IT Department, ext. 9240, should be filled out at least five workdays prior to use. Because of a limited supply of these materials available, it is in the best interest of faculty to schedule their use early.

Test Proctoring and Make-Up Testing

Eastern provides test proctoring to assist students and faculty in the event that a make-up test must be administered. Scheduling of test sessions assures that appropriate supervision and access to instructor defined resources is available for each make-up testing session. The following process has been implemented to assure the academic integrity of the make-up testing. Make-up Test Forms are available from the Academic Services Program Coordinator, Evening Coordinator (Main Campus) or the Discovery Center Advisor. For assistance, contact the Academic Services Program Coordinator at 434-8000, ext. 9262 or ann.degnan@easternwv.edu.

1. The instructor completes the test proctoring form (See Appendix D for a copy of the make-up test form). The instructor places the make-up test form and the test/tests including the test administration instructions in a confidential file (see attachment) for the assigned proctor. The file is located in the Academic Services Program Coordinator's office.
2. The student must contact the Academic Services Program Coordinator to schedule an appointment. The Academic Services Program Coordinator will record the testing date on the Testing Room calendar. This calendar is accessible by all staff. If the student is unable to take the test during the allotted timeframe, (Thursdays 5 to 9 p.m. and Fridays 1 to 5 p.m.) the student will be referred to the appropriate Academic Division Chair for further assistance.
3. The completed test is returned to the instructor via secure mailing by the Academic Services Program Coordinator.
4. The make-up exam must be scheduled to be completed prior to the end of the testing window selected. Testing window timeframes are not flexible. If the student is unable to make the allotted test times, the student are referred to the appropriate Division Chair.
5. Instructors that are unable to adhere to the make-up test process must contact their Academic Division Chair for assistance.
6. No make-up exams are given the week of finals.

Student Expectations and Grading

Academic Schedule

Courses in both college transfer and career programs are offered on a two-semester basis (fall and spring), 16 weeks in length and a summer term. The fall semester begins in late August and runs through December. The spring semester begins in January and runs through May. The summer term may vary in length but most often is scheduled for 8-10 weeks. Summer class periods are extended to meet course requirements. In an effort to meet various student needs, classes are scheduled from 8:00 a.m. until 10:00 p.m., Monday through Saturday. Course schedules may be obtained at the Admissions and Registration area at the Main Campus or nearest Discovery Center. Limited course offerings are scheduled during the summer. Updates

are posted to the Eastern website: www.easternwv.edu

Auditing Courses

Students interested in enrolling for a course and not receiving a grade may audit the class. Students must indicate a desire to "audit" when registering for the course. When auditing a course, the student pays the full tuition and fees for the course, receives instruction and participates in classroom activities but does not receive a grade. During the fall and spring semesters, a class may be changed from audit to credit and vice versa within the first two weeks of the official starting date of the class. This change must be made in the Admissions and Registration area at the Main Campus. If during the third or fourth week the student elects to change from audit to credit or vice versa, the instructor's written permission must be secured on the proper forms available in the Admissions and Registration area at the Main Campus or nearest Discovery Center. For courses taught in nontraditional enrollment periods, the length of time is prorated. Audited coursework is not eligible for Title IV financial aidfunds.

Add/Drop Period and Dropping or Adding Courses

Students may add or drop courses without receiving a "W" on their transcripts through the first week of classes (Drop/Add period). The drop/add period is prorated for classes that are less than full term. The College publishes dates when classes may be added or dropped in the schedule and on the college web site. The add/drop form may be obtained from the Admissions and Registration area at the Main Campus or nearest Discovery Center. Students should discuss the decision to drop a course with the instructor or an advisor prior to submitting forms. Classes dropped during the add/drop period will not appear on the final grade reports. After the drop/add period, students may not add a class without obtaining special permission from the instructor, Academic Division Chair and the Dean of Teaching and Learning. Courses dropped after the drop/add period will be reflected on the student's records as a "W." A student may not add a class simply by attending nor can a student drop a class by ceasing to attend class. Students must properly complete all necessary forms and steps in the add/drop procedure. Failure to do so may adversely affect grades and/or financial aid eligibility. Students should be aware that changes in schedules resulting in more or fewer total credit hours may affect tuition and fees, financial aid and veterans' benefits. Eastern reserves the right to alter published schedules of courses. All courses must have sufficient enrollment to be offered. If courses needed to graduate are not offered or are canceled, students should contact their advisor.

Withdrawal from Individual Courses or the College

Students who find it necessary to withdraw from a class or the College after the add/drop period must obtain a withdrawal form from the Admissions and Registration area at the Main Campus or nearest Discovery Center. To withdraw from courses prior to the final drop date, students must complete the drop/add form and submit it to the Admissions and Registration Area of the Main Campus. Before completely withdrawing from College, a student should also meet with their Academic Advisor or the Dean of Student Access & Success. Students can withdraw from a course on or before the completion of 73% of the semester. The last day to withdraw in a semester is published in the academic calendar printed in the class schedule. Academic courses fewer than 15 weeks in length have withdrawal dates prorated to the actual course ending dates. Students should be aware of any variance in the length of their classes and check with the Admissions and Registration area at the Main Campus or nearest Discovery Center Office for official withdrawal deadlines.

Students withdrawing during this time period will receive a grade of "W." The student is responsible for knowing his or her last day to withdraw from courses. After the last day to withdraw students will not be permitted to drop the course and will receive the final grade awarded by the instructor. Failure to complete the withdrawal process can result in receiving a grade of "F" or "UF" in all courses for which the student has registered.

In the event that a student drops a course that serves as a co-requisite for other classes, the student will also be required to drop the courses that require the co-requisite. See the College Catalog course description to identify courses with co-requisites.

Class Attendance

Attendance and participation in classroom activities are critical components in a college learning environment. The faculty establishes attendance policies for classes they teach. Because classes vary with regard to requirements and instructional activities, attendance policies may vary for each class. Students should be certain to understand attendance policies presented in the course syllabi for each class. Students are expected to discuss attendance problems with the instructor before absences occur, if possible, or as soon as possible after absences.

Academic Expectations of Students

The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of institution. It is the student's responsibility to fulfill course, degree or certificate requirements and to know and meet the criteria for satisfactory academic progress and completion of the program.

Once the individual becomes a "student," (s)he is expected:

- a) To be willing to seek instruction for self-assessment and preparedness in the following skills:
 1. Reading and Writing
 2. Math and Science
 3. Study and Testing

- b) To know and meet each instructor's subject criteria by:
 1. Listening and following directives;
 2. Reading all materials; and
 3. Meeting all required assignments.

- c) To behave in a mature and responsible way, not in a distractive or disruptive fashion, while present in all academic settings (classes, labs, clinic, and/or related activities).

- d) To strive for continuous academic progress by:
 1. Improving the quality of own work; and
 2. Monitoring own grade averages.

- e) To continue monitoring program requirements by:
 1. Checking one's own status and
 2. Checking one's own program requirements for possible changes.

- f) All students enrolling in certificate and associate degree programs are expected to participate in institutional, program, course and/or services assessment activities. This participation will most often be in the form of tests to determine the degree of student academic achievement within basic skills, the general education core curriculum, or the academic major. As part of the academic calendar, "testing days" will be established during which students will be required to participate in these assessment activities. Participation is an expectation of students as a condition of their continuation in the academic program of study and as a prerequisite to graduation. Assessment activities include, but are not limited to, entrance assessment for course placement, midpoint assessment to determine academic progress, and exit assessment prior to program completion and graduation.
- g) To be aware of, and formulate as quickly as possible, personal and/or professional goals by
 - 1. Checking own qualifications for desired job;
 - 2. Checking requirements for desired job;
 - 3. Monitoring transfer requirements and own status; and
 - 4. Reviewing goals for personal satisfaction.
- h) To be aware of all College policies pertaining to student rights and responsibilities by:
 - 1. Reading all College related materials (catalog, schedules, notices, and/or general information; and
 - 2. Questioning personnel employed by the College.
- i) To seek help from College personnel for assistance when faced with a problem of any size.

Students should know that if they ignore the responsibilities expected of them, the results may be failure to achieve educational goals.

Academic Honesty/Plagiarism

(Excerpt from Academic Rights and Responsibilities of Students, Student Handbook)

Purpose

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any kind that which is wholly or part created by another; securing and/or distributing all or any part of examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record.

Responsibilities and Procedures

When an instructor observes academic dishonesty on the part of a student, the case shall be handled in accordance with the following procedures:

1. The instructor has the authority to give the student a grade of "F" on the assignment involved in the academic dishonesty, or a grade of "F" in the course in which the offense occurred.
2. The instructor shall submit to the Dean of Teaching and Learning, within three (3) days

from the time the offense occurred, a written report stating the facts of the case and the action taken by the instructor along with any physical evidence.

3. Any student who considers herself unfairly treated may utilize the student grievance procedure designed for this purpose. The Dean of Teaching and Learning will provide all physical evidence to the chairperson of the grievance committee if a committee is called to meet.
4. For subsequent offenses on the part of the student, in addition to being given a grade of "F" in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the Dean of Teaching and Learning following a judicial hearing.
5. A student who has been given a grade of "F" by an instructor under the College's policy on academic dishonesty is not permitted to withdraw from the course with a grade of "W" after academic dishonesty procedures have been initiated by the instructor without approval by the instructor.

Academic Grading Policy

Eastern uses a letter grade system to indicate the quality of coursework performed by students. The following marks are designated for use. Definitions and quality points, where appropriate, are shown:

Grade	Description	Quality Points
A	Superior	4 per semester
B	Good	3 per semester
C	Average	2 per semester
D	Below Average	1 per semester
F	Failure	0 (included in GPA)
UF***	Unearned F	0 (included in GPA)
W	Withdrawal	0
I	Incomplete	0
CR**	Credit	0
NC**	No Credit	No Quality Points
AU	Audit	No Quality Points

The grade point average is computed of all courses for which a student has registered with the exception of courses with grades for "W", "I", "CR", "NC", "AU", "RC", or courses repeated (see "D and F" rule). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted. To compute the overall grade point average, add all quality points and divide by the number of hours attempted. Course in which grades of "W", "I", "NC", "RC", or "AU" have been given are omitted from the computation. Please note: Grades of "F" and "UF" are calculated in the computation of the grade point average. For additional information, see the Orientation Guide & Student Handbook and eastern Regulation, AR 4.3, Grading and Grade Point Average Regulation

Incomplete Grade

An incomplete (I) is assigned when a student is absent from several class sessions or the final exam due to illness or other reasons considered beyond the student's control. The student must complete the requirements for the course in which the "I" grade is received within the next full

semester or the "I" grade will automatically be changed to a grade of "F". The student does not re-register for the class for which he/she is completing the requirements having the "I" grade. When the course work is satisfactorily completed, the final grade is submitted by the instructor to the Dean of Student Access and Success.

An In Progress (I) Grade Form must be submitted with the final grade report. Any assignments, quizzes or tests to be completed should be submitted with the form. Faculty should speak with the Dean of Student Access and Success there when an incomplete becomes necessary.

Grade Changes

The instructor must complete a grade change form whenever it is necessary to change a grade after submitting a final grade report to the Records Office. This must be completed no later than the end of the following semester. The instructor for the course in question is the only individual who may complete and submit a grade change form.

Grade Appeals

Faculty is responsible for assigning grades and for informing students of the objective criteria on which final grades are assigned. However, a student may dispute a final grade that he or she feels is unfair. Most student disagreements regarding final course grades are resolved informally between the student and faculty member. In the event that such resolution is not feasible, the Final Grade Appeal Process provides the student with an opportunity to appeal a final course grade through a fair and well defined process. The entire grade appeal process focuses on fairness and due process for both students and faculty.

The student is responsible for initiating the grade appeal process and must be prepared to present all supporting documentation. In the grade appeal process, the student has the burden of proof in establishing good cause for changing a final grade. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed. Detailed guidelines and procedures are available in Appendix E.

Repetition of Courses

In accordance with the WVCCTCE (www.wvctcs.org) Procedural Rule No. 22 dated January 12, 2006, any student who earns a grade of "D" or "F" in any course taken no later than the semester or summer term during which the 60th semester hour was attempted may repeat that course under the following provisions:

- If the student repeats this course prior to the receipt of the degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the grade point average. The original grade shall not be deleted from the student transcript.
- Students may repeat a course for credit in which a grade of "C" or higher is received. All grades will be calculated in the grade point average.
- Any course that is repeated when the original grade was not earned during the first 60 hours will be included in the computation of the grade point average, quality points and hours earned. The original grade will not be deleted from the grade point average.
- Credit hours from repeated courses can only be applied once toward completion of degree requirements.

Academic Honors: Students achieving academic success are recognized each semester by three distinctions. These are:

Merit List: For students who earn at least six (6) semester hours in credit classes including developmental classes and have a semester grade point average of 3.25 or higher.

Dean's List: For students who earn at least nine (9) semester hours in credit classes excluding developmental classes (courses numbered below 100, except ENL 100, MTH 100, MTH 101, and MTH 103 in the Catalog) and have a semester grade point average of 3.5 or higher.

President's List: For students who earn at least 12 semester hours in credit classes excluding developmental classes (courses numbered below 100, except ENL 100, MTH 100, MTH 101, and MTH 103 in the Catalog) and have a semester grade point average of 4.0.

Graduation Honors: Graduates with a cumulative grade point average of 3.5 or higher are designated as honor students at the graduation ceremonies. Graduates with accumulative grade point average of 4.0 are designated as students with highest honors at the graduation ceremonies.

Class Lists

Faculty will receive a draft of the initial class list one week prior to classes beginning. The official class list is sent to faculty the day after the last date to add a class (See Academic Calendar). Eastern policy states that a student that has not attended (or logged on for online classes) during the first two weeks of class will be dropped from that class. Please review your attendance record against the class list. If the names on the list match exactly the students that have been attending your class and all of those students have attended at least one class you will only need to sign the bottom of the list and return it to the records office. Students attending your class (or logged on for online classes) whose name does not appear on the class list should not be allowed to continue attending class unless they can show proof-properly completed registration or change of schedule (add/drop) form that they are registered in the class. If there are any questions, have the student contact the records office to check their registration. A class list for every course needs to be returned with the instructor's signature.

Mid-Term Grades

Mid-term process is an important tool in student success. During the 7th week of the semester (see academic calendar), you will receive a mid-term grade report from the Dean of Student Access and Success. Faculty will enter a grade for EACH student on the grade report. The College's Learner Support Services Department will contact all students receiving a grade of D or F at mid-term. Please reference the mid-term letter on page 54.

Final Grade Reports

Final grade reports must be submitted by the deadlines (See Academic Calendar). The final grade reports must be submitted by the deadlines to the appropriate Division Chair. The only acceptable grades are "A", "B", "C", "D", "F", "UF", "P", "R", "I". "RC", "NC" and "CR, or "P" and "R" grades may be used for designated courses only. If recording "I" grades, faculty should follow the In Progress (I) Grade procedure. Faculty is not permitted to record a "W" on the final grade report.

The faculty should sign the final grade report and retain a copy for their records. For faculty located off-campus, a fax or e-mail will be acceptable until the original arrives via regular mail. Please reference the final grade report letter on page 55.

Learner Support Services

Eastern is committed to providing a full range of advising, counseling, tutorial and other services to support the academic, career and personal progress of students.

Academic Advising and the College Catalog

Academic advising is provided for all students. Academic advisors help students assess their educational goals, interpret test scores, select classes, plan a schedule and interpret College policies. Academic advising is available to students throughout the year. To assess their progress, students meet with an advisor before each registration to select classes and develop a schedule. Many courses have prerequisites; therefore, students should carefully read the course descriptions in the back of this catalog. The College Catalog is an essential advising tool. It is the responsibility of each student to become thoroughly familiar with the Catalog in order to be certain that all requirements are being met.

Assistance for Students with Disabilities

Eastern provides support services for qualified students with disabilities. The College's Learner Support Services Department works with faculty and staff, as well as a number of community agencies, to arrange for assistance in obtaining appropriate accommodation. The College is committed to providing reasonable accommodations within the scope of the College's programs and resources to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Students with disabilities are required to provide documentation of their disability to the College's Learner Support Services Department in order to arrange for appropriate accommodations. Additional information is available in the College Catalog. For questions regarding services for students with disabilities, contact the College's Learner Support Services Department.

Tutoring & Coaching

Eastern WV CTC wants to make sure students have everything they need to be successful. We are now offering FREE access to online tutoring services through Tutor.com. Tutors are available 24/7 to help students better understand concepts in subjects areas like Math, Science, English and Writing Help, History, Business, and Computer Applications (Word and Excel). Take advantage of this service anytime, students can access his/her personalized account by following these simple steps:

1. Go to tutor.com/easternwv
2. Create an account using student email address
(ex. FirstNameLastName@student.easternwv.edu)
3. Student will receive an email with a link to verify his/her account.

If this is the students first time using tutor.com and he/she wants to know how it works, use this quick video to get started: "[Tutor.com - 'How It Works' Video](#)"

Eastern Students can be provided up to 20 hours of free tutoring services per semester. To be eligible for tutoring services, you must continue to attend class and complete class assignments.

Need assistance logging onto tutor.com, searching out career options, or just need a listening ear, see one of our Work Study Student Success Coaches in the Learning Lab during posted hours.

If you need additional assistance or other times, see Learner Support Services and request assistance with your coursework. Ask for help early if you need it; don't wait until it's too late.

Adult Education Services

The following services are available through the Adult Education Department:

- Preparation for the TASC High School Equivalency exam
- Pre-TASC prep (basic reading, math, and language/writing) to prepare for TASC-level studies
- College/post-secondary education prep. (prepares students to score college-level on Accuplacer & helps students be successful in their college studies)
- FREE math tutoring for students at Eastern (many students need one-on-one tutoring, which we will provide around the students' schedules)
- Day & evening classes
- Career Readiness (assistance with resumes, job applications, cover letters, interviewing; career exploration)
- Digital Literacy (digital certificates)
- Financial Management (learning how to budget)
- fastTRACKS (short 8-12 week courses targeting particular career path)
- ESL/ESO/ELL Classes in Hardy County sponsored by RESA8
- Online studies using one of our many quality programs (TASC Academy, Edgenuity, WIN, Computer Essentials, Burlington English)
- Certifications in Work Ethics and Customer Service

For more information, please contact:

Vera Shockey, WV Adult Education Instructor, Hardy County, (304) 434-8000 ext. *9234

Library Services

Eastern is committed to supporting the college's mission as a state-supported institution of learning by providing convenient, effective access to high quality library services. In keeping with this mission, Eastern provides the following library services:

Electronic Database: Eastern offers InfoTrac, which provides 24/7 access to over 20 million full text articles on a broad range of fields and subjects from nearly 6,000 scholarly and popular periodicals. This database is only available on college networked computers.

Interlibrary Loan: Eastern provides interlibrary loan services to all students through local public libraries and Southern West Virginia Community and Technical College (Southern). Simply click on the Library Services link on the left side of Eastern's homepage (www.easternwv.edu) and follow the Library Services links for directions. Faculty and students may also contact Southern's Director of Libraries for consultation and assistance with library resources. Contact Kim Maynard, Director of Libraries at 304-896-7345 or email kimberly.maynard@southernwv.edu.

Veterans' Services – Veterans' Benefits

Students who have served in the Armed Forces can receive veterans' benefits. Also eligible are dependents and spouses of veterans whose death or permanent and total disability was service connected. Eligibility extends to persons who, on or after July 1, 1985, have enlisted, reenlisted or extended enlistment in the Selected Reserve for six years or more and meet other criteria. Eligible students who attend classes on at least a part-time basis will receive a monthly assistance allowance. To determine eligibility, contact the Director of Financial Aid. Veterans who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit. A DD214 must be presented to verify awarding of credit. To determine eligibility, contact the Dean of Student Access and Success. Eastern has been approved as a military friendly college by Military Online College, Military Friendly Colleges and Universities. Information is available at www.militaryonlinecollege.org.
Procedures for Obtaining Veterans' Educational Assistance

Veterans wishing to enroll at the College should contact the Dean of Student Access and Success to initiate enrollment certification procedures. If eligible, students can be certified before enrollment in order to expedite receiving the first benefit check. Certification should be requested on the day of registration, students should anticipate a delay of 6 to 10 weeks before receiving the first benefit check. All information on benefits and questions regarding procedures for certification should be directed to the Dean of Student Access and Success. The educational allowance is not payable for eligible individuals who are on active duty and have their education paid for by the Armed Forces or the Department of Health and Human Services (for Public Health Services duty) or are federal employees receiving full salary with course tuition paid by the Government Employees Training Act.

Bookstore Information

Eastern has partnered with WV Northern Community and Technical College Bookstore to provide students with access to bookstore services. Eastern WVCTC and WV Northern CTC will provide a virtual bookstore by using Barnes and Noble. The online bookstore is available www.easternwv.edu; click on the Bookstore link on Eastern's Home Page. The bookstore service provides parents and students with sufficient time to purchase books and have them shipped for the first day of classes. Orders can be placed on the Internet and via phone. Payment options include financial aid, credit card, debit card, personal checks and money order. The bookstore and inventory will remain available throughout the school year to accommodate new students and those who need replacement copies.

STANDARDS OF PROGRESS FOR FEDERAL FINANCIAL AID RECIPIENTS POLICY
EFFECTIVE JULY 1, 2011
Revised May 23, 2016

Purpose

In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and be making progress toward a degree.

The standards that are set forth here are stricter than the institutions standards of progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to continue to attend Eastern.

Policy

A. Cumulative Grade Point Average

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)
 - a. All courses transferred from other institutions will be included in this cumulative GPA.
 - b. Courses for which a grade of incomplete is received will not be included in GPA.
 - c. Courses from which a student withdraws during a semester will not be included in GPA.
 - d. Repeated courses for which a student issues a request for grade replacement will include only the replacement grade in the GPA calculation. Repeated courses for which no request for grade replacement is completed will be included in the GPA calculation along with the original grade received for the course.
2. Cumulative grade point average will be reviewed at the end of each semester.

B. Pace of Progression (Completion)

1. A student receiving federal aid must complete at a minimum 67% of all courses attempted, cumulatively. (Withdrawal, academic forgiveness, incomplete, repeated and non-credit remedial hours are counted for the calculation of hours attempted and GPA.)
 - a. All courses transferred from other institutions will be included in this completion ratio calculation.
 - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
 - c. Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
 - d. In **cases** of repeated courses, a student may continue to repeat a failed course and receive Financial Aid until it is passed.
 - e. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
 - i. **Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - ii. **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.
2. Pace of progression will be reviewed at the end of each semester. The calculation is as follows:

Pace Rate (Completion) = Total EARNED Credit Hours + Total ATTEMPTED Credit Hours

NOTE: The first time a student is not meeting the above SAP requirements, the student is placed on Financial Aid Warning. After one warning, if a student does not meet SAP again, they are not eligible for financial aid unless they submit an appeal with a degree evaluation and it is approved. If approved, **the student is placed on Financial Aid Probation (and will have to complete an academic plan). If denied, the student will have to pay for classes on their OWN until meeting SAP requirements again. (see appeal form for additional guidelines)**

**Institutional Standards of Academic Progress is separate and will have its own requirements and notifications.

C. Program Completion

1. Students are given 150% of the hours required for graduation in their particular program for completion.
2. All courses taken will be included in this calculation.
 - a. All courses transferred from other institutions will be included in this completion ratio calculation.
 - b. Courses for which an incomplete is received will be included as attempted, but unearned hours.
 - c. Courses from which a student withdraws during a semester will be included as attempted, but unearned hours.
 - d. A student is eligible to receive Financial Aid for one repeat when repeating a previously passed course to obtain a higher grade.
 - i. **Allowable:** Repeated coursework may be included when determining enrollment status in a term-based program if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade.
 - ii. **Not permissible:** A student enrolls in four classes in the fall semester and passes only three of them; the institution requires the student to retake the failed class and also the other three classes because of failing the one class. When the student repeats all four classes in the spring semester, the failed class would be included in the student's enrollment status, but the three classes passed would not be.
3. Dual Degree Students: As long as each of the programs the student is completing is a Title IV-eligible program, the student may receive Title IV aid for each program. If the student completes the degree requirements of both programs at the same time, the student can receive aid from all of the Title IV programs until completion. However, if the student completes requirements for graduation for one program then the student is no longer eligible to receive Title IV Funds for that program.
 - a. If the student is enrolled in both degree programs then the FA Office will check the total number of hours needed for the combined programs and make certain that the student has not exceeded 150% for the combined hours in both programs. The FA Office will make certain that the student is not counted twice for any courses, such as English, that may be required for both programs.
 - b. Dual degrees must be listed in the student record prior to the beginning of the semester. Both programs should be listed in the College's Student System under SGASTDN. The student must complete a change of information form to add and/or change programs.
 - c. Students may only receive aid for hours that pertain to the dual degrees, as listed in their student record.

AA/AS/AAS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours **(60 X 150%)**

Certificate (CP) Programs: Total credit hours required are 30, the maximum time frame is 45 attempted hours **(30 X 150%)**

Students receiving financial aid will be reviewed at the end of each semester for the 150% rule, and notified by the Financial Aid Office if they are exceeded or will exceed the maximum time frame to complete their program. An appeal and degree evaluation is required to continue receiving financial aid. (This is different than the appeal for SAP requirements for A and B above)

If an appeal is required, students must complete the following:

1. Review Degree Evaluation for required classes still needed to complete their degree/certificate.

2. Review degree evaluation with advisor to pick (at minimum) the next semester of classes (submitted on the financial aid academic plan worksheet).
3. Submit the completed financial aid SAP appeal form (if required also) and academic plan worksheet, with a copy of the degree evaluation, to the financial aid office before the beginning of the semester.
4. If a student has met all requirements to receive a degree in his or her stated major, the student must apply for graduation. Change of major is not an option. Refusal to graduate in the intended major will result in financial aid suspension.
5. Students who have exceeded maximum hours are limited to 2 major changes. Students are permitted to change majors at any time; however, this may result in financial aid suspension. Students and their advisors will then be notified through their EASTERN e-mail of their academic plan decision and any credit hour/course limitations with the decisions.

D. Status of Non-Compliance

1. **Warning Status**

a. Warning status may be granted to students with extenuating circumstances (i.e.: A student who was forced to withdraw due to an accident or illness. Appropriate documentation must be provided.).

2. **Probation Status**

b. Probation status is granted to students who have successfully appealed. Students can receive aid during their probationary period after signing and submitting a financial aid appeal Contract to the Financial Aid Office.

3. **Suspension Status**

c. Students are placed on financial aid suspension status after one semester. Students on suspension cannot receive Financial Aid. Students will be removed from Financial Aid suspension and/or probation when in compliance with the GPA and Hours Passed rules. Students cannot exceed the maximum hours allowed.

E. Deadlines for Appeals

Students planning to appeal should appeal as soon as they are notified of their financial aid probation/suspension. Tuition and fees are due by the specified date set by the Business Office each term. In order to avoid difficulties involved in late payment of tuition and fees, students should submit the appeal promptly and observe the deadline dates. For an appeal to have meaning, the appeal must be granted in time to allow the student's award to be processed before grades are released for that semester. In addition, student loans cannot be processed after October 25th for the Fall semester and March 25th for Spring semester. Federal regulations require that once the standing of student is known, then the award must reflect that information. Thus, a student granted an appeal before the end of the semester and awarded after the end of the semester may become ineligible for the award by the time the award is granted. Financial aid appeals cannot be retroactive.

Financial Aid SAP Appeals may be approved or denied-Decision by the SAP committee is final.

Additional Rule: *Developmental Courses: A maximum of 15 hours of developmental courses can be attempted under financial aid.

Questions? finaid@easternwv.edu or 304-434-8000, ext. 9256

Course Preparation

Syllabus

Eastern uses a standardized syllabus as defined in the Syllabus Regulation (AR 3.8). The standardized syllabus format contains section headings, course description, course focus, textbook and references, course policies (including but not limited to attendance, grading, exam schedule, academic dishonesty) and learner outcomes.

The Master Course Record Form serves as the approved source for the course description and course learning outcomes. All syllabi must include the course goals or learner outcomes that appear on the Master Course Record Form. An instructor may add any course goals or learner outcomes that he or she deems appropriate; however, no instructor may remove any course goal from the list.

Faculty may "personalize" their syllabi with such items as their attendance and grading policies, personalized course goals, and other appropriate information. A copy of the Syllabus Regulation (AR 3.8) is available on the College web site (See Appendix F for Syllabus Template).

All faculty must forward a copy (preferably an electronic version) of each course syllabus to the Office of Academic Services within the first two weeks of class. If any deviation from the syllabus is made during the semester, the faculty member must notify students of the changes in writing. Changes must be sent to the Academic Division Chair or his/her designee.

A copy of the syllabus must be distributed to each student during the first class period.

Assessment/Institutional Effectiveness

The purpose of the quality initiative at Eastern is to ensure continuous improvement of institutional operations for achieving the mission of the College as a student-centered organization enhancing the opportunity for student success. To this end, the core of the College assessment plan focuses on improvement of student learning and excellence in teaching as well as the assessment of support and administrative services in meeting the college mission. Data is used to support institutional decision making in relation to instruction, programs, support services and strategic planning. Assessment is a process to ensure the improvement of institutional initiatives in meeting the college mission. The quality initiative is an ongoing, shared and integrated process. Data alone cannot impact change or improve student learning and services. Interpretation of data, application of data analysis and shared dialog will move Eastern toward enhancing student learning and student success opportunities.

Eastern may use standardized tests developed by our faculty. We expect all faculty members to support our assessment efforts. In the case of standardized testing, some students may miss a class to take the tests, and will need faculty support to catch up and not be penalized. For our institutional assessment initiatives, faculty may be asked to submit samples of student materials such as homework assignments, research papers, tests, or practicum scoring rubrics.

For more information on assessment practices, refer to the assessment handbook (*Assessment at Eastern: A Handbook for Faculty*). Results of assessment processes and assessment resources are available through the College website under the assessment link and under the Academic link on the home page. See your Academic Division Chair to obtain a password to access these web links.

Course Evaluations (IDEA CENTER Survey)

As part of Eastern's assessment and quality assurance practice, the College administers course evaluation surveys each semester in course sections. Eastern uses course evaluation services provided through the IDEA Center, Inc. Each semester students are asked to complete an evaluation of instructional practices, course materials and services. The course evaluations are administered during class time and require approximately 15 minutes of class time. The evaluations are usually administered within the last four weeks of the semester. The Academic Services Coordinator or other designated staff members administer the evaluations and assist with the evaluation process.

As part of the evaluation, faculty is required to complete a "Faculty Information Form" (FIF) for each class/section. Completion of the FIF is mandatory. Information from the FIF is used in the compilation of the course report so it is important for faculty to complete an FIF for each contracted course section.

Comprehensive Course Assessment and Final Week of Classes

During the final exam week of each semester, instructors are expected to design and administer a cumulative assessment of outcomes covered during the semester. The instrument designed should enable students to reflect on their learning and allow students to convey their knowledge of the course content. Examples of final assessments include but are not limited to comprehensive exams, group or individual presentation, written work, or demonstrations. All faculty members are expected to meet classes for the full scheduled time period. Final assessments should be scheduled during the designated exam week (See Academic Calendar).

Academic Freedom

Eastern believes that all faculty and students have the freedom to learn, the freedom to inquire, and the freedom to associate. Eastern adheres to principles of academic freedom defined in the WVCCTCE and HEPC Rule, Series 9. The purpose of Series 9 is to promote the understanding and support of academic freedom while ensuring consistent application of procedures across West Virginia state higher education institutions. Academic freedom is essential for the protection of the rights of faculty in teaching and rights of the student to freedom in learning. Specifically, Series 9, Section 2 outlines the parameters of academic freedom and professional responsibility. Excerpts from Series 9, Section 2 are provided below.

SECTION 2. ACADEMIC FREEDOM AND PROFESSIONAL RESPONSIBILITY (Excerpt from Title 135, Series 9, effective 2009)

- 2.1. Academic freedom at public institutions of higher education in West Virginia under the jurisdiction of the Council for Community and Technical College Education is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The Council recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institutions under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.*
- 2.2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties.... Further, each faculty member is entitled*

to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

- 2.3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at a public institution of higher education in West Virginia is a citizen, a member of a teamed profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research (as applicable), and service as defined by the institution. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.*
- 2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research (as applicable), and service as defined by the institution, all faculty has an obligation to foster the quality, viability, and necessity of their programs.... The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.*
- 2.5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.*
- 2.6. As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program review processes.*

A complete copy of Series 9 is available at http://www.wvctcs.org/images/stories/Regs_Rules/135-09%20sos%20final%20file%20copy.pdf or <http://www.wvctcs.org> and selecting the "Rules and Policies" link.

APENDIX

Appendix A: FACULTY EVALUATION FORMS

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

Faculty Classroom Observation

Initial Observation: _____ Comprehensive Evaluation: _____
 Date Date

Faculty Name (Last, First, Middle):		
Course Evaluated (Subject Code, Course Number, Section Number)	Number of Students Present	Subject
Location of Evaluation	Class Format	Length of Observation
Evaluator's Name:	Title	Date of Observation

Summary of Subject Matter Presented:

INITIAL INSTRUCTIONAL EVALUATION

Criteria	Satisfactory	Recommend Improvement	Unable to Observe
Demonstrates knowledge of subject			
Employs classroom activities consistent with course content			
Integrates presentation materials with required course materials			
Organizes effective and efficient presentation of materials			
Provides clear explanation of subject material (Including applied learning activities/techniques as appropriate to the discipline and related occupations)			
Incorporates philosophy of workplace and citizenship skills into the instructional materials as appropriate			
Interacts effectively with students			
Stimulates active student participation and engagement			
Demonstrates awareness of students' comprehension of material presented			
Actively challenges students to expand comprehension of subject matter			

Evaluator Comments:

General Evaluation Summary of Initial Instructional Evaluation: Provide general summary of observations. Areas identified as Recommend Improvement require explanation and improvement plan.

Conclusions

General Evaluation Summary of Initial Observation: Provide general summary of observations. Areas identified as Recommend Improvement require explanation and improvement plan with measureable outcomes.

Append additional pages if necessary. If appending, include notation in box to “See attached”.

Action Plan and Date for Reassessment

Identify action plan for improvement or maintaining current performance levels. Append additional pages if necessary. If appending, include notation in box to “See attached”.

Comprehensive Instructional Evaluation

(Faculty should be evaluated on initial evaluation checklist and comprehensive evaluation checklist.)

Criteria	Meets Professional Expectation	Recommend Improvement	Unable to Observe
Teaches subject matter that is consistent with course description and established outcomes			
Prepare syllabus that meets institutional standards			
Effectively organizes and presents course material			
Utilizes a variety of teaching and evaluation techniques			
Utilizes applied learning techniques as appropriate to discipline or occupation			
Incorporates philosophy of workplace and citizenship skills into instructional materials as appropriate			
Well prepared for class (Including course content, supplies and equipment)			
Demonstrates techniques to actively engage students in the learning experience			
Encourages students to think critically			
Develops evaluation instruments that are well constructed and consistent with subject material being taught			
Maintains professional demeanor in working with students			
Meets class as scheduled (start and end times as announced in schedule)			
Keep accurate student records			
Maintains appropriate communication with Instructional Leader			
Works cooperatively and professionally with staff			
Maintains current level of competence in discipline			
Adheres to College policies and procedures			

General Evaluation Summary of Comprehensive Instructional Evaluation: Provide general summary of observations. Areas identified as Recommend Improvement require explanation and improvement plan with measureable outcomes.

Conclusions
<p>General Evaluation Summary of Initial Observation: Provide general summary of observations. Areas identified as Recommend Improvement requires explanation and improvement plan with measurable outcomes.</p> <p>Append additional pages if necessary. If appending, include notation in box to “See attached”.</p>

Previous Instructional Evaluation Reports and Results

Date of Previous Assessment:

List of Outcomes Not Met:

Summary of Actions Taken to Address Unmet Learning Outcomes: Append additional pages if necessary. If appending, include notation in box to "See attached".

Action Plan and Date for Reassessment

Identify action plan for improvement or maintaining current performance levels. Append additional pages if necessary. If appending, include notation in box to "See attached".

ADDITIONAL EVALUATION EVIDENCE:

Courses Taught for Semester/Year _____

CRN	Department & Course #	Course Title	# of Students Enrolled	# Students Completed	IDEA Survey Comprehensive Score

Syllabus Review/Completed: _____

Revision Made and Re-Submitted (if needed): _____

Evaluator's Signature _____ Date _____

Faculty's Comments: If you would like to comment or make corrections, please include below. If comments are added, please sign and return to your Division Chair for inclusion in your portfolio.

Faculty's Signature _____ Date _____

APPENDIX B: COPYRIGHT, INTELLECTUAL PROPERTY AND FAIR USE

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP 3.20

TITLE: COPYRIGHT, INTELLECTUAL PROPERTY AND FAIR USE

SECTION 1. GENERAL

1.1 Scope: This policy describes the rights and responsibilities of the College, all employees and students in regard to intellectual property, copyright and fair use practices. Eastern supports the development and dissemination of intellectual property to enhance and support teaching and learning.

1.2 Authority: Copyright Act, Title 17 of United States Code

1.3 Effective Date: August 26, 2009

SECTION 2. DEFINITIONS

Copyright: The rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device.

Covered Individuals: All faculty, staff or other persons employed by the College, whether full-time or part-time; anyone using resources or facilities owned by or under the supervision of the College; and all students enrolled at the College.

Ownership: A legally binding agreement specifying the named party or parties to whom the intellectual property belongs.

Significant Use: Use of College resources that is over and above the normal usage including but limited to staff time, equipment, software, office supplies and other consumables, facilities and funds in a manner that would not have otherwise occurred.

Tangible Media: Include, but not limited to, course materials; online courses, course packs, books, periodicals, manuscripts, CD recordings, films, tapes and computer disks.

Works of Authorship (including computer programs): Include, but not limited to, literary works; musical works including accompanying words; dramatic works, including accompanying music; pantomimes and choreographed works; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; sound recordings; architectural works and original data.

SECTION 3. STATEMENT

Eastern WV Community and Technical College (Eastern) acknowledges and abides by all current copyright and intellectual property law and guidelines and expects all employees and students to comply with U.S. Copyright law. Unless usage of a copyrighted work falls under the definition of Fair Use, written permission must be obtained from the copyright holder before reproducing or using the work.

This policy also defines the respective ownership rights of the College and of its employees (academic and non-academic), in copyrightable materials produced with the scope of employment or in activities of the College. The College does assert ownership of copyrightable work when produced as a result of a contractual agreement or when significant College resources are used in the creation of the work.

SECTION 4. OWNERSHIP OF INTELLECTUAL PROPERTY

The following guidelines will be used to establish ownership of copyrighted materials.

College Ownership:

The College will own any and all intellectual property that is made, discovered or created by a Covered Individual who is specifically hired or commissioned by the College for that purpose.

The College will own any and all intellectual property that is made, discovered or created by a Covered Individual within the scope of his/her employment by the College.

The College will own any and all intellectual property that is made, discovered or created by a Covered Individual whose position description may include such duties, unless otherwise provided by written agreement between the Covered Individual and the College.

The College will own any and all intellectual property that is made, discovered or created by a Covered Individual who makes significant use of College resources in the development of the work. In such situations, the College provides resources not generally available to faculty or has made a significant investment in the development of the work through providing substantial financial, personnel, technology, facilities or other resources.

The College, at its discretion, may release its rights of ownership in the Intellectual Property. In such event, the College shall retain royalty-free license to use the work for educational purposes.

Covered Individual Ownership:

A Covered Individual owns all rights to Intellectual Property that is made, discovered or created by the Covered Individual on his/her own time, utilizing his/her own resources; that does not involve significant use of College resources or equipment; for which purpose he/she was not hired or contracted by the College and whose job description does not include performance of such duties. It has been the prevailing academic practice to treat the faculty/staff member as the copyright owner of works that are created independently and at the faculty/staff member's own initiative for traditional academic purposes. In this respect, Eastern recognizes and reaffirms the traditional academic freedom of its faculty and staff to publish freely without restriction.

Covered Individuals who create reusable teaching and classroom materials for Eastern courses shall own these materials unless they are subject to a prior agreement or provisions of this policy governing their ownership. In all cases, the College shall have the royalty-free right to use, display, copy and distribute such materials for educational and administrative purposes.

All Covered Individuals are obligated to disclose to the College in writing (via the College President and the immediate supervisor), the creation of all Intellectual Property governed by this policy to prevent the development of a conflict of interest or conflict of commitment. Such works may include but not limited to those produced with significant College resources or works produced through a third party agreement pertaining to Intellectual Property.

Eastern treats intellectual property created by students in the same manner that it does intellectual property created by faculty and employees.

Exceptions to the above are authorized if approved by the President upon recommendation of an ad hoc committee appointed by the President and comprised of an equal number of faculty and staff.

SECTION 5. COPYRIGHT and FAIR USE

Federal copyright law provides for distribution of copyrighted materials in limited form through copyright fair use provisions. The fair use provision of the copyright law (Section 107 of the Copyright Act) allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

Works may be reproduced under the fair use provisions. However, it is noted that the guidelines are ambiguous. When in doubt, permission should be obtained from the publisher in writing. Details regarding copyright processes and legislation are available from the United States Copyright Office at <http://www.copyright.gov/>

APPENDIX C: FACULTY INSTRUCTIONAL EVALUATION REGULATION

Approved by BOG: 7/6/17

Eastern West Virginia Community and Technical College
Regulation No. - AR- 3.4

TITLE: Faculty Instructional Evaluation Regulation

DEFINITION: The Faculty Instructional Evaluation Regulation defines the evaluation process and identifies evaluation materials included in the faculty instructional evaluations. The evaluation process assesses the quality of faculty instructional performance and identifies areas for improvement, encourages growth in instructor performance and provides reasonable criteria for reappointment. The instructional evaluation process is designed to provide meaningful feedback to the faculty, Division Chair and Dean of Teaching & Learning.

EFFECTIVE DATE: NOVEMBER 1, 2011; REPLACES NOVEMBER 7, 2008 AND 2004; May 23, 2017

Summary of Process

The Faculty Evaluation Process consists of classroom observation; analysis of instructional artifacts and a comprehensive evaluation (See attached Faculty Classroom Observation Form (Form A) and Syllabus Checklist (Form B). Evaluations will be conducted on a cyclical basis dependent upon the number of years affiliated in an instructional role with Eastern West Virginia Community & Technical College.

Evaluation Materials

Student Course Evaluations, Course Syllabus, Classroom Observations, student communications, student enrollment patterns and grade distributions, Faculty Survey and Faculty Portfolio. Contents may include: instructor-generated course materials such as tests, assignments, instructional materials, etc.

Regulation Implementation:

1. Classroom observations will be completed the first semester a faculty member teaches. If recommendations are made for improvement, an observation will be completed the second semester they teach. The Classroom Observation Form (Form A) will be used as the evaluation instrument for this observation. A summary of the observation evaluation will be sent to the faculty by the Division Chair or designee. Classroom observations will be conducted biannually thereafter providing the instructor achieves maintains a satisfactory rating in all categories.
2. Faculty will develop a portfolio that includes samples of instructional documents for the Faculty Comprehensive Evaluation. The portfolio materials should provide evidence of academic quality and instructional integrity. Portfolio materials will be reviewed by the appropriate Division Chair and designee when involved in other parts of the evaluation process. Faculty will submit artifacts prior to or at scheduled classroom observation. Examples: exams, PowerPoint presentations, supplemental materials, student projects)
3. Student Course Evaluations conducted on a semester basis for each course and section taught by the faculty member will be included in the evaluation process. Only a composite of student

responses and comments provided to the faculty member and included in the evaluation so as to maintain the anonymity of the students.

4. Course syllabi will be evaluated for consistency with course description and outcomes, clarity of grading scale and process, course requirements and assignments and instructor contact information. The Division Chair or designee will complete the Syllabus Checklist (Form B) and request needed revisions and resubmission. A copy will be kept in the faculty portfolio and on the shared file. The syllabi evaluations will be completed at the time of each classroom observation and each initial offering of a course.
5. The comprehensive evaluation will be conducted after the first two classroom observations and continued biennially thereafter providing the instructor maintains a satisfactory rating in all categories of the comprehensive evaluation process. The Faculty Comprehensive Evaluation Form will be used as the evaluation instrument in this process (Form **A**).
6. A comprehensive evaluation session held with the faculty will be conducted by the Academic Program Director and designee (when involved in the classroom observations or other stages of the evaluation process).
7. The faculty member will receive a written copy of the evaluation by the end of the next academic term. The faculty will have the opportunity to respond to items addressed in the evaluation.

A copy of the completed, signed evaluation (Form A) will be forwarded to the Human Resources Office. The documents will be retained by the Division Chair

The Dean of Teaching & Learning or designee is responsible for implementation.

APPENDIX D: MAKE-UP TEST FORM

Make-Up Test Form

To be filled out completely by the instructor and returned to the Academic Services Program Coordinator. Please **notify student to contact the Academic Services Program Coordinator in order to schedule an appointment for the make-up testing.**

Instructor: _____ Date: _____

Student: _____

Course CRN. Number, Section, Name:

Date student is to have the make-up test completed:

Amount of time given to the student to take this test:

MAKEUP TESTING TIMES: If student is unable to complete test during makeup testing times the student will be referred to the appropriate Division Chair or Dean of Student Access and Success.

Student is unable to complete test during makeup testing times and has been referred to:
Division Chair: _____

Date of Referral: _____

Date Returned to Academic Services Program Coordinator: _____

Testing Instructions (To be filled out completely by Instructor):

Open Book/Text?	Yes	No	<u>Other</u>	_____
Open notes?	Yes	No		_____
Calculator?	Yes	No		_____
Computer Access?	Yes	No		_____
Internet Access?	Yes	No		_____

To be completed by the Proctor:

Start Time: _____ Stop Time: _____ Date: _____

Location of Test: _____

Proctor's Name: _____

Testing Time Period has expired and test has been returned to Instructor. Date of Return: _____

APPENDIX E: GRADE APPEALS

Final Grade Appeals

Purpose

Students have the right to appeal final course grades which they believe reflect an error in calculation, recording or report; capricious, arbitrary, or prejudiced academic evaluation; or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.

In the grade appeal procedure, the student has the burden of proof in establishing good cause for changing a final grade. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed.

Procedure

Step 1

The student shall discuss the grade with the instructor involved no later than ten (10) college working days after the start of subsequent school term not including summer sessions, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the Academic Division Chair of the instructor's area. The Academic Division Chair shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 college working days from when the complaint is first lodged, the student may proceed directly to step 2.

Step 2

The student must prepare and sign a document which states the facts constituting the basis for the appeal within 15 college working days from when the original complaint was lodged. Copies of this document will be given to the instructor and to the instructor's Division Chair. If, within 10 college working days of receipt of the student's signed document the Division Chair does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean of Teaching and Learning. (See step 3).

Step 3

Within 15 College working days of receipt of the complaint, the Dean of Teaching and Learning will establish an Ad Hoc representative committee for review and final resolution. This committee will consist of a minimum of three members including a representative of Academic Services, a representative of Learner Support and at least one faculty representative. Additional committee members may be appointed at the discretion of the Dean of Teaching and Learning.

1. Upon receiving an appeal, the committee will notify in writing the faculty members involved of the grade challenge, which shall include a statement of the facts and evidence to be

presented by the student.

2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department, college, or school representative committee, together with the notification of the date, time, and place of the meeting.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee will be forwarded to the student, instructor, the Academic Division Chair and to the Dean of Teaching and Learning involved. If the decision requires a change of grade, the instructor will take action in accordance with the committee's decision.
5. If the instructor does not act within 10 college working days, the Academic Division Chair will make any necessary grade adjustment.
6. In the case of grade appeals, the Dean of Teaching and Learning functions as the president's designee, therefore, implementation of this decision will end the appeal procedure.

APPENDIX F: REQUIRED SYLLABUS TEMPLATE

Syllabus Template

Course Identification and Faculty Contact Information:

- Course Number and Title
- Semester and Year
- Instructor's Name
- Instructor's Contact Information and Availability
- Day and Time of Class Meeting
- Course Index Number (CRN number listed in schedule)
- Course Materials:
 - o Required Text Book(s)
 - o Supplemental Course Materials including software and/or other equipment

Course Content and Requirements:

I. Purpose

- A. Course Description (as published on Master Course Record Form including prerequisites, corequisites and credit hours)
- B. Class focus (This is a statement of the individual instructor's approach to the material)
- C. Learner Outcomes (as published on Master Course Record Form)

II. Course Policies

- A. Attendance/Tardiness policy
- B. Grading (Including assignments and scale)
- C. Acceptable style/format of assignments
- D. Policy on missed deadlines
- E. Exams (Scheduled and make-up)
- F. *Policy on Academic Dishonesty

Academic dishonesty is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study and which, if known by the instructor in such course of study, would be prohibited. This shall include, but is not limited to, the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; submitting as one's own work or creation of any kind that which is wholly or in part created by another; securing and/or distributing all or any part of examinations or assignments prior to their being submitted to the class as a whole; or the altering of any grade or academic record. If an occurrence of academic Dishonesty is observed on the part of a student, the case shall be handled in accordance with the procedures identified in the Student Handbook.

- G. *Americans with Disabilities Act (ADA) notice:

In accordance with the American With Disabilities Act, Eastern West Virginia Technical and Community College's programs and courses will be accessible to the handicapped and disabled. If you have a disability which impairs your access to this course or your ability to pursue the coursework as it is presented, notify the instructor. Eastern's ADA contact is the Dean of Student Access and Success.

- H. *Title VII notice:

Eastern West Virginia Technical and Community College is dedicated to ensuring a positive classroom environment. Discriminatory comments and actions based on age, race, religion, marital status, and gender are inappropriate classroom behaviors and will not be tolerated.

Any further suggestions that would work to maintain such an environment should be directed to the instructor.

I. *Syllabus Change Statement:

This syllabus is subject to change as determined by the instructor. Students will be provided a written notification of any changes in course requirements and assignments.

III. *Course Schedule

A. Outline of course content.

B. Schedule of course activities including testing dates, assignments and assignment due dates.

C. Required readings with author, title of book, and page numbers

D. Recommended readings

E. Supplemental learning resources

*These policies or statements must appear on all course syllabi.

Syllabus Checklist

Faculty	Semester
Course	Date of Review
Division Chair/Designee:	Format: Live/Web/Hybrid

Syllabus Component	Contained in Syllabus		Comments
	Yes	No	
Course Number and Title*			
Instructor's Name			
Instructor's Contact Information and Availability			
Semester and Year			
Day and Time of Class Meeting			
Course Index Number (CRN number listed in schedule)			
Course Materials: Required Text; supplemental materials			
Course Description*			
Learner Outcomes*			
Attendance/Tardiness policy			
Grading (including assignments and scale)			
Style/Format on Assignments			
Policy on Missed Deadlines			
Exams (Schedule and Make-up Policy)			
Policy on Academic Dishonesty			
Americans with Disabilities Act (ADA) notice			
Title IX notice			
Syllabus Change Statement			
Course Schedule			

* As published on approved Master Course Record Form
(Approved by Cabinet 5/23/17)

APPENDIX G: IN PROGRESS GRADE FORM



**Eastern West Virginia
Community & Technical College**

In Progress (I) Grade Form

This form must be completed for each student who is to receive an "I" grade at the end of a semester or term

Student's Name

Social Security Number

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CRN

Course No.

Section

Title in which the "I" is to be given

Semester of Term/Year

Faculty Name

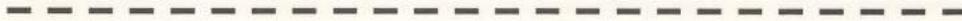
Work to be completed:

Comments:

The student must complete the requirements for the course in which the "I" grade was received within the next full semester or the "I" grade will automatically be changed to a grade of "F".

Faculty Signature

Date



White – Records Office Yellow – Division Chairperson Pink – Faculty Gold – Student

Rev. 12/04

APPENDIX H: CLASS LIST LETTER

TO: ALL FACULTY
FROM: Monica Wilson, (monica.wilson@eastemwv.edu)
DATE: July 12, 2018
RE: Class List(s) Fall 2018

Attached are the class list(s) for your course(s). This is the official class list for the **Fall 2018** term. The students on the list are currently enrolled in the class identified at the top of the form. For each class, you should have one copy of the class list. If needed, please make copies and **return the original to me**. Please return the original class roster to the records office after you have followed the instructions listed below:

1. Any student who has not attended (or logged on and COMPLETED an assignment for online classes) during the first week of class will be removed from that class roster. Please review your attendance record against the class list. If the names on the list exactly match the students that have been attending your class and all of those students have attended at least one class and/or completed an assignment you will only need to sign the bottom of the class roster and return it to the records office.
2. If there are any students on the list who have not attended (or logged on and COMPLETED an assignment for online classes) during the first week of class, **identify those students on the class list by circling their name and student ID number**. Then, sign the bottom of the class list and return the list to the records office by **Tuesday, August 28 by 12 p.m.**
3. Students attending your class (or logged on and COMPLETED an assignment for online classes) whose name does not appear on the class list should not be allowed to continue attending class until they can show proof of properly completed registration or change of schedule (add/drop) form -that they are registered in the class. If there are any questions, please have the student contact the admissions office to check their registration.

A CLASS LIST FOR EVERY COURSE MUST BE RETURNED WITH THE INSTRUCTOR'S SIGNATURE by Tuesday, August 28 by 12 p.m. By signing the list you are verifying that the returned list has been checked against your attendance records and policy has been followed.

Please FAX or EMAIL me the students who are not participating, attending or logging into class. You may fax (304-434-7004) or email your class list(s) and then mail the original(s).

If you have questions, please let me know.

APPENDIX I: EARLY ALERT SYSTEM LETTER

TO: Faculty
FROM: Monica Wilson, Dean of Student Access & Success
DATE: July 12, 2018
RE: Early Alert System

Regular attendance is an important factor in student success rates. The college realizes that, despite this truism, some students do not attend class on a regular basis. If there are any students on the attached or enclosed class list that have stopped attending (or logging on for online classes) during the first four (4) weeks of class, identify those students on the class list by circling their name, student ID number and mark the last assignment submitted or attended class.

Early Alert is a tool designed to provide faculty with an easy way to partner with other professionals to reach out to students who have academic related concerns within the classroom once other methods of outreach have been unsuccessful.

Areas of concern include:

- Multiple missing assignments
- Poor class performance (exams, assignments, projects, etc.)
- Difficulty comprehending course material
- Poor class attendance (more than three unexcused absences)

Once you have submitted an early alert for a student the following steps occur:

- After the report has been received by Learner Support Services' staff, students are distributed to among the Academic Advisors where they provide outreach to the students.
- Staff will reach out to students by email, phone and in person contact.
- If a student does not respond after 2 points of contact, the early alert will be considered closed due to lack of response from the student.
- All attempts of outreach by staff will be documented in the banner system under SPACMNT
- For any other updates on your submitted alert(s) please contact Lacey Koontz, Program Coordinator for Admissions & Financial Aid at 304-434-8000 ext. 9248 or lacey.koontz@easternwv.edu.

Please FAX or EMAIL me (monica.wilson@easternwv.edu) the students who are not participating, attending or logging into class. You may fax (304-434-7004) or scan and email your class list(s) by Monday, September 10, 2018.

APPENDIX J: MID-TERM LETTER

To: Faculty
From: Monica Wilson, Dean of Student Access & Success
Date: July 12, 2018
Subject: Mid-Term Grade Report Fall 2018

Beginning Fall 2018, the following changes have been made to mid-term reporting:

- Mid-Term grades will be due no later than Monday, October 8.
- Mid-Term grades lists will be given to the appropriate Division Chair or to me.
- Students will be able to view their mid-term grades through their MyEastern account.

Attached is your **MID-TERM GRADE REPORT** for the Fall 2018 semester. You must enter a **grade** for each student on the grade report. The **original** copy of the grade report is due to the **appropriate Division Chair** in the main facility by **Monday, October 8 by 4 p.m.** For those faculty, who are off site, a fax or scan/email will be acceptable until the original arrives. The FAX number is **304-434-7004**.

PLEASE FOLLOW THESE DIRECTIONS:

1. The only acceptable grades are "A", "B", "C", "D", or "F" grades and may be used for designated courses only. **You must provide the last date of attendance to assist the Financial Aid Office.**
2. Faculty are **NOT** to record a "W", "AW", "AU" or "-" on the mid-term grade report.
3. Do not report pluses and minuses.
4. Please sign the mid-term grade report where indicated.
5. Retain a copy for your own records.
6. Make sure EVERY student is assigned a grade.
7. If a student stops attending after submission of the mid-term class list, please contact the Dean of Student Access and Success. The last day a student can withdraw with a grade of "W" is November 1st.
8. Please notify students who are at risk of academic failure.

WE APPRECIATE THE ACCURATE AND PROMPT COMPLETION OF YOUR MID-TERM GRADE REPORT WHICH IS DUE by Monday, October 8 by 4 p.m.!

Please FAX or EMAIL the grades to the appropriate Division Chair or me at monica.wilson@easternwv.edu. You may fax (304-434-7004) or email your class list(s) and then mail the originals(s).

Thank you.

APPENDIX K: FINAL GRADE REPORT LETTER

To: Faculty
From: Monica Wilson, Dean of Student Access & Success
Date: July 12, 2018
Subject: Final Grade Report Fall 2018

Beginning Fall 2018, the following changes have been made to final grade reporting:

- Final grades will be due no later than Tuesday, December 11.
- Final grade lists will be given to the appropriate Division Chair.
- As usual, students will be able to view their final grades through their MyEastern account.

Attached is your **FINAL GRADE REPORT** for the Fall 2018 semester. You must enter **a grade** for each student on the final grade report in accordance with College policy. The **original** copy of the grade report is due to the appropriate Division Chair in the main facility by **Tuesday, December 11 at 12 p.m.** For those faculty located at the discovery centers a fax will be acceptable until the original arrives. The FAX number is **304-434-7004**.

PLEASE FOLLOW THESE DIRECTIONS:

1. The only acceptable grades are "A", "B", "C", "D", "F", "UF", "I", or "NC" grades and may be used for designated courses only. ***If recording "I" grades, please see note below.***
2. The "UF" grade is awarded to a student due to non-attendance in class after last date to officially withdraw from the College. If you assign the "NC", "UF" or "F" grade, you must provide the last date of attendance to assist the Financial Aid Office.
3. Faculty are **NOT** to record a "W", "AW", "AU" or "-" on the final grade report.
4. Do not report pluses and minuses.
5. Please sign the final grade report where indicated.
6. Retain a copy for your own records.
7. **Make sure EVERY student is assigned a grade.**

NOTE Faculty giving **IN-PROGRESS**, "I", grades **MUST** fill out an In-progress grade form. Please contact me if you need this form.

WE APPRECIATE THE ACCURATE AND PROMPT COMPLETION OF YOUR FINAL GRADE REPORT WHICH IS DUE by Tuesday, December 11 by 12 p.m.!

Please FAX or EMAIL the grades to the appropriate Division Chair or me at monica.wilson@easternwv.edu. You may fax (304-434-7004) or email your class list(s) and then mail the originals(s).

APPENDIX L: ACADEMIC CALENDARS

Fall 2018

April 2	Fall 2018 Pre-registration Begins
April 2 – July 27	Continuous Pre-registration during Regular Business Hours
July 20	Last Day for Pre-registered Students to Pay
July 20	Payment Arrangements Must be made at the Time of Registration
July 27	Drop Date for Nonpayment of Pre-registration
July 30 – August 17	General Registration (Payment required with registration)
August 13	Classes Begin
August 13 – 17	Add/Drop Period
September 3	Labor Day Holiday – College Closed
October 12	End of Mid Semester (1 st eight weeks completed)
October 15	Mid Semester Reports Due
November 1	Last Day to Withdraw with a Grade of “W” (11 weeks completed)
November 1	Registration for Spring 2019 Begins
November 1	Deadline for Graduation Applications for Fall 2018
November 19 – 23	Thanksgiving Holiday – No Classes
November 26	Classes Resume
November 30	Last Day of classes (full term classes only)
December 3 – 7	Final Exams
December 11	Final Grades Due by 12:00 Noon
December 24 – January 1	Holiday Break – College Closed (TBD)

Winter Term

April 2	Pre-registration for Winter Terms Begins
April 2 – December 7	Continuous Pre-registration during Regular Business Hours
December 10	Classes Begin
December 11	Add/Drop Period
January 2	Last Day to Withdraw with a Grade of “W”
January 4	Last Day of Winter Term Classes
January 8 – 12	Final Exams
January 15	Final Grades Due by 12:00 Noon

Spring 2019

November 1	Spring 2019 Pre-registration Begins
November 1 – December 7	Continuous Pre-registration During Regular Business Hours
December 11	Last Date for Pre-registered Students to Pay
December 11	Payment Arrangements Must be made at the Time of Registration
December 14	Drop Date for Nonpayment of Pre-registration
January 2 – 12	General Registration (Payment required with registration)
January 14	Classes Begin
January 14 – 18	Add/Drop Period
January 21	Martin Luther King Holiday – College Closed
March 1	Deadline for Graduation Applications for Spring 2019
March 8	End of Mid Semester (1 st eight weeks completed)
March 11	Mid-Semester Reports Due
March 11 – 15	Spring Break – No Classes

March 18	Classes Resume
April 1	Last Date to Withdraw with a Grade of “W” (11 weeks completed)
April 1	Registration for Summer 2019 and Fall 2019 Begins
May 3	Last Day of Classes (Full term classes only)
May 6 – May 10	Final Exams
May 11	Commencement (10:00 AM)
May 14	Final Grads Due by 12:00 Noon

Summer 2019

April 1	Pre-registration for Summer 2019 Begins
May 20	Classes Begin
May 27	Memorial Day – College Closed
July 1	Last Day to Withdraw with a Grade of “W”
July 4	Holiday – College Closed
July 26	Last Day of Classes/Final Exams
July 30	Final Grades Due by 12:00 Noon

APPENDIX M: DIRECTORIES

Eastern West Virginia Community & Technical College Board of Governors

Dixie Bean	Curtis Hakala (Faculty Rep.)
Melinda Chambers	Samantha Scamehorn
Shawn Dilly	Kim Sherman
Ann Degnan (Staff Rep.)	Scott Staley
Greg Greenwalt, Vice-Chair	Rob Tissue, Chair
J.R. Helmick	

Eastern West Virginia Community & Technical College Officers

Dr. Charles Terrell, President
 John Galatic, Executive Dean for Finance and Operations
 Stephen Smoot, Dean of Community Engagement and Partnerships
 Debra Backus, Dean of Teaching and Learning
 Monica Wilson, Dean of Student Access and Success
 Ron Hamilton, Data Management and Institutional Research
 Carlos Gutierrez, Director of Human Resources

Eastern WV Community & Technical College Staff Directory

Ext.	Name	Title	Department	Rm #
9258	Backus, Debra	Dean of Teaching & Learning	Acad	108-D
9252	<i>Board Room Phone</i>	Conference Table Phone- ext. 9349		104-A
9411	Bogan, Connie	Program Assistant	WF	TC
9224	Branson, Trina	Business Office Administrator	BO	103
9242	Davis, Rachel	TANF Coordinator	TANF	202
9269	Davy, Erica	Administrative Secretary	BTG	108-C
9262	Degnan, Ann	Academic Program Coordinator	Acad	202-B
9250	Duling, Diana	Cashier, Accounting Assistant I	BO	107
9273	Duling, Grover	Consultant		105
9225	Galatic, John	Executive Dean of Administrative Services	Admin/BO	108-D
9261	Gilberto Zuta-Sanchez, Carlos	Director of Human Resources	PO	108-F
9238	Hakala, Curtis	Division Chair of General Studies	Acad	202
9226	Hamilton, Ron	Chief Information Officer	IT	
9245	IT Work Area		IT	105
9248	Koontz, Lacey	Student Program Advisor	LSS	101-A
9265	Landis, Jill	Nursing Program Director	Nurs	112-C
9241	Maintenance	Building & Ground Maintenance	IT/Mainten	105
9264	Michael, Sherry	Education Programs Coordinator	Acad	202
9259	Mirkhani, Seyed	Division Chair for Business, Computer & IT	Acad	202
9274	Murphy, Shirley	Faculty (Business)	Acad	202
9256	Nelson, Debra	Financial Aid Assistant III	LSS	101
9230	O'Leary, Michael	Office Administrator- Human Resource Rep <i>Part-time</i>	PO	108
9263	Oliverio, Amo	Faculty (Science)	Acad	202

9222	Ours, Tammy	Accounting Clerk II/Front Desk	BO	Lobby
9271	Phillips, Dominic	Faculty (English), Assessment Facilitator	Acad	202
9268	See, Barbara	Nursing Administrative Secretary	Nurs	112
9253	Shockey, Melissa	Program Manager Workforce Education	WF	203
9234	Shockey, Vera	Hardy Co Adult Basic Education	ABE	207
9260	Shreve, LeeAnn	America's Promise 220 Outreach Specialist	AP220	203
9231	Smoot, Stephen	Dean of Community Engagement and Partnerships	PO	108-B
9275	Snyder, Jaennae	Payroll Representative	BO	110
9227	Terrell, Charles	President	Admin/PO	108-A
9240	Tyree, Russel	IT Intern	IT	105
9267	VanMeter, Alicia	Faculty (Nursing)	Nurs	112-A
9257	Watts, Sherry	America's Promise 220 Case Manager	AP220	203
9232	Williams, Andrea	Faculty (Math)	Acad	202
9235	Wilson, Monica	Dean of Student Access & Success	LSS	101-B

Tech Center Extensions

9414	AP220	AP220 Office	AP220	TC
9412	Faculty	Automotive Tech Office	AT	TC
9411	Bogan, Connie	Program Assistant	WF	TC
9421	CDL Faculty	CDL classroom	WF	TC
9413	Instructor	Classroom		TC
9412	Putze, Eric	Wind Technology Office	Acad	TC
9415	TC Instructor	Instructor Wireless phone	Acad	TC

Technology Center- Fax: (304) 257-2060

Address: 150 Providence Lane, Petersburg, WV 26847

Main Campus Classroom Extensions

Rm 104B – ext. 9511	Rm 201 – ext. 9515	Rm 208 – ext. 9519
Rm 111 – ext. 9512	Rm 204 – ext. 9516	Rm 209 – ext. 9520
Rm 112 – ext. 9513	Rm 205 – ext. 9517	Rm 211 – ext. 9521
Rm 113 – ext. 9514	Rm 206 – ext. 9518	Learning Lab – ext. 9510

Discovery Center Phone Numbers

WVSDB:	Phone: (304) 822-2834	Cashier Fax	434-7000
Pendleton Co. High:	Phone & Fax: (304) 358-3875	WF Fax	434-7003
Petersburg High:	Phone: (304) 257-1444 Fax: (304) 257-5653	LSS Fax	434-7004
Tucker Co High:	Phone & Fax: (304) 478-3498		

School Code: 041190 Bookstore: 304-214-8930

538-3176/ 538-7741 (Workforce WV) 530-0291 (911 Non-Emergency) 538-2701 (Rehab Office) 530-4964 (SBDC, Beth Ludwig) REV02.07.18

APPENDIX N: DISCOVERY CENTER DIRECTORY

EASTERN WV COMMUNITY AND TECHNICAL COLLEGE DISCOVERY CENTER DIRECTORY

Campus Sites

Eastern West Virginia Community and Technical College (Main Campus)

316 Eastern Drive, Moorefield, WV 26836

Voice – **304-434-8000**; Fax – **304-434-7000**

Eastern Help Desk – **434-8000, ext. 240 or 1-877-982-2322, ext. 240**

Eastern Technologies Center (Auto and Wind Tech)

Voice – **304 257-1660**; Fax – **304-257-2060**

Discovery Centers

Eastern @ Pendleton County High School

147 Maple Avenue, Franklin, WV 26807

Voice – **304-358-3875**; Fax – **304-358-3875**

Eastern @ Mineral County Vo-Tech Center

600 Harley Staggers Drive, Keyser, WV 26726

Voice – **304-788-4607**; Fax – **304-788-4607**

Eastern @ Hampshire WV Schools for the Deaf & Blind

301 East Main Street

Romney, WV 26757

Eastern @ Petersburg High School

207 Jefferson Avenue

Petersburg, WV 26847

Voice – **304-257-5751**; Fax – **304-257-5653**

Eastern @ Tucker County Discovery Center

Voice – **304-478-3498**; Fax – **304-478-3498**

APPENDIX O: AR 6.6 ACCESS TO COLLEGE PROPERTY

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

REGULATION NO. – AR 6.6

DEFINITION:

Eastern West Virginia is a publicly-supported institution of higher education that welcomes visitors to campus. To protect the safety of visitors, personnel and facilitates certain restrictions apply. A visitor to campus is defined as one who is not currently enrolled as a student of Eastern WV CTC or currently employed by EVWCTC.

EFFECTIVE DATE: 03-12-2013; 04-30-2014

Revised Date: 04-30-2014

Procedure for Visitors:

Visitors may access only the following public areas for the limited time needed to obtain their intended business related service: Resource Center; lobby areas; and restrooms.

Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lot. Nor shall a child be left with a college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. As a general rule, children are not permitted to be visitors in the college classes.

Persons on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

Procedure for Students:

Student access to employee offices is for college business only. Guest(s) of students, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.

The presence of children in the college is prohibited except for participation in college-sponsored events. During college sponsored events, students who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lot. Nor shall a child be left with a college employee, unless the employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. Children are not permitted to be visitors in the college classes.

Only Service animals are allowed access to campus facilities, all other animals are not permitted.

Students may access only the following public areas for the limited time needed to obtain their intended business related service: Resource Center; lobby areas; classrooms and restrooms.

Students on campus who are found to be engaged in activities which are potentially harmful or disruptive may be directed to leave campus. Repetitive unauthorized presence or activities may result in further action, including notification that such activities are considered trespassing and subject to legal action.

Procedures for Faculty and Staff:

Employee offices are for college business only. Guest of employees, including family and friends, are not permitted to loiter in offices, lounges or other areas of the college.

The presence of children in the workplace with faculty and staff during the employee's workday is inappropriate except in unavoidable situations or for participation in college-sponsored events.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee. Factors the supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and /or co-worker's activities.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee and must be accompanied and be under the direct supervision of the employee at all times.

Only Service animals are allowed access to campus facilities and college vehicles, all other animals are not permitted.

College personnel observing unauthorized occupancy or activities should be report to a senior administrator.

APPENDIX P: AR 4.4 PROCESS FOR DEALING WITH SUICIDE

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE REGULATION NO. – AR 4.4

TITLE: PROCESS FOR DEALING WITH SUICIDE; PREVENTION, INTERVENTION,
AND POST-INTERVENTION

DEFINITION: Suicide is defined as, the purposeful act of causing one's own death. Attempted suicide is considered to be a person engaging in life threatening behavior(s) intended to jeopardize his/her life through an act, threat, or gesture per West Virginia House Bill 2535 (2015).

EFFECTIVE DATE: July1, 2015; October 29, 2015; March 26, 2018

PROCESS:

Prevention

Students will receive information via Suicide Prevention information sharing activities and events. New students will provide information via new student orientation. Other possible avenues to include student email listserv, website and the campus student newsletter, and the television monitors around the main campus. The goal of the educational programming offered by Learner Support Services is to promote understanding concerning the dynamics of suicide and to recognize behaviors that may signal suicidal intent. Flyers will be distributed providing information regarding depression, general principles about mental health, stress, and related topics to student's concerns.

Information will also be made available to faculty and staff regarding how to recognize behavior that may signal suicidal intent. Guidelines on intervention will also be shared with staff to provide them with the necessary information in relation to intervention.

Intervention

The following are guidelines for immediate and non-immediate intervention in the case of a suicide threat or attempt. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

1. The Dean of Student Access and Success will be notified immediately. If the Dean of Student Access and Success is not available the next available Administrator, or designee, should be contacted immediately.
2. The Dean of Student Access and Success, or designee, will notify medical emergency personnel (as needed).
3. Medical emergency personnel will transport the student to the hospital for medical evaluation and mental health assessment upon arrival on campus.
4. The Dean of Student Access and Success, or designee, will contact the family of the student (once the situation is stable i.e. the student is no longer in danger) who threatened or attempted suicide, when appropriate, and will render support to family members and significant others as needed.

When the threat is not immediate, but suggested, the student will be referred to the Dean of Student access and Success, or designee, that same day. An attempt will made to set an agreed upon date by which the person will seek professional help. If the student refuses then it becomes an immediate threat and should be treated as such.

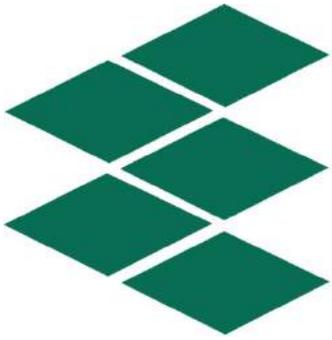
Post-Intervention/Clearance to return to school

1. The student must provide documentation supporting the need for an excused absence the day prior to or day of his/her return to campus.
2. The student may be asked to fill out a release of information to the professional who is currently treating the student if he/she desires additional counseling services.

**Intervening with a Suicide Threat:
General Employee Procedure Check List**

If a student has threatened suicide directly or indirectly, the following procedures are to be followed. Take all suicide threats seriously! A suicide threat is to be handled as a crisis intervention and potential medical emergency.

1. Stay with the student or designate another Eastern employee to supervise the student constantly and without exception until help arrives.
2. Under no circumstances should the student be permitted to leave the school alone.
3. Do not agree to keep a student's suicidal intentions a secret.
4. If the student has the means to carry out the threatened suicide on his or her person, determine if he or she will voluntarily relinquish it. Do not force the student to do so. Do not place yourself in danger.
5. Take the suicidal student to an area away from others.
6. Notify the Dean of Student Access and Success immediately. If the Dean of Student Access and Success is not available, a designee should be contacted immediately.
7. Inform the suicidal student that outside help has been called and describe the next steps.



Eastern West Virginia Community & Technical College

Discover Your Potential

The purpose of this Transition Guide is to inform high school seniors with special needs what to expect when they attend Eastern WV CTC. As you read through this guide, it is important to keep the following points in mind:

We are an open enrollment institution, meaning we welcome all students no matter your prior background or experience. If you had an IEP in high school, that is a great place to start identifying special educational needs but it is not sufficient for activation of special accommodations in higher education.

Eastern WV CTC has NO SPECIAL ACADEMIC PROGRAMS other than those offered for training by the Workforce Education Department. For example, there are no special classes, such as special history or psychology classes. Special needs students must meet the same academic requirements as any other student. That means that they must take the same exams and complete the same papers as those students without special needs.

All special accommodation requests are reviewed on a case-by-case basis. Reasonable accommodations will be made with supporting documentation from a licensed professional. Not every course will qualify for all accommodations.

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE

HIGH SCHOOL	COLLEGE
Right to an Education	Title V-Privilege, Not a Right
School District is responsible for identifying the learning or other type of disability	Student is responsible for providing documentation that establishes verification of the learning or other type of disability.
School District designs the Individual Education Plan (IEP)	Student self identifies his/her needs to the DSO in the Learner Support Services Department. Documentation from a licensed professional with recommended accommodations must be submitted. Consideration will be done on a case-by-case basis.
School District ensures that IEP is implemented	Student is responsible for their own academic progress towards goals.
Teacher functions as an advocate	Student must advocate for himself/herself
Fundamental alterations to the program of study are made	Fundamental alternatives of programs are not allowed: Classroom accommodations may not alter the fundamental nature of a course or impose any undue burden on an instructor/institution
Personal services (eg personal aide) are provided	Personal services are the students' responsibility
Success is more of a right	Only the opportunity to succeed is provided
Transportation to and from school is provided	Transportation to and from school is NOT provided

Developed from Orange Coast College materials

Steps to Receiving Services

STEP 1: Eastern WV CTC College Application

The first step in the enrollment process is to apply for admission. Everyone interested in taking a class at Eastern must submit an application to the Admissions Office. Forms can be obtained from and returned to the Admission Office. You may also complete the application online and submit.

STEP 2: College Assessment Tests

Take the English and Math Placement Tests. Once your application for enrollment is processed you will be contacted to schedule Accuplacer Assessments.

STEP 3: Orientation & Advising

The third step in the enrollment process is to attend an orientation. Orientation provides students with information about the college, first semester plan, transfer and degree requirements, student services, and your responsibilities. Once your application for enrollment is processed you will be contacted to schedule an appointment for group orientation. Following group orientation, you will meet with your advisor to discuss your academic plan and schedule your courses.

STEP 4: Request for Special Accommodations / Verification of Disability

If you have a learning disability or physical disability, including Attention Deficit Disorder (ADD), he/she should schedule an appointment, send an email or call the DSO in the Learner Support Services Department. The student will complete an application for services. The student will be required to submit documentation from a licensed medical professional verifying his/her disability with a list of recommended accommodations. You may contact the DSO in the Learner Support Services Department by calling 304 434 8000 X9235 or monica.wilson@easternwv.edu.

STEP 5: Determination of Eligibility for Services

Based on the information submitted, the DSO in the Learner Support Services Department and appropriate content faculty/staff will determine the eligibility of each student for special services.

STEP 6: Make an Appointment

If you are eligible for services, you should make an appointment with the DSO in the Learner Support Services Department to determine what specific services will be provided.

STEP 7: Notification to Instructors

Approved Special Accommodations will be sent to each of your professors by the DSO in the Learner Support Services Department based on schedule at the end of Add/Drop week.

STEP 8: Implementation of Special Accommodations

You are responsible for scheduling an appointment with each instructor to discuss Approved Special Accommodations and to activate the Accommodations. The meeting must be at least 1 week prior to the examination or other affected assignment. Communication with his/her instructors is the key to receiving special accommodations and to the students overall success!

Developed from Orange Coast College materials



DSO IN THE LEARNER SUPPORT SERVICES DEPARTMENT

REQUEST FOR SPECIAL ACCOMMODATIONS

Date: _____

STUDENT NAME: _____

Documentation Provided:

- High School IEP
- Adult Evaluation (Date: _____)

Professional Documenting: _____

Date of Evaluation: _____

- Recommended Accommodations:

AUTHORIZED

- 150% Test Time All Subjects
- Use of Assistive Devices
- 150% Test Time Math
- Alternate Quiet Location for Exams
- Other: _____

Follow-up Meeting to discuss Authorized Accommodations

Date: _____

Student's Signature: _____

DSO in the Learner Support Services Department Signature: _____

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FACULTY DOCUMENTATION

STUDENT REQUEST FOR SPECIAL ACCOMMODATIONS

Date: _____

STUDENT NAME: _____

As per the DSO in the Learner Support Services Department, the above student is authorized to receive the following special accommodations:

- 150% Test Time All Subjects
- Use of Assistive Devices
- 150% Test Time Math
- Alternate Quiet Location for Exams
- Other: _____

The accommodations are reasonable and will be followed for applicable exams/assignments/etc. throughout the remainder of the semester.

Student Signature: _____

Faculty Signature: _____

After discussion of the above authorized accommodations, the student declined all accommodations.

Student Signature: _____

Faculty Signature: _____

Please use the back of this document to make any other notes.