

# Table of Contents

Mission Statement.....	1
Shared Vision.....	2
Statement of Values.....	2
SECTION I – ORIENTATION GUIDE	
Academic Calendar.....	5
Getting Involved at Eastern.....	6
Student Organizations.....	7
This and That – Tips for Success.....	8
More Tips for Success (time management, study skills, etc.).....	11
Financial Aid.....	15
College Services.....	22
Counseling (career planning, etc.).....	25
Suicide Prevention.....	26
Assessment Policy.....	29
Distance Learning.....	31
Ordering Textbooks.....	36
Grades and Transcripts.....	38
Inclement Weather.....	39
Staff.....	40
Community Resources.....	44
Substance Abuse.....	46
Plagiarism.....	47
SECTION II – STUDENT HANDBOOK	
Student Rights and Responsibilities (Code of Student Conduct).....	49
Academic Rights and Responsibilities for Students.....	56
Student Standards of Academic Progress.....	57
Student Grades and Related Concerns.....	60
Judicial Board Policy and Procedures.....	62
Student Grievance Procedure.....	66
Computer Usage Policy.....	68
Policy Governing Use of Alcohol and Tobacco.....	70
Policy Governing Weapons and Trespassing.....	72
Drug-Free Schools and Communities Act.....	74
Suicide Policy.....	76
Sexual Harassment/Discrimination Policy.....	78
Student Complaints.....	79
Access to College Property.....	81
Constitution of the Student Government Association.....	82
Consumer information.....	86
SECTION III – STUDENT WORKSHEETS AND NOTES	
Returning Student Checklist.....	92
Schedule Worksheet.....	93
Notes.....	95

## MISSION

Eastern West Virginia Community and Technical College is an open enrollment, comprehensive, state supported institution that provides affordable post-secondary general education, workforce training and education, community education and service, and personal growth opportunities to citizens of its community.

To achieve this mission, Eastern West Virginia Community and Technical College:

- provides programs and courses of instruction, through the associate-degree level, that encompass occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- implements workforce development and customized training programs that advance individual career development while meeting employers' needs for a highly skilled workforce;
- serves as a vital link between secondary education and four-year colleges and universities; provides appropriate post-secondary courses to students in partner secondary schools;
- provides innovative student support services that promote holistic development and student success;
- provides a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;
- maintains an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;
- enriches local communities by making available resources in people, facilities, and programming;
- serves as a catalyst in helping to shape the direction of communities in the college's region of responsibility;
- enhances economic, cultural, and educational development through partnerships between the college and local communities; and ensures a healthy and safe environment at each of the college's instructional locations.

## VISION

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.

## 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 assessment 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.

### Learner Support Services (LSS) Mission Statement:

The Learner Support Department of EWVCTC fosters an environment of accessibility, affordability, and community involvement to recruit, retain and support educational goal completion.

# YOUR FUTURE STARTS HERE.



## Section 1: Orientation Guide

Discover Your Potential

# Eastern's Academic Calendar

## Fall 2017

April 3	Fall 2017 Pre-registration Begins
April 3-July 28	Continuous Pre-registration during Regular Business Hours
July 21	Last Day for Pre-registered Students to Pay
July 21	Payment Arrangements Must be Made at the Time of Registration
July 28	Drop Date for Nonpayment of Pre-registration
July 30-August 11	General Registration (Payment required with registration)
August 14	Classes Begin
August 14-18	Add/Drop Period
September 4	Labor Day Holiday – College Closed
October 6	End of Mid Semester (1 <sup>st</sup> eight weeks completed)
October 9	Mid Semester Reports Due
November 1	Last Day to Withdraw with a Grade of “W” (11 weeks completed)
November 1	Registration for Spring 2018 Begins
November 1	Deadline for Graduation Applications for Fall 2017
November 20-24	Thanksgiving Holiday – No Classes
November 27	Classes Resume
December 1	Last day of classes (full term classes only)
December 4-8	Final Exams
December 12	Final Grades Due by 12:00 Noon
December 21-January 1	Holiday Break – College Closed

## Spring 2018

November 1	Spring 2018 Pre-registration Begins
November 1 – December 8	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 15	Drop Date for Nonpayment of Pre-registration
January 2-12	General Registration (Payment required with registration)
January 15	Martin Luther King Holiday – College Closed
January 16	Classes Begin
January 16-22	Add/Drop Period
March 1	Deadline for Graduation Applications for Spring 2018
March 9	End of Mid Semester (1 <sup>st</sup> eight weeks completed)
March 12	Mid-Semester Reports Due
March 12 -16	Spring Break – No Classes
March 19	Classes Resume
April 2	Last Date to Withdraw with a Grade of “W” (11 weeks completed)
April 2	Registration for Summer 2018 and Fall 2018 Begins
May 4	Last day of classes (full term classes only)
May 7-May 11	Final Exams
May 12	Commencement (10:00 AM)
May 15	Final Grades Due by 12:00 Noon

## Summer 2018

April 2	Pre-registration for Summer 2018 Begins
May 21	Classes Begin

May 29	Memorial Day – College Closed
July 2	Last Day to Withdraw with a Grade of “W”
July 4	Holiday – College Closed
July 27	Last day of classes/Final Exams
July 31	Final Grades Due by 12:00 Noon

*The Institution reserves the right to amend the academic calendar when circumstances require such action.*

## Getting Involved at Eastern

Starting college for the first time or re-starting for the second or third time can offer you many delightful and challenging opportunities. Obviously, there are many reasons you are attending classes at Eastern. However, we hope that you will make time to become involved in experiences that are beyond the classroom.

### 10 Great Reasons Why!

1. You’ll meet new people
2. You’ll be able to experiment, try something new, and gain new insights
3. You’ll improve your skills and abilities
4. You’ll find a balance in your life – learning that there is more to life than working.
5. You’ll feel at “home” faster
6. You’ll learn to organize your time better knowing you have the responsibility to be certain places at certain times
7. You’ll learn to prioritize personal and school projects that need completed
8. You’ll manage stress better
9. You’ll improve your resume
10. You’ll be able to make a difference on campus and in the community

### Meeting New People

- Remember that most students are in the same situation you are
- Introduce yourself to your classmates
- Exchange phone numbers or e-mail addresses with a few people in your class so you can compare notes, or organize a study group, etc.
- Resist the temptation to sit by yourself
- Be a faithful friend. Once you establish a relationship, make it a point to keep commitments, return phone calls and favors, and offer support.

### Above All, Remember...

**Be patient.** It takes time to understand and get used to academic life.

# Student Organizations

## Phi Theta Kappa

Phi Theta Kappa is a national honorary that recognizes the academic achievements of students attending regionally accredited two-year institutions. Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible to be inducted into Eastern's Beta Nu Lambda Chapter of Phi Theta Kappa, students must have completed a minimum of 15 semester hours at Eastern, excluding developmental coursework, and have earned a minimum cumulative grade point average of 3.5 overall. Once inducted into the Honorary, students must maintain a minimum cumulative grade point average of 3.25 overall.

*Advisor:* Rachel Davis and Jill Landis.

### 2016-2017 Officers

TBA- President

TBA- Vice-president

TBA - Secretary

TBA - Historian

## Student Government Association

Eastern's Student Government Association was established in March 2006. The purpose of the Association is to represent student concerns and interests, campus-wide, by providing a unified voice. The Student Government Association will also organize various student events and activities throughout the academic year. All Eastern Students are eligible to join this organization. If interested, talk to the Student Services Specialist or join us at a meeting, watch the tv screens for meeting announcements. *Advisor:* Amy Markwood Crites

### 2016-2017 Officers

Theda May, President

Nathaniel Feaster, Vice President

TBA, Secretary/Treasurer

## Art Society

Eastern's Art Society was established in September, 2011. The Society publishes a literary magazine, "Eagle's Nest" and hosts an art show in the Spring of each year. If interested, please see one of the advisors and/or watch for meeting dates to be posted.

*Advisors:* Curtis Hakala and Dominic Phillips

# This and That – Tips for Success





Below is a mixture of definitions and general information which we believe will help you be more successful and make your experience more valuable.

## CATALOG

This publication contains requirements for graduation, degree programs and course descriptions. It also contains other information about the history and mission of the school, and various programs or services. You should become **very** familiar with your college catalog. For example, when you declare a program of study (major), you will follow the requirements listed in the catalog the year you begin taking classes toward the completion of the major you have selected. The catalog contains a wealth of information that will guide you successfully through your academic career and can be accessed on Eastern's website at [www.eastern.wvnet.edu](http://www.eastern.wvnet.edu).

## IMPORTANT INFORMATION AND DATES YOU SHOULD KNOW

Most of these dates can be found on the Academic Calendar in the front of this booklet; for others, you will need to check directly with the specific offices involved i.e. Financial Aid or with Learner Support Services. If you are not sure about a date, **always** take the time to check as it could impact your academic record or your pocket book.

- registration dates and times
- last day to register without paying a late fee
- last day to pay for pre-registered courses
- last day to withdraw from classes
- scholarships and academic awards available and deadlines to apply

## SEMESTER HOURS

During a regular semester (15 weeks), one credit is equal to approximately one hour of class time per week (i.e., a three credit course will require spending approximately three hours per week in class for one semester). This equation is different for laboratory classes and classes that meet for fewer than fifteen weeks.

<u>SEMESTER/TERMS</u>	<u>LENGTH</u>	<u>FULL-TIME</u>	<u>PART-TIME</u>
August – December	15 weeks	12 hrs or more	11 hrs or less January – May
15 weeks	12 hrs or more	11 hrs or less	

Generally, in the summer term full time is 4 or more credit hours; however, credit hours required for full-time and part-time status are different for financial aid students in summer. Contact the Financial Aid Office for information.

## **STUDY HOURS**

As a general rule, plan to spend two to three hours studying for each hour you spend in class per week e.g., three hours spent in class per week plus six hours study time equals nine hours total time for each 3 credit class.

## **PREREQUISITE/COREQUISITE**

Prerequisite – a course that must be taken before another course

Co-requisite – a course that must be taken at the same time as another course

Pre/co-requisite – a course that may be taken either before the desired course or during the same semester

## **EXPECTATIONS FOR CLASS ATTENDANCE & PARTICIPATION**

Once a student completes a course registration form with their advisor and provides his/her signature, it is mutually understood that the student is intending on completing the course(s) listed. Successful course completion requires attendance and participation in classroom activities as these are critical components in a college learning environment. Research shows that class attendance and participation are strongly related to academic performance. While Faculty establish their own attendance policies for each class, as outlined on the course syllabus, students are responsible for resolving attendance issues with the course instructor before, or as soon as possible after, absence occurs.

## **EXPECTATIONS OF STUDENTS RECEIVING FINANCIAL AID**

Financial aid awards are determined by enrollment status (the number of credit hours for which the student is registered). If the student drops classes before the aid funds are disbursed/delivered, the financial aid award will be reduced to the amount that corresponds to the current number of credit hours he/she holds. **The student is responsible for any charges that incur as a result of enrollment change.**

Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. **Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.**

## **COURSE ADD/DROP PROCEDURE**

If you have already registered for classes you may make schedule adjustments by using add/drop forms available through your advisor. These forms must be completed, signed by your advisor, and returned to Learner Support Services for processing. You will receive a copy of all processed add/drop slips which you should retain as a personal record of your schedule changes. Please refer to the refund schedule found in the class schedule for any possible tuition refunds and refer any refund questions to the Business Office.

If you find it necessary to withdraw from a class you should remember the following:

- Use the add/drop forms and complete them before the last day to withdraw found in the academic calendar. Final drop dates for courses that do not meet a full semester are available through your advisor.
- **If you stop attending class but do not officially withdraw, you WILL receive a failing grade.**
- Failing grades can affect future financial aid eligibility and grade point averages.
- Before dropping a class, please discuss your decision with your instructor, advisor, and the financial aid office if applicable.

## **TRANSITIONAL COURSES**

A transitional (brush-up) course may be needed / required to refresh or strengthen your basic knowledge before enrolling in regular college courses. Eastern offers several transitional courses, including:

ENL 100	Beginning Composition	3 Semester Hours
MTH 100	Developmental Math Level A	3 Semester Hours
MTH 101	Developmental Math Level B	4 Semester Hours
MTH 103	Developmental Math Level C	4 Semester Hours

# More Tips for Success

Whether you are entering college for the first time or are a returning student, there may be new skills that you will need to learn to make your college career a success. This section is designed to give you some general suggestions for many different areas related to your college experience. In addition to reviewing this section, you are encouraged to complete Eastern's Orientation course, College Success (ORT 100), which covers each of these topics in-depth.

## Survival Tips

- Use a calendar as a term planner
- Ask questions
- Go to class
- Buy your books and read them
- Set priorities and goals each semester
- Meet people in your classes
- Give yourself some free time
- Get involved in things besides academics
- Take advantage of resources
- Register for Orientation 100 College Success
- Attend a workshop
- Talk to your advisor
- Participate in class
- Major in something you enjoy
- Take advantage of tutoring services
- Always leave time to eat and sleep
- Remember – you are human – don't try to do too much

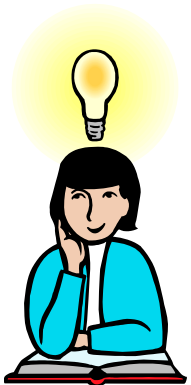


### *Also, remember ...*

Mistakes are okay because they

- Provide valuable feedback
- Are more interesting than most successes
- Demonstrate risk taking. Fear of making mistakes can limit your abilities, growth, and learning.
- Indicate that you are striving to achieve a goal

Note: Thomas Edison found 12,000 ways the light bulb wouldn't work before he found one that did!





## Dealing with Stress

Stress is something that we all experience and have to develop ways to deal with it. But, are they the best ways for dealing with stress? Below are some suggestions for healthy coping mechanisms when dealing with stress.

1. **Reduce the stressors** – although this seems obvious, it is amazing how long individuals will allow something to be a source of stress.
2. **Manage your emotional response** – you may not be able to manage the stressor, but you can manage your reactions. Some ways to manage your emotional response, include – understanding and expressing your feelings, acting positively, and keeping a sense of humor.
3. **Develop a support system** – Talk to someone about your problems or stressors. This person may be a friend, counselor, or some type of support group. Talking to someone may help you feel better and another person may help you see the situation from a different perspective.
4. **Take care of your body** – make sure you eat properly, get adequate sleep, and exercise – this will affect your body's coping ability.
5. **Develop relaxation techniques** – take slow deep breaths, loosen up tense muscles.

## Time Management Tips

As a college student with many responsibilities, managing your time will become very important. By learning to manage your time efficiently, you will have control over your life and possibly reduce unwanted stress. Below are some suggestions for how to manage your time effectively.

- Determine your goals and what you need to do to reach them
- Brainstorm possible obstacles and ways to overcome them
- Make a monthly, weekly and daily calendar
- Set priorities
- Use a planner to organize all your class materials and due dates
- Break down big tasks into smaller ones
- Learn to say no graciously and easily
- Update your goals periodically
- Be flexible
- Think of how you presently spend your time and ways to adjust or change that – family responsibilities, class, work, recreational activities, sleeping, showering, etc.
- Make study times during your best time of the day
- Don't schedule overly long study sessions
- Allow for breaks in your activities
- Battle time wasters – television, partying, internet, phone calls, etc.



## Study Tips

Studying will be an ongoing process during your academic career. Listed below are some general guidelines to use when developing your study skills.



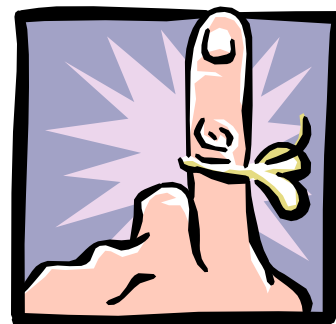
- Develop a regular study schedule and stick to it
  - Try to work at the same time and place so it becomes associated with serious work
  - Work for short periods with 5-10 minute breaks
  - Review your notes regularly
  - Make a priority list
  - Study similar subjects at different times so you don't confuse them
- Use flash cards or chart to help you remember material
- Have your notes and textbook on-hand to take advantage of any down time you may have during the day (i.e. doctor's waiting room, breaks between classes, waiting during children's practices and activities, etc.)

## Memory Tips

Did you know that much of the information learned is forgotten within 24 hours? Therefore, learning ways to retain material is always important. Below are some strategies that will help you remember needed information.

### *Organize the information*

- Learn information from general to specific
- Create charts, diagrams, and pictures to illustrate important points
- Use flash cards or index cards to write definitions
- Make the information meaningful
- Create associations and connect new knowledge to something you already know.
- Use acronyms
- Use stories to remember material



### *Use your brain*

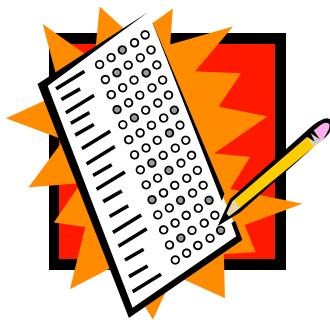
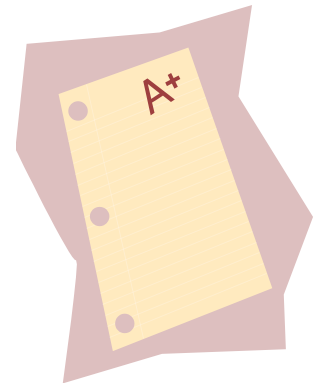
- Continue to review the material once you have mastered it...This will help you retain the knowledge
- Distribute your learning over a period of several short periods of time
- Avoid interference
- Have a positive attitude
- Combine techniques to find what works best for you

## Test Taking Strategies

Test time is when you will be required to put everything together – memorization, note taking, listening, and time management skills. So, obviously learning successful test taking strategies will be vital to a positive college career.

### ***Preparation***

- Use the course syllabus as a guide
- Look at instructor handouts
- Ask questions about the test
- Try to predict what questions will be asked
- Avoid cramming and create a checklist or things to do list
- Don't overdo it...Vary your work and take breaks
- Study throughout the course



### ***The Day of the Exam***

- Dress comfortably
- Make sure you have all needed materials
- Do not cram
- Arrive early so you have time to relax
- Avoid anxious classmates who are panicking

### ***During the Test***

- Jot down clues, formulas, or terms on the back of the test
- Review but don't answer the short answer questions, jotting down any key points that come to mind when reviewing the question
- Answer the easiest questions first
- Answer the remainder of the questions
- Proofread the exam
- Do not rush. Pace yourself so you have plenty of time on each section.

### ***When it is all over***

Reward yourself, regardless of how you think you did. If you didn't do as well as you wanted, learn from it and do things differently the next time.

## **Financial Aid**

Financial Aid consists of scholarships, grants, loans, and employment opportunities (Work Study) to help students finance a postsecondary education. Students may apply for these various types of financial aid by contacting Eastern's financial aid office. Students must meet Standards of Progress, page 57 to remain eligible.

Eastern Students enrolling in courses at other colleges or universities as a transient (temporarily attending another college) student, with a completed consortium agreement, are responsible for paying all tuition and fees to consortium institution. The consortium agreement makes sure that only one school considered your home school is handling your financial aid because it is against Federal rules to receive financial aid from more than one institution for the same semester.

### **Federal Pell Grant**

The Federal Pell Grant program provides the "foundation" of financial aid to which other grants, loans or assistance may be added. If the student qualifies for a Federal Pell Grant, he/she may receive between \$606 and \$5920 annually (award amounts are subject to change), depending on family income, costs of education, and enrollment status. Those applying for Federal Pell Grant must complete a Free Application for Federal Student Aid (FAFSA) or FAFSA renewal application. Electronic signage is completed with FSA ID (Federal Student Aid ID) and password instead of the previously used PIN. Students must reapply for a Federal Pell Grant every year. A Pell grant year includes Fall, Spring, and Summer semesters.

### **West Virginia Higher Education Grant (WVHEG)**

The West Virginia Higher Education Grant (WVHEG) is a state funded grant for eligible students who are residents of the State of West Virginia. Students apply by submitting the Free Application for Federal Student Aid (FAFSA). FAFSA applications completed by April 15 are given priority consideration. Full-time attendance is required and a cumulative grade point average of 2.0 is required of all filers. WVHEG renewal requires that 12 or more credit hours be earned for each semester the WVHEG was received or your eligibility for renewal of the WVHEG will be suspended until the those credit hours are earned.

### **Direct Loan Program**

The Direct Loan Program (DLP) is a set of federal student loan programs that includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal PLUS (parent loan) programs. The source of funds for the Direct Loan Program is the United States Department of Education (Department). The DLP is administered by the Department and requires that the student have only one point of contact for the servicing of the loan, the Direct Loan Servicing Center. Students interested in obtaining a Federal Stafford Loan (subsidized or unsubsidized) or a Federal PLUS Loan, must complete the online Master Promissory Note and online Entrance Counseling. The Entrance Counseling is required to ensure that you understand the responsibilities and obligations that you are assuming. Contact the financial aid office for more details about this process.

Eligible students may borrow up to the maximum amount of subsidized loan, depending on year in school and the loan limits established for the Direct Loan Program (\$3500 loan for the first year of undergraduate study and \$4500 for the second year of undergraduate study). The loan amounts may be awarded as a combination of subsidized and unsubsidized Federal Stafford Loan. Students are responsible for the interest accruing on unsubsidized portions while in school and during any grace or in-school deferment periods, unless the student elects to have the interest added to the unsubsidized loan principal (capitalization). Having the interest capitalized will mean larger payments upon repayment. Independent students (or dependent students whose parents are unable to borrow a



Federal PLUS Loan) may borrow additional amounts under the unsubsidized Stafford Loan Program, as follows, \$4000 per year for the first and second years of undergraduate study. Federal Stafford Loans have an origination fee of 1.069 percent that will be deducted from the loan amount. The fee is subject to change. The interest rate for all DLP loans is 3.76% through June 30, 2017, at that time the rate is subject to change. The interest rate for subsidized and unsubsidized loans after July 1, 2017 is 4.45%. Loan principal and interest payments begin six months after the student graduates or ceases to be enrolled at least half-time. Repayment must be completed according to the repayment plan selected.

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their son's or daughter's college expenses. Eligible parents may borrow amounts not to exceed the difference between the student's cost of attendance and all other financial aid he or she will receive. The Federal PLUS Loan interest rate is 6.31% through June 30, 2017, but is subject to change after that time. The PLUS Loan fee is 4.276% through October 1, 2017 and is subject to change afterwards. The repayment period for PLUS Loans begins on the day the loan is disbursed and ends according to the repayment plan.

**\*\* FEDERAL STUDENT LOANS MUST BE REPAID\*\***

### **Eligibility**

To be considered for financial aid at Eastern West Virginia Community & Technical College, a student must:

- be admitted to the College
- be a citizen or eligible non-citizen
- be registered with Selective Service (if required)
- have a high school diploma or GED®
- be working toward a degree or certificate
- apply for financial aid by completing an online FAFSA
- be making satisfactory academic progress
- have an academic transcript on file for every college or postsecondary institution attended
- not owe a refund on a Federal grant or be in default on a Federal education loan and
- have financial need (except for unsubsidized Stafford Loans and/or non-needs based scholarships).

### **Application Process**

The FAFSA is the principal application document, and the information that the student provides serves as the basis for determining eligibility for the federal student aid programs. Follow these steps to complete the Financial Aid Application Process:

- be admitted to the College
- visit <https://studentaid.ed.gov> which has current information concerning Preparing for College, Types of Aid, Who gets Aid, FAFSA information and Links, and Student Loans details
- obtain the Free Application for Federal Student Aid (FAFSA) by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov) This must be processed to be eligible for Title IV aid
- contact the financial aid office if any questions arise.

FAFSAs are available only on the website or by contacting FAFSA for a paper form.

### **Timeline for Applying**

For best results, students should apply for financial aid early. Starting October 1, 2016 the 17/18 FAFSA will be available using the 2015 Tax and income information. For campus based aid programs and other programs with limited money available, students should apply before April 15 for full consideration. Those with greatest need are considered first. As funds become available, late applicants are considered ranked by need. If your FAFSA is selected for verification a 2015 tax return transcript or use of the IRS Data Retrieval within the FAFSA may be required. A verification worksheet must be completed and other documentation may be required which may extend the period of time required for processing.

### **Notification**

After the financial aid office determines a student's eligibility for financial aid these steps are followed:

1. When the financial aid office reviews applications, the student is notified of any problems or any verification requirements (verification documents must be submitted within 30 days).
2. An award letter is emailed
3. Recipients will be emailed about any adjustments to financial aid award

### **Satisfactory Academic Progress**

Generally, to remain eligible for financial aid, a student must meet satisfactory academic standards. Full-time students must register for a minimum of 12 credit hours and complete at least 67 percent of the attempted credit hours each semester. The Department of Education has a satisfactory academic progress policy which states that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. In addition to the above, Eastern's institutional policy requires that a student maintain a minimum grade point average of 2.0 in all coursework. Contact the financial aid office for specific requirements.

### **Liability for Repayment of Award**

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the College may be billed for a percentage of the aid disbursed for that semester. Students receiving financial aid who officially withdraw from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

Students should be aware that changes in enrollment status may affect eligibility to receive assistance in future semesters. Students considering withdrawing from classes are encouraged to seek financial aid counseling as well as academic advising before dropping classes.

Financial aid awards are determined by enrollment status. If the student drops classes before the aid funds are disbursed/ delivered, the financial aid award will be reduced to a value corresponding to the enrolled hours at the time the funds are disbursed. The student is responsible for any charges that incur as a result in enrollment change.

## **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 institution's 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:

$$\text{Pace Rate (Completion)} = \frac{\text{Total EARNED Credit Hours}}{\text{Total ATTEMPTED Credit Hours}}$$

**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

- a. 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

- a. 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 25<sup>th</sup> for the Fall semester and March 25<sup>th</sup> 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](mailto:finaid@easternwv.edu) or 304-434-8000



# College Services

## 1. Advising



**Academic Advisors** are individuals who provide counseling and guidance to assist you with your academic goals and choices. Advisors give information about degrees, majors, and courses. These individuals also provide support and answer questions you may have. We recommend that you work closely with your advisor as you work toward your education goals. Advising can help you achieve your educational and career goals by providing information, guidance and assistance throughout your time at Eastern.

**You know it is time to see your advisor when you.....**

- Have questions about your major
- Have questions about how your previous credits will apply to your program's graduation requirements
- Are planning your schedule for next semester
- Have questions about your academic status
- Are having difficulty in your class(es)
- Are thinking about dropping a class
- Want to change your major
- Are unsure about graduation requirements
- Are considering repeating a course
- Need information about getting into a specific program
- Plan to transfer to another college

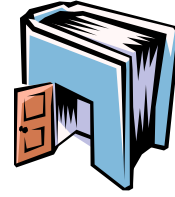


## 2. Disability Services

Eastern WV Community and Technical College is committed to ensuring equal access for all qualified students with disabling conditions. The Office of Learner Support Services mission is to eliminate disability discrimination and ensure equal educational opportunity for students who qualify as a person with a disability under the applicable laws (ADA, section 504). We work closely with students to determine reasonable accommodations that will minimize the disadvantage their disability may cause. Many students who were under an Individualized Education Plan (IEP) or a 504 Plan during high school may qualify for services, as will many other students who might have received any specialized services during their K-12 education. However, we require an adult evaluation and cannot implement accommodations based on your IEP. It is the student's responsibility to contact our office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Approved accommodations are determined on an individual basis. Any requirement an instructor demonstrates as essential to any directly related licensing requirements or to a program of instruction pursued by a student with a disability cannot be altered. For more information or to registered as a student with a disability, please contact us by phone at 304-434-8000/877-983-2322, ext. 9233, or stop by our office at 101-C in the Eastern Complex to see Amy Crites, Student Services Specialist.

### 3. Library Services

Eastern's Library services are being provided through Infotrac. You can utilize Infotrac by visiting Eastern's website at [www.easternwv.edu](http://www.easternwv.edu), clicking on Current Students, Student Information and then on Library Services. Instructional brochures found in the Resource Center or check with the Academic Services Coordinator.



can be  
Program

If you need a hard back book, Eastern has a contract with Southern West Virginia Community & Technical College to provide Librarian help and to ship available books at no cost to the student.

### 4. Tutoring & Coaching

During your academic pursuits, Eastern WV CTC wants to make sure you have everything that you need to be successful. We are now offering **FREE access to online tutoring services through Tutor.com**. Tutors are available 24/7 to help you 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, access your personalized account by following these simple steps:

1. Go to [tutor.com/easternwv](http://tutor.com/easternwv)
2. Create an account using your student email address (ex. [FirstNameLastName@student.easternwv.edu](mailto:FirstNameLastName@student.easternwv.edu))
3. You will receive an email with a link to verify your account.

**If this is your first time using [tutor.com](http://tutor.com)** and want to know how it works, watch this quick video to get you 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 on to [tutor.com](http://tutor.com), searching out career options, or just need a listening ear, see one of our Student Success Coaches in the Learning Lab. The Learning Lab is open Monday – Thursday and by appointment.

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

### 5. Workshops

Throughout the academic year, Eastern staff conducts workshops on various topics relevant to student life. These workshops are free to all Eastern Students. Workshop topics may include:

- Student Success Workshop
- Diversity of Equity Presentations
- Financial Aid 101

- An Introduction to Prior Learning Assessment
- Time Management
- Financial Management
- Dealing with Stress

Information about upcoming workshops will be emailed to your Eastern account and will be promoted via TV screens. Be sure to check it out and take advantage of these workshops.

**Don't have time for a live workshop or can't fit it into your present schedule? Go to [http://www.ucc.vt.edu/academic\\_support\\_students/online\\_study\\_skills\\_workshops/](http://www.ucc.vt.edu/academic_support_students/online_study_skills_workshops/) and try your hand at some online study skills workshops.**

## 6. Makeup-Testing

Occasionally, students may not be able to take a test at the scheduled time. Make-up testing is given due to *special circumstances*. In the event a student misses a test, exam or quiz, it is the **STUDENT'S** responsibility to contact the instructor and arrange to complete the test/quiz. However, make-up testing is not a privileged and is at the *instructor's discretion*. Each instructor outlines his/her make-up testing policy on the course syllabus.

In the event a make-up test cannot be arranged between the instructor and the student, Eastern provides **limited** test proctoring scheduled through the Academic Services Program Coordinator, **Laurel Godlove, X9244**. The following are general guidelines for scheduling a make-up test:

- Missing a test is a last option. The student should speak with the instructor before the test/quiz to make special arrangements.
- The student should provide documentation for missing a test or quiz, for example a doctor's excuse.
- The student should contact the instructor first.
- If the instructor and the student cannot work out a test time, see the Academic Services Program Coordinator.
- Students must have an appointment. Walk-ins are not admitted. Make-up testing should be scheduled at least 2 days in advance.
- If the above times are not an option, then make-up testing will be scheduled with the Student Services Specialist.
- No make-up exams will be given after the last day of regular classes.
- No make-up exams will be given during finals week.



# Counseling Department



Although we do not have a licensed counselor on staff, Amy Crites, our Student Services Specialist is available to assist students with personal difficulties, career decision- making, and educational planning.

## Having Difficulty Choosing a Major?

1. Don't let someone else decide for you. Get advice. Think your decision through.
2. Base your decision on interest, ability, personality and values. Personal satisfaction is important.
3. Try to relate your major to a professional goal, but keep in mind many fields prefer individuals with broad preparation. Your major may not lead to a specific job.
4. Gain insight into possible careers by volunteering, job shadowing, or participating in an internship with a particular agency.

## Helpful Websites for Choosing a Major

The West Virginia Department of Education's College and Major Planning site  
[www.WVEducationPlanner.org](http://www.WVEducationPlanner.org)

Learn more/Earn more College Foundation of West Virginia  
[www.cfwv.com](http://www.cfwv.com)

U.S. Department of Labor Occupational Outlook Handbook  
[www.bls.gov/oco](http://www.bls.gov/oco)

U.S. Department of Labor's Employment Projections (fastest growing occupations)  
[www.bls.gov/emp](http://www.bls.gov/emp)

Vocational Information  
[www.khake.com](http://www.khake.com)

What Can I Do With a Major In \_\_\_\_\_?  
[www.cfwv.com](http://www.cfwv.com)

# SUICIDE

A major, preventable mental health problem

<http://www.ulifeline.org/ewvctc/>

- ▶ FREE
- ▶ 24-hour help
- ▶ Confidential
- ▶ You are worth it & there is help

#BeVocalSpeakUp

“Asking for help when you are struggling is a sign of strength”

- Demi Lovato.

## Learn The Signs

The first step is recognizing there is some concern and then following up. In order to recognize the signs, you have to know what they are. In general, change in behavior or interaction is a sign there is something going on. Though all people do not exhibit the same signs, there are some common factors identified with increased risk. All signs are worth recognizing. Remember these signs by the acronym “IS PATH WARM.”

- » **Isolation** – Is your loved one pulling away from you? Have they withdrawn from social groups and activities?
- » **Substance Abuse** – Is your loved one experimenting with drugs and /or alcohol?
- » **Purposelessness** – Does your loved one think about and/or plan for the future?
- » **Anxiety** – Does your loved one seem nervous, worried, stressed?
- » **Trapped** – Is motivation poor? Does your loved one express statements that reflect feeling stuck or trapped?
- » **Hopelessness** – Is there promise? Is there consideration for the future and the rest yet to come?
- » **Withdrawal** – Is there a connection with you and your loved one? Does he/she connect with anyone?
- » **Anger** – Does he/she seem increasingly agitated or aggressive?
- » **Recklessness** – Is he/she engaging in risk-taking behaviors?
- » **Mood Changes** – Have there been unusual or dramatic changes in mood or behavior?

# Assessment

## Accuplacer – Course Placement Assessments

You need to take the Assessment for Course Placement –

- If you are seeking a degree or certificate you are required to take the assessments in reading, math, and English
- If you are not seeking a degree or certificate you are required to take the assessments before registering for any class with an applicable prerequisite

You are exempt from Assessment for Course Placement -

- If you scored a 17 or higher on ACT reading test, 19 or higher on the ACT math test, and 18 or higher on the ACT English test within the last 5 years **or**
- If you scored a 420 or higher on the SAT reading test, 460 or higher on the SAT math test, and a 450 or higher on the SAT English test **or**
- If you completed a college level reading, English, or math class

When should you complete your placement assessments?

- You should complete your assessments before registering for your first class.

If you have questions or would like to schedule an appointment, please call the Admissions and Registration Department at 434-8000 or 877-982-2322.

Often times, many individuals may need to take a transitional class to brush-up their skills prior to entering a college level course. The transitional classes Eastern offers are:

### **ENL 100 Basic Composition**

This course allows students to improve their sentence, paragraph, and essay composition skills so they can succeed in a college level English course. If a student scores between 70 and 88 on the ACCUPLACER Sentence Skills, they are eligible to co-enroll in an ALP section of English 101.

### **MTH 100 Transitional Math Level A**

This course is designed to allow students to improve basic arithmetic skills. Topics include performing operations on whole numbers, fractions, decimals, and integers; solving problems involving percentages and proportions; and reading, writing, and evaluating algebraic expressions. This course *does not* satisfy the general education requirements of a college-level math course.

### **MTH 101 Transitional Math Level B**

This course is designed to allow students to improve basic arithmetic and algebra skills and prepare students for college mathematics applications. Topics include performing operations

on whole numbers, fractions, decimals, and integers; solving problems involving percentages and proportions; reading, writing, and evaluating algebraic expressions; solving and graphing linear equations and inequalities; using exponents and scientific notation; and simplifying polynomials. This course *does not* satisfy the general education requirements of a college-level math course.

**MTH 103 Transitional Math Level C**

This course is designed to allow students to improve basic algebra skills and prepare students for college mathematics applications. Topics include real number operations; linear equations and inequalities; exponents and scientific notation; polynomial operations; factoring; quadratic, radical, and rational equations; graphing; systems of linear equations; and function concepts with basic math review integrated throughout the course as needed. This course *does not* satisfy the general education requirements of a college-level math course.

# Distance Learning

**Distance Education** is a way of delivering instruction that allows the student and instructor to be separated by physical distance using technology to bridge the physical gap. This delivery system allows the College to provide you with many more course selections than if all classes were offered in the traditional setting. Distance Education offerings often provide flexibility and convenience that you may find will fill your educational needs. However, before you enroll in any distance education course, you need to understand what kind of delivery is involved and what will be expected of you as a student. Below is some information designed to get you started in learning about Distance Education. Be sure to check out the self-evaluation in this section and no matter what **always ask questions!!!**

- Definitions and Descriptions
- General Information
- Frequently Asked Questions
- Characteristics for Success
- Distance Learning Quick Facts
- Questions to Ask Yourself Before Enrolling in a Distance Education Course



## Definitions and Descriptions

### 1. Web Based Courses



Web Courses are available to students who have a computer with an Internet connection. You will receive instructional material via the Internet and communicate with your instructor and other students through e-mail and electronic bulletin boards.

If you are interested in taking a web course, you should be aware that certain skills are necessary to succeed in this mode of learning. **As a policy, students must have successfully completed at least 10 credit hours of college coursework before enrolling in online courses.** You should possess fundamental computer and academic competencies, including:

1. Good reading and writing skills
2. Keyboarding skills
3. Word processing skills
4. Internet navigation skills
5. E-mail sending and receiving skills
6. Distance learning software skills (Web CT and Blackboard)



## 2. Video Distance Learning Courses

The video distance courses provide “real-time” instruction. Using technology, you can see and hear your instructor at all times though you are located in different geographic locations. You can ask questions and your instructor can provide immediate feedback. The majority of these courses require fundamental skills such as e-mailing and discussion boards. If

registering for one of these courses, students must attend a distance learning orientation session.

## 3. Web Conferencing Courses

Like video distance learning, web conferencing courses provide interactive “real-time” instruction in which you are able to hear the instructor at all times using speakers on your personal computer. Students are required to be online at pre-determined hours each week and must have a microphone to talk to the instructor and other students.

## 4. Blended Courses

Blended courses use a combination of formats to deliver instruction to students. Blended classes may be a mix of web-based instruction (internet), face-to-face instruction, video distance learning and/or web conferencing. The *Class Schedule* will note if a class is a blended class and the percentage of instruction face-to-face and percentage of instruction through distance technology. Face-to-face meeting times will also be listed in the *Class Schedule*. Your advisor or the instructor can answer questions concerning a specific blended class.

## 5. Netiquette Guidelines

Online or distance learning classes often give students a sense of anonymity or make one feel less inhibited. The following guidelines are general rules for internet etiquette or “Netiquette”.

- Remember there is a person or people on the other end. Do not write anything you would not say to someone in person. Abusive or offensive posts will not be tolerated.
- Assignments in online classes are just as important as assignments in face-to-face classes. It is important to use proper spelling, grammar and punctuation. Do not use text slag or lingo.
- For online discussions, stay on topic. If you want to communicate with another student about personal issues or an issue not related to the topic, email or chat with individual separately or use the water cooler feature in Black Board.
- Think before you write. Class discussions may be controversial. If a topic or post has provoked strong feelings, write your post and save it. Wait for an hour, read it again before you post it.
- Word process assignments and discussion posts. Write assignments and discussion posts in Microsoft Word or a similar word processing software. Use the spell check and grammar check functions to proof read your assignment.

## General Information

- You will find that most web based courses are **NOT** self-paced courses, you are expected to meet class/assignments due dates. Your instructor determines the design of the course (for example, whether you have to be logged on at a certain time for a live chat)
- You must have daily access to the website through your own computer, a computer lab terminal, or other outside terminals (libraries, work, access centers, etc.)
- You must have the required software for each course you are taking (some software must be downloaded from the Internet).
- You are responsible for checking the course website and email several times a week for updates.
- You are required to take an orientation course or training for entry into an online class.
- Distance education, especially web-based courses require a high degree of motivation and self-discipline on your part due to the lack of daily contact with the instructor.

## Frequently Asked Questions

### **1. Should I consider enrolling in a distance-learning course?**

Distance learning courses require a high degree of commitment on your part. You need to be a self-motivated and independent learner. If you tend to wait until the last minute to finish assignments and readings, this type of learning is not recommended.

If the subject is one that you may have difficulty learning or dislike, it is not recommended that you take that class via the web.

**2. What software and hardware do I need for web-based courses?** Students must have a computer with independent internet connectivity (software requirements are dependent on the course format).

### **3. How do I gain access to the web-based class?**

Students can gain access to their class only after they have been officially registered for that course. Students will be emailed their log-on information so it is important that email accounts be checked on a daily basis.

### **4. Can I gain access to these classes on campus?**

Yes, students may use college computers to complete the assigned work for a distance learning class. Computers are available at each Discovery center throughout Eastern's service district. Check with your advisor for Discovery Center availability.

### 5. Where do I go for testing?

Your tests may be given online at a designated site or you may be required to take the test at the closest Discovery Center or the EASTERN main campus.

### 6. How does the instructor receive my work?

For Internet classes, your work will be submitted electronically (i.e. by email, electronic drop boxes, or message boards). Telecom course materials are generally mailed/or faxed to the instructor by a classroom facilitator. Your instructor will provide details for submission in your course syllabus.

## Characteristics of Students who Succeed in Distance Learning:

- Highly motivated to achieve
- Independent learner
- Active learner
- Disciplined
- Adaptable to changes and new ways of doing things

## Distance Learning Quick Facts:

A distance learner must be self-reliant. **Self-reliance** means:

- the ability to take responsibility for learning,
- knowing how to set goals and standards,
- knowing how to conduct library research,
- having initiative,
- having the ability to manage time, and
- having the ability and willingness to evaluate yourself and others critically.

**Taking responsibility for your learning** means that **you** make a conscious commitment to the learning task. Among other things, this includes:

- making the time necessary to study and following through with your schedule,
- understanding your weaknesses and taking action to strengthen them,
- asking for help or clarification when you need it,
- learning to say no to things that interfere with your goal,
- staying motivated,
- finding ways to meet needs that you cannot meet by yourself, and
- fostering an idea of yourself as an active learner, not a passive receiver, of knowledge.



**Questions to Ask Yourself before Enrolling in a  
Distance Education Course:**

- Are you self-motivated?
- Do you complete what you start?
- Are you able to work independently with little direction?
- Do you have self-discipline?
- Do you believe that learning is ultimately your responsibility?
- Do you have good reading and writing skills?
- Can you read books and easily comprehend what is being said?
- Are you comfortable using the Internet?
- Are you able to learn new computer skills and software that may be needed for a course?
- Are you able to easily express yourself in writing?
- Will you ask for help if needed or if a problem arises?

*If you answered “yes” to all or most of the questions, you are probably ready for a distance education course.*

# Ordering Textbooks



The West Virginia Northern Community College Bookstore is pleased to continue its partnership with Eastern West Virginia Community and Technical College as the textbook supplier for the 2014-2015 academic year.

The WVNCC Bookstore is owned and operated by Barnes and Noble College Booksellers and is located in Wheeling, West Virginia. We currently serve the students at the WVNCC Wheeling, Weirton, and New Martinsville West Virginia campuses, and are excited to welcome Eastern West Virginia Community and Technical College to our operation.

Textbooks will be available for purchase by numerous means, and all orders will be shipped within 24 hours of receipt from our Wheeling, WV location. Textbooks can be purchased via our secure website at [www.wvncc.bkstore.com](http://www.wvncc.bkstore.com), by U.S. mail or fax using our textbook reservation form, or by calling the bookstore directly. We will be equipped to accept student financial aid awards for textbook purchases for those who are eligible. Purchases may also be paid by check or credit card.

## INSTRUCTIONS FOR ONLINE BOOK ORDERING

*If you have any problems with any order, please contact: Dean George, Book Store Manager, at:*

<http://wvncc.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&storeId=38551&langId=-1>

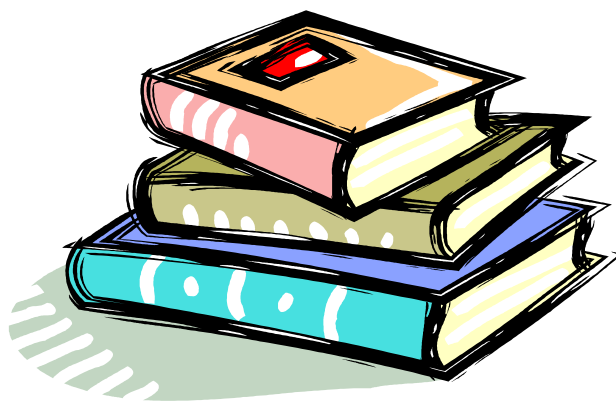
Visit our bookstore partner's (WV Northern Community College) Book Order Page. (You may also access the online Order Form at: <http://www.wvncc.bkstore.com> and then choose "Textbooks" from the menu bar.)

1. Under "Step One: Find Your Course" choose the term for which you are purchasing textbooks in the "select term" box, (for classes starting in August 2016, you will need to choose the Fall 2016 term).
2. Under the "select your department" tab, you will need to select the department for which you are purchasing textbooks. Please refer to the 3-letter department abbreviation found on your course registration form.
3. Under the "select course number" tab, select the correct course number. Please refer to your course registration form for this information.
4. Under the "select section number" tab, select ALL. Eastern uses the same books for all sections of courses.
5. Next, click "Add Course." The term, course and section you have specified will appear in the "Step Two: Review Your Courses" box.
6. If you have additional courses for which you are purchasing books, repeat steps 2 - 6. If you are ready to purchase your textbook(s), select "View Textbook List" in the "Step Two: Review Your Courses" box.
7. You will now see a listing of all needed textbooks for each course you have specified. Please note that texts will be listed as "required" or "recommended". The titles listed as required are those that are definitely needed for your course. The recommended titles

are suggested as useful supplemental study materials, although not required to be purchased.

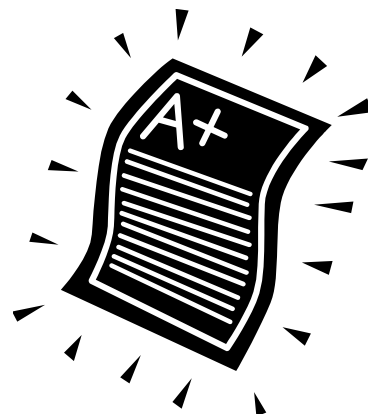
8. At the bottom of the course-and-book list, the screen now allows you to choose from a series of options. If you are ready to purchase your books, click "Add To Cart" and your shopping cart will appear for each book, select whether you wish to purchase a new or used textbook by checking the appropriate boxes beside the textbook titles. (*For Developmental Math Courses (100, 102, 103), you need to purchase New Books to include the required Math Lab*)
9. Under "Textbooks Change" you may process your order or request updates in course materials, or for only the required course materials. Whichever option you choose, you must also check the "I understand the amount I am charged may be different if course materials are changed box."
10. Check-out: Follow the prompts to create an account or check out as a guest. If you already have account, please enter your user information to track your orders. Click Deliver to Shipping Address & enter your home address (post office boxes are not accepted).
11. Payment Information
  - a. If you are a Financial Aid Student, Enter your Student ID #
  - b. If you are not receiving Financial Aid, enter your payment information to be charged to your personal credit card or payment source.

PLEASE NOTE: The shopping cart will show the order total with new textbook prices only. If you indicated that you would prefer used textbooks to new textbooks, we will fill your order with used textbooks if they are available. You will receive a confirming e-mail when your order is shipped indicating which titles were available as used textbooks and the final dollar amount of your order.



Mid-term and Final grades are no longer mailed to students. Instead, Eastern Students are able to view grades online by following these steps:

- Go to [www.easternwv.edu](http://www.easternwv.edu)
- Click on *My Eastern* in quicklinks
- Type in your User ID/Student ID
- Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070)
- Click on Student and Financial Aid Info
- Click on Student Records
- Click on Academic Transcripts



## Student Transcripts

To obtain an *unofficial* copy of your student transcript, follow these steps:

- Go to [www.easternwv.edu](http://www.easternwv.edu)
- Click on *My Eastern* in quicklinks
- Type in your User ID/Student ID Number (S00XXXXXX)
- Type in your PIN (your birthday in six digits– for example, October 10, 1970 would be 101070)
- Click on Student and Financial Aid Info
- Click on Student Records
- Click on Academic Transcript

To obtain an official copy of your student transcript, go to [www.getmytranscript.com](http://www.getmytranscript.com), select Eastern, follow the step-by-step process to complete your order. All official transcripts have a fee of \$7.

### Problems?

If you have problems obtaining your grades or a copy of your unofficial transcripts, please contact Monica Wilson, Dean of Student Access and Success at 877-982-2322, ext. 9235

# Inclement Weather



In the event of severe weather conditions or emergencies, the College will determine whether classes are to be delayed or cancelled. You are encouraged to listen to the local broadcast stations to learn of any delays or cancellations. There will be signs posted at various places in the EASTERN Complex and in the Access Centers that will list the local broadcast stations.

WV PR (WV Public Radio 89.5)	Petersburg, WV
WHSV TV	Harrisonburg, VA
WUSA TV	Washington, DC
WELD AM/FM	Fisher, WV
WHAG TV	Hagerstown, MD
WINC AM/FM	Winchester, VA
WKCY AM/FM	Harrisonburg, VA
WQWV FM	Petersburg, WV
WFRB FM	Frostburg, MD
WQZK FM	Keyser, WV
WKHJ Radio	Loch Lynn, MD
WKGO FM	Cumberland, MD

## Eastern's Instant Messenger Service

Eastern uses School Messenger, as 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 [www.schoolmessenger.com/tm](http://www.schoolmessenger.com/tm)

## Eastern's Information Telephone Extension – 555

When in doubt, you may also call Eastern's main telephone number, 304.434.8000 dial extension 555. You will hear a message on this extensions stating if Eastern is closed, on a delay or operating on normal schedule.

You should check with each instructor to understand what the class attendance policy is during periods of inclement weather. If weather conditions are hazardous, use your best judgment in making the decision to come to class or not.

Generally:

**Discovery Centers are closed when the public schools are closed.**

Classes held at the **College Central Offices (EASTERN COMPLEX)** will not be cancelled when the public schools are closed and in the event the College cancels classes at the EASTERN Complex the College general offices will be open.

## Eastern Staff

Name	Position	Phone Toll Free	Extensi on	E-Mail
Backus, Debra H.	Dean of Teaching and Learning	304-434-8000 877-882-2322	9258	Debra.backus@easternwv.edu
Baldwin, William	Information System Technician	304-434-8000 877-882-2322	9247	William.baldwin@easternwv.edu
Barger, Heather	Faculty, Nursing	304-434-8000 877-982-2322	9267	Heather.barger@easternwv.edu
Berg, Eleanor	Nursing Program Director/Faculty	304-434-8000 877-982-2322	9268	Eleanor.berg@easternwv.edu
Bogan, Connie	Program Assistant, Technology Center	304-257-1660	9411	Connie.bogan@easternwv.edu
Branson, Trina	Business Office Administrator	304-434-8000 877-982-2322	9224	Trina.branson@easternwv.edu
Ours, Tammy	Administrative Support, Academics & Learner Support	304-434-8000 877-982-2322	9266	Tammy.ours@easternwv.edu
Combs, Joyce	Payroll Representative	304-434-8000 877-982-2322	9246	Joyce.combs@easternwv.edu
Vacant	Faculty, Information Technology	304-434-8000 877-982-2322	9263	
Crites, Amy	Student Services Specialist	304-434-8000 877-982-2322	9233	Amy.crites@easternwv.edu
Davy, Erica	Administrative Secretary, Bridging the Gap		9269	Erica.davy@easternwv.edu

Degnan, Ann	Nursing Program Administrative Secretary	304-434-8000 877-982-2322	9262	Ann.degan@easternwv.edu
Duling, Diana	Accounting Clerk/ Cashier	304-434-8000 877-982-2322	9250	Diana.duling@easternwv.edu
Godlove, Laurel	Academic Services Program Coordinator	304-434-8000 877-982-2322	9244	Laurel.godlove@easternwv.edu
Koontz, Lacey	Program Coordinator for Admissions and Financial Aid	304-434-8000 877-982-2322	9248	Lacey.koontz@easternwv.edu
Putze, Eric	Instructional Specialist,	304-434-8000 877-982-2322	9412	Eric.putze@easternwv.edu
Edelen, Molly	Elementary Education Coordinator	304-434-8000 877-982-2322	9264	Molly.edelen@easternwv.edu
Hakala, Curtis	Division Chair of General Studies	304-434-8000 877-982-2322	9238	Curtis.hakala@easternwv.edu
Hamilton, Ron	IT	304-434-8000 877-982-2322	9226	Ron.hamilton@easternwv.edu
Lavorgna, Briana	Dean of Community Engagement & Partnerships	304-434-8000 877-882-2322	9231	Briana.lavorgna@easternwv.edu
Landis, Jill	Nursing Instructor	304-434-8000 877-982-2322	9265	Jill.landis@easternwv.edu
Smarik, David	AP 220 Grant Administrator	304-434-8000 877-982-2322	9269	David.smarik@easternwv.edu
Mirkhani, Seyed	Academic Program Director for Business Technologies	304-434-8000 877-982-2322	9259	Seyed.mirkhani@easternwv.edu
Murphy, Shirley	Business Faculty	304-434-8000 877-982-2332	9274	Shirley.murphy@easternwv.edu
Nelson, Debra	Financial Aid Assistant	304-434-8000 877-982-2332	9256	Debra.nelson@easternwv.edu

O'Leary, Michael	Office Administrator, President's Office	304-434-8000 877-982-2322	9230	Michael.oleary@easternwv.edu
Phillips, Dominic	Developmental Education Coordinator	304-434-8000 877-982-2322	9271	Dominic.phillips@easternwv.edu
Reardon, Penny	Executive Dean for Finance & Operation Services	304-434-8000 877-982-2322	9225	Penny.reardon@easternwv.edu
Vacant	Office Administrator-Human Resource Representative	304-434-8000 977-982-2322		Vacant
Shockey, Vera	Adult Basic Education Coordinator/Instructor	304-434-8000 877-982-2322	9234	Vera.shockey@easternwv.edu
Shockey, Melissa	Workforce Program Manager	304-434-8000 877-982-2322	9253	Melissa.shockey@easternwv.edu
Shrader, Pamela	Program Manager, Secondary School Partnerships	304-434-8000 877-982-2322	9243	Pamela.shrader@easternwv.edu
Terrell, Charles	President	304-434-8000 877-982-2322	9227	Charles.terrell@easternwv.edu
Williams, Andrea	Math Faculty	304-434-8000 877-982-2322	9232	Andrea.williams@easternwv.edu
Watts, Sherry	Associate Dean for Workforce Education	304-434-8000 877-982-2322	9257	Sherry.watts@easternwv.edu
Wilson, Monica	Dean Student Success and Access	304-434-8000 877-982-2322	9235	Monica.wilson@easternwv.edu



# Community Resources

## Child Care Services

- MountainHeart Child Care Resource and Referral Agency  
For Grant, Hampshire, Hardy, Mineral and Pendleton county – Toll Free 877-211-5437  
For Tucker County- Toll Free 877-862-3103

## Counseling Services

- Potomac Highlands Guild, Inc. 1-800-545-HELP (Hardy, Grant, Hampshire, Mineral, and Pendleton)
- Appalachian Community Mental Health – 1-888-357-3232 or 478-2764 (Tucker County)

## Emergency Services

- Amazing Grace Compassionate Care Center (304)856-2350 (Kevin Grant)
- St Peter Rescue Mission (304) 496-7850
- Catholic Community Services (304) 822-5414
- Faith In Action, Inc. (304) 788-5331
- Helping Hands of the Potomac Highlands (304) 788-0110
- Eastern WV Community Action (304) 788-6668
- Keyser Area Ministerial Association (304) 788-2488
- Salvation Army (301) 777-7600
- Many Area Churches of support
- WV Dept of Health & Human Resources  
Grant (304) 257-4211  
Hardy (304) 538-2391  
Pendleton (304) 358-2305  
Hampshire (304) 822-6900  
Mineral (304) 788-4150  
Tucker (304) 478-3212

## Employment Services

- Job Services  
Grant, Hardy, Hampshire, Mineral and Pendleton Counties (304) 538-7741  
Tucker County (304) 637-0255

## Medical/Dental Services

Grant County Health Department (304) 257-4922  
Hampshire County Health Department (304) 496-9640  
Hardy County Health Department (304) 530-6355  
Pendleton County Health Department (304) 358-7565  
Mineral County Health Department (304) 788-1321  
Tucker County Health Department (304) 478-3572

## **Optical Services**

WV Lions 1-800-642-3021 (WV Blind Services Unit)

## **Special Services**

- Consumer Debt Counseling 1-800-762-2271
- Legal Aid 1-800-642-8279
- Family Resource Network (Resource Directory)  
Grant, Hampshire, Hardy and Pendleton Counties (304)530-5480  
Mineral County (304)788-9099  
Tucker County (304)478-3827
- Recording for the Blind (Textbook and novels on tape) 1-800-221-4792
- TOPS (Take Off Pounds Sensibly) 1-800-932-8677
- WV Division of Rehabilitation Services  
Grant, Hardy, Mineral and Pendleton Counties (304)788-2313  
Hampshire County (304)822-3957  
Tucker County (304)637-0205 (Elkins office)
- County United Way  
Grant, Hardy, Hampshire, Mineral and Pendleton Counties (301) 722-2700  
Tucker County (304) 636-0516
- Family Crisis Center Outreach  
Grant, Hardy, Hampshire, Mineral and Pendleton Counties 1-800-698-1240
- Women's Aid in Crisis  
Tucker County (304) 636-8433

# Substance Abuse

*Substance Abuse* is a very serious personal and social problem that touches everyone. It does not discriminate on the basis of age, race, religion, or financial standing.

## What You Should Know About Drug Abuse in West Virginia

- Substance abuse affects people from all walks of life and is a growing problem throughout the state of West Virginia, with over 152,000 West Virginians in need of treatment.
- In 2008, West Virginia had the highest rate of prescription drug overdose deaths in the United States, surpassing both motor vehicle crashes and falls as the leading cause of accidental death. In five years (1999 - 2004), deaths resulting from drug overdoses in West Virginia rose 550%. This was the largest increase of any state in the country.
- West Virginia has one of the highest rates in the country of non-medical use of prescription pain relievers in 19 to 25 year olds. Opiates are the number one cause of death associated with drug overdoses in West Virginia.
- From 2001 to 2010, West Virginia had a 214% increase in the number of prescription drug overdoses in the state.
- The number of people who died in one year from overdoses of prescription drugs alone is more than six times the number of people who died from overdoses of all other illegal drugs combined.
- From 2009 to 2012, opioid exposure reported to the WV Poison Control Center increased by 12.5% from 460 to 518 reported incidents.
- In 2010, oxycodone and hydrocodone, both opioids, were the top two abused prescription drugs in West Virginia, oxycodone with 39% of percentage of total drugs abused and hydrocodone with 28%

There are hospitals and social services organizations that provide support services for substance abusers in the Eastern Panhandle. These support services include:

- drug and alcohol evaluation/assessment
- individual counseling
- family therapy
- residential and nonresidential treatment
- detoxification
- adult children of alcoholics support groups
- emergency phone services
- emergency housing
- educational and prevention programs
- referral services

### **Telephone Numbers for Substance Abuse Information**

Alcoholics Anonymous - A.A Statewide 1-800-333-5051 [www.aawv.org](http://www.aawv.org)

Al- Anon/Al-TEEN: Support for family members of alcoholics 1-888-425-2666  
[www.al-anon.alateen.org](http://www.al-anon.alateen.org)

Mountaineer Region Narcotics Anonymous (NA) 1-800-766-4442 <http://www.mrscna.org/>

Alcohol and Drug Abuse 24 Hour Information 1-800-252-6465

# Plagiarism

## Avoiding Plagiarism...

A citation is simply a note telling the reader where you obtained the information you are presenting and giving credit to that source. Failing to credit another person for an idea that is not your own is called plagiarism.

### *Plagiarism is a serious offense.*

Plagiarism is intentionally presenting the words or ideas of another as your own. It is a very serious offense and can result in a failing grade or dismissal from the program. To avoid plagiarism, simply include citations whenever required as outlined below:

1. **Direct Quotations** -- Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in a citation.
2. **Paraphrase** -- Acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in your own words. An example of correctly citing a paraphrase is, "To paraphrase Robertson's comment...." and conclude with a citation identifying the exact reference
3. **Borrowed Fact or Information** -- Information obtained in your reading or research that is not common knowledge must be cited. Examples of common knowledge might be the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to a person's general understanding of a subject may be acknowledged in the bibliography and need not be cited in the text. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in a paper draw their special information from one source. When direct quotations are used, quotation marks must be inserted and a citation must follow immediately. Similarly, when a passage is paraphrased, the same practice is followed.

Adapted from Wheeling Jesuit University, *Literature Review and Library Research Manual*, Revised 2005

# YOUR FUTURE STARTS HERE.



## Section 2: Student Handbook

Discover Your Potential

# STUDENT RIGHTS AND RESPONSIBILITIES

## (Code of Student Conduct)

### Policy

The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules and regulations of the Board of Governors. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors.

Among student rights and responsibilities are the following:

- A. *Freedom of expression and assembly.* Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:
  1. To have access to campus resources and facilities;
  2. To espouse causes;
  3. To inquire, discuss, listen to and evaluate;
  4. To listen to any person through the invitation of organizations recognized by the College;
  5. To not violate the rights of others in matters of expression and assembly; and
  6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
- B. *Freedom of association.* Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- C. *Right to privacy.* Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College Community, including but not limited to the following:
  1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
  2. Respect for student property, including freedom from unreasonable and unauthorized searches;
  3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);
  4. Assurance that legitimate evaluations will be made from student records.

- D. *Responsibilities of citizenship.* Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
- E. *Right to due process.* Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

## **Background or Exclusions**

- A. Any authority, responsibility or duty granted to or imposed upon the President by this policy may be delegated by the President, subject to the control of the Board of Governors, to a member or members of the instructional and learner support staff or student body of the college. All persons concerned in a matter involving the delegation of authority, responsibility, or duty by the President shall be required to deal with the person or persons to whom the authority, responsibility, or duty was delegated, except on appeal to the President as specified by the President.
- B. The President, with the advice of the staff and students who are subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels not inconsistent with this policy.
- C. The President possesses the discretion to impose sanctions following disciplinary proceedings. Depending on the violation, such proceedings may result in expulsion, suspension, probation or some other appropriate sanction of lesser severity.
- D. Normally, a student facing suspension or expulsion from the college will be entitled to a hearing and, in certain cases, appeal prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence at the College would constitute a potential for serious harm to self or to the safety of other members of the College community or when the student repeatedly causes serious disruptions of College activities. Such temporary suspension shall be followed by prompt disciplinary proceedings consistent with this policy.
- E. Because of time lapse during an appeal process, sanction enforcement in the affected semester may be impossible. In that event, the following actions may occur:
  - 1. Whenever possible and if appropriate, the sanction shall be applied to the semester in progress at the time of the completion of the appeal.
  - 2. If the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester.
  - 3. If the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the records of that student during the semester designated in the original sanction.
  - 4. In any event, the student may not be graduated during the process of appeal.

- F. Students who commit off-campus violations of local, state or federal laws may be subject to discipline under this policy if it is established that there is a connection between the off-campus conduct and the safe and orderly operations of the College.
- G. A sanction of suspension or expulsion for disciplinary (not academic) reasons imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at the College. A student who was expelled from another public college or university in West Virginia for disciplinary reasons may not be considered for admission to the College for one year from the date when the expulsion was imposed.

## General Provisions

The College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. As a part of helping students reach their goals, the College seeks to develop responsible student behavior through the following code of conduct.

Under this **code of conduct**, suspension or expulsion generally shall be limited to conduct that adversely affects the College community's pursuits of its educational objectives. The following misconduct on the College campuses, facilities or property or at College activities are subject to suspension or dismissal:

- A. Engaging in any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the College, and forgery, alteration or use of College documents or instruments of identification with intent to defraud;
- B. Disrupting or obstructing College activities by any means, including intentionally causing inconvenience, annoyance or alarm among members of the College community;
- C. Engaging in physical and/or psychological abuse or threatening such abuse to any person, including but not limited to fighting and engaging in assault or battery;
- D. Participating in or inciting a riot or an unauthorized or disorderly assembly;
- E. Seizing, holding, commandeering or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction of College officials or the President;
- F. Using alcoholic beverages, including the purchasing, consuming, possessing or selling of such items;
- G. Gambling or holding a raffle or lottery, except in cases with specific prior approval from the President;
- H. Possessing, using, selling or distributing any type of drugs for illegal purposes;
- I. Possessing any dangerous chemical or explosive elements or component parts thereof not used for lawful College studies, including but not limited to rifles, shotguns, pistols, revolvers, other firearms and weapons, without authorization from the President;



- J. Physically detaining or restraining any other person, removing such person from any place where that person is authorized to remain or otherwise obstructing the free movement of persons or vehicles;
- K. Littering, defacing, destroying or damaging property or removing or using such property without authorization;
- L. Misusing the West Virginia Computer Network and the College Computer System including but not limited to the following:
  - 1. Disrupting or interfering with the normal use of the computers, computer-related equipment, data or programs of individuals, the Network or the College Computer System;
  - 2. Using this equipment, data or programs in performance of any act listed as prohibited by this code of conduct;
  - 3. Attempting to breach security in any manner; or
  - 4. Using a computer account for other than the purpose for which it is assigned;
- M. Engaging in an act of hazing;
- N. Willfully encouraging others to commit any of the acts prohibited by this code of conduct;
- O. Interfering with the rights of any other member of the College community;
- P. Violating any local, state or federal laws; or
- Q. Violating any rules or regulations not contained in this code of conduct but announced as administrative edict by the President.

## **Responsibilities and Procedures**

- A. Students subject to suspension or expulsion for disciplinary violations are assured safeguards to their rights through the elements of due process given below. Each of these students will receive:
  - 1. Written notice of a disciplinary action including a statement of charges and grounds that, if proven, justify suspension or expulsion;
  - 2. A hearing using defined procedures before the College's Judicial Board, an impartial body;
  - 3. Notice of the date, time and place of the hearing, which will be given two weeks prior to the hearing so that the accused student can adequately prepare to counter the charges before the hearing;
  - 4. Names of the witnesses against the accused student;
  - 5. A statement of the facts and evidence to be given in support of the charges, made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions of the behavior complained of;

6. Advance inspection by the accused student of the College's affidavits and/or exhibits against the student;
  7. Opportunity to present to the Judicial Board a defense against the charges;
  8. Opportunity to produce either oral testimony or written affidavits of witnesses in support of the student;
  9. The right to be accompanied by an advisor at the hearing;
  10. Opportunity to question any witness against the accused student at the hearing.
  11. A decision on discipline based solely on the evidence in the record judged under the preponderance of the evidence standard;
  12. A report on the results and findings of the hearing;
  13. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired; and
  14. Opportunity to appeal the decision to the Board of Governors if expulsion is imposed.
- B. Alleged disciplinary violations, depending on the nature of the violation shall be referred to the College's Dean for of Teaching & Learning or Dean of Student Access & Success. The Dean or designee shall collect evidence, contact any witnesses, notify the accused student of all charges against the student, arrange for an impartial hearing and notify the accused student and witnesses of the date, time and place of the hearing. The Dean shall hold the hearing and impose sanctions or, if the alleged violation involves possible suspension or expulsion, refer the matter to the College's Judicial Board.
- C. The Judicial Board shall consist of three instructional staff and two students. Judicial Board members will be selected on a case-by-case basis and must be able to adjudicate the matter with impartiality. The instructional staff will be selected by the Dean for Academic Services. The student members will be selected by the Dean of Student Access & Success, in consultation with the Counselor and student representative at the site where the proceeding will take place. Whenever possible, proceedings shall be held at the site most closely related to the alleged violation or the accused student. The members of the Judicial Board shall select their own chairperson. As needed, the Dean for of Teaching & Learning shall name alternate instructional staff and the Dean of Student Access & Success shall name alternate student members to the Judicial Board.

The Judicial Board shall have jurisdiction and authority to:

1. Hear evidence in disciplinary cases;
2. Make findings of fact from the evidence presented;
3. Make recommendations to the President based upon such findings as to the disposition of the disciplinary action, including any sanctions to be imposed; and

4. Refer matters not involving potential suspension or expulsion back to the Dean for of Teaching & Learning or the Dean of Student Access & Success.
- D. In disciplinary matters not involving possible suspension or expulsion, the following processes will be used:
1. The Dean for of Teaching & Learning or the Dean of Student Access & Success handling the matter shall ensure that the accused student receives such procedural safeguards as due process requires in accordance with the seriousness of the alleged violation and of the possible sanctions or consequences arising there from.
  2. The decision of the Officer may be appealed through a Student Grievance Committee in accordance with normal student grievance procedures.
- E. In disciplinary matters involving possible suspension or expulsion, the following process will be used:
1. The accused student shall be notified in writing within two weeks of an alleged violation, or of the date when the College first learns of an alleged violation, of the violation for which the student is subject to discipline. The Dean for of Teaching & Learning or the Dean of Student Access & Success or designee will serve this notice upon the accused student by handing a copy to the student in person or by mailing, via certified mail, a copy to the mailing address last noted in the student's official College records.

The College will make every effort in the serving of the notice. However, it is expressly provided that the service of such notice shall not be defective if the accused student shall have hidden, refused mail or failed to notify the College of the student's current mailing address. In such cases, the hearing may proceed without hindrance or delay.

2. The notice to the accused student shall include at least the following:
  - a) A statement of the policy, rule or regulation which the student is alleged to have violated;
  - b) A statement of the facts and evidence to be presented in support of the charges. The statement must be made with sufficient clarity to reasonably disclose the time and place of the alleged occurrence and the actions or behavior complained of;
  - c) A statement that a hearing on the charges will be held before the Judicial Board and a statement of the date, time and place of the hearing; and
  - d) Information on the student's rights to have an advisor present at the hearing at the student's own expense, provided that the student notifies the College at least five days prior to the hearing that an advisor will be present at the proceedings. The student's failure to provide such notification within five days of the hearing may result in a continuance of the proceedings.

3. The hearing shall be held at the date, time and place specified in the notice, unless postponed by the Judicial Board for good cause shown either by the accused student or by the College
4. All charges should possess sufficient validity to allow the Judicial Board to meet and in good conscience and with impartiality consider related evidence. The hearing shall be conducted in such a manner as to do justice and shall be subject to the following minimum requirements.
  - a) The accused student shall have the right to be accompanied at the hearing by an advisor. Unless specifically permitted by name by the hearing body, such advisor may not be a person other than the student's parent or guardian, another student at the College, a member of the College's instructional or administrative staff, or an attorney representing the accused student. During the hearing, an advisor may consult with the accused student but may not speak on behalf of the accused student or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
  - b) All material evidence may be presented subject to the right of cross examination of the witnesses.
  - c) There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter.
  - d) The accused student shall be entitled to be present throughout the presentation of the evidence, testimony of the witnesses and arguments of the parties, to be informed before the hearing of the substance of expected testimony of witnesses against the student and to have the witnesses present at the hearing at appropriate times, and to present witnesses and evidence on the student's own behalf as may be relevant and material to the case.
5. The College may be represented by an advisor. Counsel retained by the College may participate only in an advisory capacity and may not speak on behalf of the College or otherwise participate directly in the proceedings, unless given specific permission to do so by the Judicial Board.
6. The accused student and the Judicial Board members shall be present for the entire proceeding. However, witnesses may be called and excused throughout the hearing. The hearing shall be closed to all others.
7. After the hearing, the Judicial Board shall make findings of fact and a recommendation to the President for the disposition of the case and any sanctions to be imposed. The Judicial Board's recommendation shall be based upon proof of the alleged violation by a preponderance of the evidence.
8. No recommendation by the Judicial Board to the President for the imposition of sanctions against a student may be based solely on the failure of the student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges shall be presented, and the Judicial Board's recommendation

shall be based upon proof of the alleged violation by a preponderance of the evidence.

9. The accused student shall also be notified of the Judicial Board's recommendation and advised of the right to request an appeal to the President within two weeks of the receipt of the recommendation. The President shall within ten working days review the facts of the case and take such action as may be appropriate under all the circumstances.
  10. Except in cases that involve expulsion, the decision of the President shall be final.
  11. If a student wishes to appeal an expulsion, the student must within three working days indicate to the President in writing an intent to appeal the expulsion to the Board of Governors.
- F. The Board of Governors may, from time to time, require the President to report on disciplinary actions or proceedings over a period of time or on a specific case or cases. These reports shall be in such form as the Board of Governors may require.

In disciplinary cases where expulsion was imposed, the Board of Governors may grant the expelled student's request for appeal.

1. If the Board of Governors determines that the appeal will not be heard, the decision of the President is affirmed, and the expulsion shall be effective upon the President's receipt of the Board of Governors' statement of denial of the appeal.
2. If the appeal is granted, the expulsion shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the President is affirmed after such a review, the student-appellant shall be notified by certified mail, and the expulsion shall be effective immediately upon concurrent notification to the President.
3. In considering student appeals, the Board of Governors will review all relevant information and records of applicable disciplinary proceedings to ensure that due process has been afforded. The Board of Governors may take such action as it deems reasonable and proper in view of all the circumstances and in answer to its responsibilities under the law.

# ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

## Academic Honesty

### 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 for Academic Services, 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 himself unfairly treated may utilize the student grievance procedure designed for this purpose. The Dean for of Teaching & 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 for of Teaching & 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.

# STUDENT STANDARDS OF ACADEMIC PROGRESS

## Purpose

To establish and communicate criteria for student standards of academic progress to all students.

## Policy

A student at Eastern West Virginia Community & Technical College must earn a cumulative grade point average of 2.00 or better to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

## General Provisions

Listed below is the cumulative grade point average that must be maintained, as determined through credit hours attempted:

Credit Hours Attempted	Cumulative GPA
0-11	Not Considered
12-30	1.5
31-60	1.75
61 or more	2.00

If a student's cumulative GPA falls below this scale, the Dean of Student Access & Success shall place the student on academic probation for the next semester and shall so notify the student by letter. A copy will be forwarded to the Student Records Office to be placed in the Student's permanent file.

A student receiving financial aid or veterans benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs.

If a student earns a grade of "D" or "F" in any course taken no later than the semester or term when the student has attempted no more than 60 semester hours, and the student has attempted no more than 60 semester hours, and if the student repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student's GPA, and the grade earned the second time this course is taken shall be used in determining the student's GPA.

## Responsibilities and Procedures

The College's veteran's representative will complete Form 1999B for any student receiving veterans benefits who fails to meet standards outlined in this policy.

## Academic Expectations of Students

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

Once the individual becomes a "student", he/she 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 the 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, mid-point 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, handbook, 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 academic goals.

# STUDENT GRADES AND RELATED CONCERNS

## Purpose

To establish and communicate policy explaining the grading system used by the College.

## Policy

All instructors will assign and administer grading procedures in accordance with this policy.

## Responsibilities and Procedures

1. The grades earned by a student are determined by the instructor of the class and can be changed only upon the latter's recommendation, except as follows:
  - a. Incompletes require the Dean for of Teaching & Learning or designee's approval. See description of "I" (Incomplete) below.
  - b. The Dean for of Teaching & Learning may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
  - c. Instructors must conform to established policies and deadlines for grade awards and changes.
2. For graduation, the applicant shall have a grade point average of 2.0 (average of C) on all work attempted at Eastern West Virginia Community & Technical College that produces an A-F grade, with the exception of repeated courses (See "D" and "F" repeat rule). Some programs require of students a minimum of "C" in each class taken before they will be allowed to graduate with a degree/certificate in that program area.
3. The following systems of grades are used by the Eastern West Virginia Community & Technical College:

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 Failure**	0 (included in GPA)
W	Withdrawal	0
I	Incomplete	0
NC	No Credit	No Quality Points
NC*	No Credit	No Quality Points
AU	Audit	No Quality Points
CR	Credit	0*

\*Used for various nontraditional credit only.

\*\*Unearned Failure awarded due to non-attendance in class after last date to officially withdrawal from the College.

The grade point average is computed for all courses for which a student has registered with the exception of courses with grades of “W”, “I”, “CR”, “NC”, “AU” 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. Courses in which grades of “W”, “I”, “NC”, 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 more information see pages

# JUDICIAL BOARD POLICY AND PROCEDURES

Eastern West Virginia Community & Technical College assumes that students are mature, responsible individuals who have voluntarily entered the institution for educational advancement. While helping students to reach their goals, the College attempts to develop responsible student conduct.

The institution holds that any violation of a local, state or federal ordinance or law off-campus is considered as a matter of adjudication between the student and civil authorities.

A student involved in a disciplinary action for violating College rules is assured safeguards to his/her rights through the elements of due process given below. A student will receive:

1. Written notice of a disciplinary action including a statement of charges and grounds to justify discipline. The student has a right to appeal the charges and/or sanctions to the Judicial Board.
2. Notice of the time of the hearing which will be given two weeks prior to the hearing so that the student can prepare to counter the charges before the hearing;
3. Names of the witnesses.
4. A statement of the facts and evidence to be given in support of the charges including, in a clear manner, the time and place of the occurrence and the actions or behavior complained of;
5. Advance inspection by the student of the College's affidavits and/or exhibits against the student;
6. Opportunity to present to College Administrators or hearing board his/her own defense against the charges;
7. Opportunity to produce either oral testimony or written affidavits of witnesses to testify for him/her;
8. The right to have counsel at the hearing.
9. In the event the student could be suspended or expelled, opportunity to question, at the hearing, any witnesses against the student;
10. A decision on discipline based solely on the evidence in the records;
11. A report on the results and findings of the hearing;
12. A complete and accurate written record of the hearing prepared by a qualified stenographer or court reporter, if desired;
13. Opportunity to appeal disciplinary decisions internally and to the Governing Board.

A student is presumed innocent until the institution proves his/her guilt beyond a reasonable doubt. Disciplinary proceedings shall be directed to the College's Judicial Board. The board will consist of three faculty members and two students. The faculty and student members of the committee will be selected by the Counselor from the site where the particular discipline

problem has occurred. One alternate faculty and student member will be selected by the Dean for of Teaching & Learning or the Dean of Student Access & Success. The members of the Judicial Board shall select their own chairperson.

The Judicial Board shall have jurisdiction and authority to:

1. Hear evidence in disciplinary cases;
2. Make findings of fact from the evidence presented;
3. Make recommendations to the President of the College based upon such findings, as to the disposition of the disciplinary action, including sanctions to be imposed, if any;
4. Refer for hearing to a lesser disciplinary channel charged in cases not involving potential suspension or expulsion; and
5. Be the appellant body for determinations and recommendations of any lesser disciplinary channel, i.e., Deans of Academic or Learner Support Services for disciplinary matters that do not have the potential of suspension or expulsion. In disciplinary matters, the following process will be used:
  - a. Disciplinary cases shall be referred to the appropriate Dean. The Dean or designee shall collect evidence in the case, contact any witnesses, notify the student of all charges against him/her, and notify the student and the witnesses of the date, time and place of the hearing before the Judicial Board even though the violation would not lead to suspension or expulsion
  - b. The student shall be notified within two weeks of the alleged act, in writing, of the violation for which he/she is to be disciplined. The Dean or designee will serve notice of the disciplinary act(s) upon the student charges by one of the following means:
    1. Handing a copy to the student in person, if the student can be found within the community where the College has a campus.
    2. Mailing, via certified mail, a copy to the student's residence used while in attendance at the institution as last noted on his/her official records at the institution or;
    3. If not presently registered at the College, the notification will be sent via certified mail, to the last known permanent address of home residence as disclosed by the official records at the College.

The College will make every effort in the serving of the notice of a hearing that such service of charge and notice of hearing shall not be defective if the student shall have failed to notify the institution of the current home address and the hearing may proceed without hindrance or delay.

- c. The notice to the student being disciplined shall include at least the following:
  1. A statement of the policy, rule or regulation which he/she is alleged to have violated.
  2. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose

the time and place of the occurrence and the actions or behavior complained of.

3. A statement that a hearing will be held approximately two weeks after the delivery of the notice before the Judicial Board on the charges, and giving the date, time and place of the hearing; and
  4. In situations where the conduct could lead to suspension or expulsion, the notice will include information on the student's right to have legal counsel present at the hearing and that the student would need to pay the counsel and notify the College, at least five days prior to the hearing, that the attorney would be present at the proceedings. All charges should possess sufficient validity to allow the Judicial Board to meet, and in good conscience, consider related evidence.
- d. The hearing shall be held at the date, time and place specified in the notice, approximately two weeks from the receipt of the notice, which shall provide the student with the reasonable amount of time to rebut the charges, unless postponed by the hearing board for good cause shown by either the student alleged to have violated the policy, rule, or regulation or by the institution. The hearing shall be conducted in such a manner as to do justice and shall include at least the following:
1. The accused student has the right to have an advisor. Such advisor may not be a person other than their parents or guardians, a student at the institution, or member of the instructional or administrative staff of the institution, unless specifically permitted by name by the hearing board or unless the case could result in suspension or expulsion in which instance an attorney may be present and Eastern may request legal counsel through the Office of the Chancellor.
  2. All material evidence may be presented subject to the right of cross examination of the witnesses;
  3. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter;
  4. The accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of any content of testimony of the witnesses against the student and have them present at the hearing at appropriate times; and to present witnesses and evidence on the student's behalf as may be relevant and material to the case.
- e. No recommendation by the Judicial Board to the President of Eastern West Virginia Community & Technical College for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or appear at the hearing. In such cases, the evidence in support of the charges

shall be presented, and shall be based upon proof of violation of policies, rules and regulations by the student as charged by a preponderance of the evidence in the case as a whole.

- f. After the hearing, the Judicial Board shall make findings of fact and recommendation for the disposition of the case and sanctions to be imposed, if any, and forward them to the President. The student shall also be notified of the recommendations and advised that he/she has two weeks from the receipt of the recommendations from the Judicial Board to request an appeal to the President. The President shall within ten (10) days take such action in relation to the disciplinary matters as he/she finds appropriate under all the circumstances.
- g. Except in cases which involve the sanction of expulsion, the decision of the President shall be final.
- h. If the Institutional sanction is expulsion, a student desiring an appeal must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Governing Board. A written petition of appeal must be filed with the Chancellor within fifteen (15) days of the President's decision.

# STUDENT GRIEVANCE PROCEDURE

## 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.

## 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 the 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 program director of the instructor's area. The academic program director 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 program director. If, within 10 college working days of receipt of the student's signed document the program director does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the Dean for Academic and Learner Support Services. (See step 3).

### Step 3

Within 15 college working days of receipt of the complaint, the Dean for Academic and Learner Support Services 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 for Academics and Learner Support Services.

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 Program Director and to the Dean for Academic and Learner Support Services 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 Program Director will make any necessary grade adjustment.
6. In the case of grade appeals, the Dean for Academic and Learner Support Services functions as the president's designee, therefore, implementation of this decision will end the appeal procedure.

(Approved by LOT on March 16, 2009)

# COMPUTER USAGE POLICY

## EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS POLICY NO. BP-6.5

**TITLE:** **APPROPRIATE COMPUTER USAGE**

### **SECTION 1. GENERAL**

1.1 Authority - West Virginia Code 61-3C, "West Virginia Computer Crime and Abuse Act". WV Statewide Internet Acceptable Use Policy Guidelines.

1.2 Effective Date – **March 16, 2016**

### **SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all computer users at Eastern West Virginia and Technical College, including but not limited to students, staff, and faculty.

2.2 Computer resources available include the computers resources, as well as, Local Area Network (LAN), Wide Area Network (WAN), Wireless, Intranet, and Internet resources.

### **SECTION 3. STATEMENT**

3.1 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.

3.2 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 and treated with care and good sense. Reasonable care should be exercised when using any college information technology resource.

3.3 Use of Eastern's computing resources is for the purposes related to the College's mission of education, research, and public service. 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 not allowed.

3.4 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. Users who believe their rights have been violated or infringed upon should notify the Chief Information Officer, or a member of the Senior Administrative Leadership Team.

3.5 System security and access to information stored on the College's computers and network equipment is controlled by the assignment of accounts and passwords. These accounts and passwords are provided by the Information Technology Department and are only to be used by the employee and student to which they are assigned. Any attempt to access, copy, modify, or obtain system privileges that you are not entitled to may result in disciplinary action.

3.6 Only software purchased and owned by the college can be installed on College computers. Software installations may only be performed by the Information Technology Department. On occasion the department may authorize the installation of software when it benefits the mission of the college.

3.7 At the direction of the President or the Chief Information Officer, the Information Technology department may monitor the usage of computers to ensure appropriate use. The college reserves the right to limit access to computer resources when investigating cases of suspected abuse or when violations have occurred.

3.8 Anyone using the college's computer resources may not alter or intentionally damage software or data belonging to the college or interfere with another person's authorized access to information technology resources. Users may not intentionally disrupt or damage college computers or networks in any way.

3.9 Computer viruses are man-made programs or program fragments which are potentially damaging to computer-based information and resources. All users need to be sensitive to the ease of spreading viruses and should take steps to ensure that files and disks are virus-free. If you suspect that any file, disk or system that you are using is infected with a virus, you should report it immediately to the Information Technology department.

#### **SECTION 4. ENFORCEMENT**

4.1 Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are 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.

## **POLICY GOVERNING USE OF ALCOHOL**

The Eastern West Virginia Community & Technical College recognizes its students and employees as being adults and expects them to obey the law and take personal responsibility for their conduct.

Alcoholic beverages are prohibited in the building and on the grounds of the Eastern West Virginia Community & Technical College. Alcoholic beverages will not be permitted by the College at any on-campus or off-campus College sponsored activity. Those attending College-sponsored activities will be held responsible for their conduct while in attendance.

Alcoholic beverages shall include alcohol, beer, wine, spirits and any liquid or solid capable of being used as a beverage including non-intoxicating beer.

Students violating these policies will be subject to disciplinary action as outlined by the Code of Conduct. Other personnel violating these policies will be subject to College and/or Governing Board policies regarding the same.

## **TOBACCO USAGE POLICY**

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS POLICY NO. BP-6.10

TITLE: TOBACCO FREE CAMPUS POLICY

SECTION 1.

GENERAL

1.1 Scope

1.1.1 This policy applies to management of institutional “tobacco-free campus” at Eastern West Virginia Community and Technical College.

1.1.2 Consultants and contractors engaged by the Board or College are required to use these rules and regulations.

1.1.4 As used in this rule, all terms have the same meaning as provided in West Virginia Code §18B-1-6 and Title 135 Procedural Rule, West Virginia Council for Community & Technical College Education.

1.2 Authority

1.2.1 West Virginia State Code § 18B-2A-4, “Powers and Duties of Governing Boards Generally”; Title 135 Procedural Rule Higher Education Policy Commission.

### 1.3 Effective Date July 1, 2016 SECTION 2. POLICY

2.1 Eastern WV CTC has a responsibility to its employees and student to provide a safe and healthy environment. In support of this responsibility, the College has established the following rule regarding tobacco use on Eastern’s property.

2.1.1 Tobacco use, which includes but is not limited to smoking, chewing, and rubbing, and the use of electronic tobacco devices, is prohibited on all college owned, leased or operated property, buildings and vehicles. Organizers and attendees at public events, such as conference, meetings, public lectures, social events and cultural events, using college facilities will be required to abide by the College Tobacco-Free Campus rule. Organizers of such events are responsible for communicating and enforcing this rule to attendees.

2.1.2 The sale of or free distribution of tobacco products on campus is prohibited. This includes the delivery of tobacco products to campus by means of delivery services of any kind.

2.1.3 Campus organizations are prohibited from accepting money or gifts from tobacco companies. All tobacco advertising in public spaces, such as billboards and signs is prohibited. Accepting revenue for advertising tobacco products is inconsistent with the mission of this rule. Course learning materials which reference tobacco products, is acceptable, as long as the materials do not promote the use of tobacco.

2.1.4 Tobacco advertisements are prohibited in college-run publications.

### SECTION 3. COMPLIANCE

3.1 Enforcement of this rule will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff and students who see individuals smoking or using tobacco products are asked to inform these individuals in a professional and courteous manner that College rule prohibits tobacco use anywhere on grounds. Offenders are to be reported to a member of President’s Cabinet.

3.2 Initial rule violations will be responded to with educational materials. Repeated violations may be subject to appropriate disciplinary actions in accordance with the student code of conduct and the employee disciplinary action rule for faculty, administrators and staff. Visitors who violate the rule will be informed that Eastern WV CTC is a tobacco-free campus. Visitors who continue to violate the rule following a warning may be escorted off campus.

# WEAPONS POLICY

POLICY NO. BP- 6.11

**TITLE: Firearms, Weapons & Explosives Policy**

## **SECTION 1. GENERAL**

### 1.1 Scope

1.1.1 This policy applies to management of institutional firearms, weapons and explosives policy at Eastern West Virginia Community and Technical College.

1.1.2 All members Eastern West Virginia Community and Technical College community, including faculty, staff, and students as well as visitors to any campus are required to use these rules and regulations.

1.1.4 As used in this rule, all terms have the same meaning as provided in West Virginia Code §18B-1-6 and Title 135 Procedural Rule and WV Code §61-7-14, West Virginia Council for Community & Technical College Education.

### 1.2 Authority

1.2.1 West Virginia State Code § 18B-2A-4, “Powers and Duties of Governing Boards Generally”; Title 135 Procedural Rule Higher Education Policy Commission and WV Code §61-7-14. Weapon will be defined as in WV Code §61-7-2.

### 1.3 Effective Date - **March 16, 2016**

## **SECTION 2. POLICY**

2.1 Eastern WV CTC has a responsibility to its employees and students to provide a safe environment. In support of this responsibility, the College has established the following rule regarding firearms, weapons and explosives on Eastern’s property.

2.1.1 All members Eastern West Virginia Community and Technical College community, including faculty, staff, and students as well as visitors to any campus are prohibited from possessing firearms, weapons, or explosives (hereafter collectively referred to as “weapons”) on the premises of the College or in any building.

2.1.2 It is prohibited to possess weapons on property owned or controlled by Eastern WV Community and Technical College or at any College

sponsored event without the explicit authorization of the President, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

- 2.1.2.1 Law enforcement officers and Security Personnel to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
- 2.1.2.2 Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia.

**SECTION 3. COMPLIANCE**

3.1 Enforcement of this rule will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff and students who see individuals with weapons are asked to notify the President immediately.

3.2 Any person carrying or possessing a firearm or other deadly weapon in violation of this policy who, upon being requested to do so, refuses to leave college premises or grounds, shall be charged with a misdemeanor.

\_\_\_\_\_  
**BOARD OF GOVERNORS, CHAIR**

\_\_\_\_\_  
**DATE**

# DRUG-FREE SCHOOLS AND COMMUNITIES ACT

## **Purpose**

To comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988.

## **Scope and Applicability**

The issuance applies to the entire College community, including students, faculty, staff, administrators and visitors to the campuses.

## **Standards of Conduct**

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol on the Eastern West Virginia Community & Technical College property or as a part of any College sponsored function is prohibited. Reporting to work, class or any College sponsored function under the influence of alcohol or illicit drugs is prohibited.

## **Disciplinary Sanctions**

The College will impose disciplinary sanctions on students and employees consistent with local, state and federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution.

Federal Trafficking penalties include substantial fines and imprisonment up to life.

West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine.

College sanctions will be imposed consistent with procedures used in disciplinary actions. Sanctions for employees may include oral warning, written reprimand, suspension, termination, and referral for prosecution. Disciplinary sanctions for students may include reprimand, probation, suspension, expulsion, and referral for prosecution.

## **Health Risks**

Substance abuse and drug dependence are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and are estimated to afflict 25.5 million Americans. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and is more prevalent in persons with a family history of alcoholism. This number increases dramatically when one considers the harm done to the families of substance abusers as well as those injured or killed by intoxicated drivers or in drug related work accidents. Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol at specific or irregular intervals, or (3) periods of sobriety interspersed by periods of heavy drinking. The



disorder is progressive, and can be fatal. If you recognize any tendencies toward alcohol abuse, please seek help as outlined below. Health risks of other drugs include:

*Narcotics* (including opium, morphine, codeine, heroin, and other) – Physical addiction, loss of awareness, respiratory restriction and possible death.

*Depressants* (including barbiturates, Quaaludes, and others) – Slurred speech, disorientation, shallow respiration, coma likely with overdose.

*Stimulants* (including cocaine, amphetamines, and others) – Increased heart rate and blood pressure, possible leading to death, increased excitement, loss of appetite.

*Hallucinogens* (including LSD, “mushrooms”, PCP, mescaline, and others) – Illusions and hallucinations, poor perceptions of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear some time after use.

*Cannabis* (marijuana, hashish, THC, and others) – Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

## Counseling and Assistance

Assistance and information concerning substance abuse and its treatment may be obtained from the counselor’s office at the college campus. Also available to employees, students, and others are services from the following agencies:

Potomac Highlands Guild, Inc. 1-800-545-HELP  
(Hardy, Grant, Hampshire, Mineral, and Pendleton)

Appalachian Community Mental Health 1-888-357-3232 or 304-478-2764  
(Tucker County)

## Disclaimer

Eastern West Virginia Community & Technical College, in providing the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Eastern cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by the same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

## Acknowledgement

Eastern West Virginia Community & Technical College wishes to acknowledge the following institutions and/or documents in the preparation of this Drug and Alcohol abuse prevention program: West Virginia State College, Marshall University, Yale University, Drug-Free Schools and Communities Act of 1989, the Federal Register 34 CFR Part 86, and the West Virginia Code.

# SUICIDE PREVENTION

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: JULY 1, 2015; OCTOBER 29, 2015 PROCESS: Prevention Students will receive information via Suicide Prevention information sharing activities and events. New students will be provided 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. Additional help information will be printed on the back of student ID cards. 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 Access and Student Success will be notified immediately. If the Dean of Access and Student Success is not available the Student Services Specialist, or designee, should be contacted immediately.
2. The Dean of Access and Student Success or Student Services Specialist, 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. The Dean of Access and Student Success, or Student Services Specialist, 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 Access and Student Success or, the Student Services Specialist, or designee, that same day. An attempt will be 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 Access and Student Success immediately. If the Dean of Access and Student Success is not available, the Student Services Specialist, or designee, should be contacted immediately.

Inform the suicidal student that outside help has been called and describe what the next steps will be.

## SEXUAL HARASSMENT/DISCRIMINATION POLICY

Students at Eastern West Virginia Community & Technical College are entitled to an environment free from sexual harassment or discrimination. Policy, laws and regulations require the College to eliminate sexual harassment, to provide an environment that is respectful of the dignity of all students and employees, to inform the college community about sexual harassment and sex discrimination and to provide sanctions for harassing behavior.

Students are encouraged to report sexual harassment complaints or allegations to the Eastern's Student Services Specialist or Dean of Academic and Student Services. These officials will advise students of the internal informal reporting and formal complaint procedures. These officials are trained and understand that internal procedures do not preclude the use of any other complaint mechanisms available to complainants.

Upon receipt of an allegation or complaint of sexual harassment, the Eastern College official or representative, after consultation with Eastern's President or designee, shall immediately initiate an investigation or other appropriate attempt to resolve the situation. Depending upon whether an informal or formal procedure is initiated, a report or recommendation of appropriate action must be completed and forwarded to the President. Upon receipt of the report or recommendation, further investigation or meetings may be required at the President's discretion. The President shall make a decision in all formal complaint procedures and issue a written report to the complainant, subject to legal protections and guidelines.

Eastern West Virginia Community & Technical College pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, title IX of the education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Dean of Student Access & Success, Eastern West Virginia Community & Technical College, 1929 State Road 55, Moorefield, WV 26836, 1-877-982-2322. Policy Manuals are available in the office of the Dean of Student Access & Success.

# STUDENT COMPLAINTS

## Policy No BP4.6

### SECTION 1. GENERAL

1.1 Scope	This policy states the College's position in regard to the recording, tracking and disposition of written complaints submitted by students to College Administrators.
1.2 Authority	Higher Learning Commission of the North Central Association of Colleges and Schools Policy IV.B.4 Institutional Records of Student Complaints (1998). Federal Law – Campus Crime and Student Right to Know, Sec. 485 (f), 34 668.45 and Federal Financial Aid 34 CFR 668.
1.3 Effective Date	February 1, 2004;
Revised Date	September 18, 2013

### SECTION 2. STATEMENT

The Eastern West Virginia Community & Technical College Board of Governors affirms compliance with federal regulations and the Higher Learning Commission Policy with regard to the recording, tracking and disposition of written student complaints. Before invoking the Student Complaint procedure, a reasonable effort shall be made by those involved in a dispute to resolve it amicably. A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, the potential subject of a complaint, and the College to resolve disputes through open and cooperative dialogue. Only when such efforts are unsuccessful should the Student Complaint procedure be invoked. Throughout all phases of the complaint process, all reasonable efforts shall be made to maintain confidentiality in accordance with applicable law. Formal written complaints, submitted to any senior administrator, will be officially logged by the Dean for Academic and Student Services. In addition, complaints forwarded to the College by the Higher Learning Commission will be tracked by this policy.

### SECTION 3. PROCEDURE

1. All students with a potential complaint will be directed to the Dean for Academic and Student Services. If the issue cannot be resolved in this initial meeting, the Dean will request the student to submit a written complaint outlining the issue(s) along with the requested corrective action. Complaints of non-academic nature are handled by the Executive Dean of Administration following this procedure.
2. The Dean(s) will research the complaint and provide a written response to the complaint with 10 business days of receipt of the written complaint.
3. If the student is not satisfied with the ruling of the Dean(s), the student may appeal the Dean(s) decision to the College President in writing within 10 business days of receiving the Dean(s) response.

4. The College President will respond in writing to the student's written appeal of the Dean(s) decision within 10 business days. The ruling of the President will be final.
5. All written correspondence of the complaint will be filed and house in the office of the Dean for Academic and Student Services.

Eastern West Virginia Community & Technical College pursuant to the requirements of Titles IV,VI, VII of the Civil Rights Act of 1964, title IX of the education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Dean of Student Access & Success, Eastern West Virginia Community & Technical College, 1929 State Road 55, Moorefield, WV 26836, 1-877-982-2322. Policy Manuals are available in the office of the Dean of Student Access & Success.

# **Access to College Property**

## **Regulation 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

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.



# CONSTITUTION of the STUDENT GOVERNMENT ASSOCIATION

## PREAMBLE

We the students of Eastern West Virginia Community and Technical College, in order to promote student involvement in the activities of the College, hereby establish this **constitution** for the purpose of creating and maintaining an organization of central student government which will provide for the fullest practical measure of popular representation of, and participation by, the student body in the administration of activities which foster the recognition of the rights and responsibilities of students of the College.

## ARTICLE I: Name and Membership

Section I. The official name of this organization shall be the Student Government Association of Eastern West Virginia Community and Technical College, as referred to as SGA in this document.

Section II. All enrolled students of Eastern West Virginia Community and Technical College shall be members of this organization.

## ARTICLE II: Student Bill of Rights

Section I. The student has the right to be considered in membership in any student organization or group without regards to race, age, gender, sexual preference, disability, nationality, religious or political beliefs.

Section II. The student is guaranteed all rights given to him or her in the United States Constitution, Bill of Rights, by the State of West Virginia, and the Eastern WV Community and Technical College Student Handbook. These include:

- F. *Freedom of expression and assembly.* Students enjoy the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms students have particular rights and responsibilities, including but not limited to the following:
  - 1. To have access to campus resources and facilities;
  - 2. To espouse causes;
  - 3. To inquire, discuss, listen to and evaluate;
  - 4. To listen to any person through the invitation of organizations recognized by the College;

5. To not violate the rights of others in matters of expression and assembly; and
  6. To abide by the policies, rules and regulations of the Board of Governors and federal, state and local laws pertaining to freedom of expression and assembly.
- G. *Freedom of association.* Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- H. *Right to privacy.* Students are entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the College Community, including but not limited to the following:
1. Privileged one-to-one communication with faculty, administrators, counselors and other institutional functionaries;
  2. Respect for student property, including freedom from unreasonable and unauthorized searches;
  3. Confidentiality of academic and disciplinary records as outlined by the Family Education Rights and Privacy Act (FERPA);
  4. Assurance that legitimate evaluations will be made from student records.
- I. *Responsibilities of citizenship.* Students are expected, as are all citizens, to obey local, state and federal statutes. As members of the College community, students also are expected to obey the College's code of conduct.
- J. *Right to due process.* Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to the proceedings. In all disciplinary proceedings, students shall be considered innocent until proven guilty of any charge.

### **ARTICLE III: Governance Structure**

- Section I. The SGA shall be organized into three branches: Executive, Legislative (not established at this time), and Judicial (not established at this time), which shall be separate and distinct.
- Section II. The Executive Branch will include at least three elected positions and two appointed positions. The elected positions will include: President, Vice President, Secretary of Records/Treasurer. The appointed positions will include: Student Representative to Learner Outcome Team (LOT) and Technology Center Representative.

#### **ARTICLE IV: Elections**

- Section I. Elections for the Executive Branch positions of President, Vice President, and Secretary of Records/Treasurer will be held on the third or fourth week of April; the exact date and time will be set by the EWVCTC SGA Executive Branch and advisor(s).
- Section II. In the event that an Executive Branch office is vacant following an election, the SGA advisor(s) will work with any other newly elected officers to appoint a student to fill the position.
- Section III. Any other rules or regulations pertaining to the SGA elections shall be set forth by the SGA Executive Branch, in consultation with the advisor(s).

#### **ARTICLE V: Meetings**

- Section I. The SGA shall hold a meeting at least once a month at a prescribed time and location throughout the academic year, as agreed upon by the SGA Executive Branch and advisor(s).

#### **ARTICLE VI: Impeachment**

- Section I. The following shall constitute grounds for impeachment:
- A. Violation of the College Code of Conduct, as outlined in the Eastern West Virginia Community and Technical College Student Handbook
  - B. Misuse of Office.

#### **ARTICLE VII: Amendments**

- Section I. Amendments to this Constitution may be proposed by any student at a regularly scheduled SGA meeting and voted upon at the next meeting. A two-thirds (2/3) majority of the students present at the first meeting must pass the motion for the proposed amendment to be placed on the ballot for the next regular meeting.
- Section II. Notice of an election of the amendments shall be provided at least five (5) days in advance.
- Section III. Voting can be held during a regular election or a special election may be held.
- Section IV. A simple majority vote shall be needed to adopt any and all amendments.

Section V. Unless specified otherwise, passed amendments shall become operative immediately after the final acceptance by the Board of Governors.

### **ARTICLE VIII: Definition and Interpretation**

Section I. All definitions and interpretations of the articles of this Constitution shall be determined by the SGA Executive Branch, Advisor(s), and Dean of Learner Support Services.

### **ARTICLE IX: Ratification**

Section I. This Constitution will become effective immediately upon the approval of the SGA and the Administration of Eastern West Virginia Community and Technical College.

## **THE OBLIGATION OF STUDENT GOVERNMENT ASSOCIATION OFFICERS**

The Student Government Association of Eastern West Virginia Community and Technical College is constitutionally the active voice of the student body. The functions and responsibilities of the Student Government Association are complimented by the other student organizations. In addition to the stated goals and operating procedures of the Student Government Association, it is guided by an intrinsic rule of responsibility for the proper representation of the student voice on campus. Having accepted Student Government Office, Officers have a responsibility to conduct themselves in an ethical manner that reflects good citizenship and moral responsibility. Officers accept the responsibility for utilizing the resources of the Association in a positive and constructive manner for the purpose of achieving educational goals consistent with the mission of the College. In final analysis, Officers will carry out their duties to the best of their abilities and in a way that is a reflective of the privilege to represent the student body.

## CONSUMER INFORMATION

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, below is a summary of consumer information that must be made available to all students at Eastern West Virginia Community & Technical College (EWVCTC). Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained.

### **Financial Aid:**

Contact an Eastern financial aid counselor for assistance in obtaining institutional and financial aid information. View the EWVCTC counseling procedures on education loans. Read our Refund Policy regarding federal financial aid if you choose to withdraw from classes. Learn how violation of drug laws might affect your federal financial aid. Know your financial rights and responsibilities as a student and more.

Find out what types of financial aid are available here at Eastern, including: grants, loans, state aid programs, work, or employment opportunities. Need an estimated price of attendance information? Use our College Planning resources. Learn about private student loans, scholarships, and more. Please click on the links below for more information.

<http://www.easternwv.edu/Financial-Aid>  
<http://www.easternwv.edu/Financial-Aid/Forms-for-Financial-Aid>  
<http://www.easternwv.edu/Financial-Aid/Loans>  
[http://www.easternwv.edu/documents/Student-Services/FinAid/Satisfactory-Academic-Progress-Appeal-Form\\_2016-20](http://www.easternwv.edu/documents/Student-Services/FinAid/Satisfactory-Academic-Progress-Appeal-Form_2016-20)

### **General Eastern Information**

View the links below to find out more information on Eastern information including cost of attendance and refund policies. View a complete list of a variety of academic programs offered here at Eastern as well as research the many associated accrediting agencies and programs. Find out information on disability services and accommodations that Eastern has to offer and view crime statistics from the Eastern campus. The links below will also show you college completion rates for Eastern as well as give you information on constitution day and voter registration events.

[http://www.easternwv.edu/documents/Student-Services/FinAid/Tuition-Fees-Refunds-pp-20-22\\_Catalog-2016\\_2017](http://www.easternwv.edu/documents/Student-Services/FinAid/Tuition-Fees-Refunds-pp-20-22_Catalog-2016_2017)  
<http://www.easternwv.edu/Current-Students/Registration>  
<http://www.easternwv.edu/documents/Student-Services/FinAid/Federal-Return-of-Title-IV-Funds-Policy>  
<http://www.easternwv.edu/Academics>  
<http://www.easternwv.edu/Get-Started/Programs>  
<http://www.easternwv.edu/About-Eastern/Mission,-Vision,-Values/Accrediation.aspx>  
<http://www.easternwv.edu/Get-Started/Disability->  
<http://www.easternwv.edu/About-Eastern/Consumer-Information>

<http://www.easternwv.edu/About-Eastern/Consumer-Information/Campus-Safety-Information>  
<http://www.easternwv.edu/Current-Students/Resources/Student-Handbook.aspx>

**Drug and Alcohol and Assistant Services**

Eastern has a zero tolerance for drugs and alcohol. To find out more information on Eastern drug and alcohol policy and how it pertains to you, visit the links below. You will also find information on statewide and national suicide prevention, substance abuse & mental health hotlines that offer counseling services and assistance if you are struggling with any of these issues. In addition, effective July 1<sup>st</sup>, 2016, Eastern’s campus will be tobacco free, please review policy.

<http://www.easternwv.edu/Current-Students/Resources/Student-Handbook.aspx>  
<http://www.easternwv.edu/Current-Students/Resources/Suicide-Prevention-Hotline.aspx>  
<http://www.easternwv.edu/documents/bogpols/BP-6-10-Tobacco-Free-Campus-Policy>

Student Achievement Statistics listed below and are available for Eastern West Virginia Community & Technical College through the 2015 Higher Education Report card, found at <http://www.wvhepc.edu/wp-content/uploads/2016/01/2015-Report-Card.pdf>

**Student Success**

The student success rate is used to evaluate the success of all students who seek a certificate or degree. The success rate is calculated by following a cohort of first-time freshman, both full- and part-time, for six years. Students are measured as being successful if they achieved one of the following benchmarks: certificate, associate’s degree, or transfer to a four-year institution without earning a certificate or associate’s degree. This measure is more appropriate for tracking students in two-year institutions because it accounts for the high percentage of students who enroll part-time. It also provides students with intermittent enrollment patterns as a result of work and family obligations, or who need extra time to complete developmental education, enough time to achieve a successful outcome.

**Student Success Rate**

<b>Institution</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Eastern West Virginia Community & Technical College	<b>15.6%</b>	<b>17.6%</b>	<b>21.7%</b>	<b>22.0%</b>	<b>35.1%</b>	<b>26.5%</b>

**Retention Rate**

This indicator provides the proportion of students from the previous fall’s cohort of first-time, full- and part-time freshmen who returned in the fall of the indicated year to any institution in the state’s public system. This is a change from the measure used in previous Report Cards which only assessed the retention rates of full-time students. Further, retention is measured at end-of-term rather than at census as in previous years. Students were included whether or not they were degree or certificate seeking. This first-year retention is an important milestone on the way to completion of a degree or certificate.

**One-Year Retention Rates**

<b>Institution</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
--------------------	-------------	-------------	-------------	-------------	-------------	-------------

Eastern West Virginia Community & Technical College	58.3%	44.1%	51.4%	57.3%	57.1%	46.5%
---	-------	-------	-------	-------	-------	-------

### **Career-Technical Certificate Program Completers**

This indicator provides the number of students completing certificate programs that are designed to prepare students to enter directly into employment in a specific career and meet the workforce needs of local employers. The certificate programs require at least 30 credit hours of which six credit hours must be in general education.

### **Number of Career-Technical Certificate Graduates**

<b>Institution</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>% Change 2010-2014</b>
Eastern WV Community and Technical College	11	16	37	47	65	490.9%

### **Career-Technical Associate's Program Completers**

This indicator provides the number of students who completed associate's degree programs in career-technical fields each academic year. Associate's degrees require a minimum of 60 credit hours and indicate that the student has completed a program of academic development and has achieved a level of performance reflected in student learning outcomes sufficient to progress to upper division collegiate work or to enter directly into specific occupations in the workforce.

<b>Institution</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>% Change 2010-2014</b>
Eastern WV Community and Technical College	36	43	41	66	77	113.9%

Additional statistical information is available through the West Virginia Higher Education Policy Commission Data Portal at <http://www.wvhepc.com/resources/data-portal/>.

## **Campus Safety and Crime Statistics**

### **Clery Act & Information**

The "**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**" (The Clery Act) requires colleges and universities that participate in Federal student financial aid programs to provide the public with information regarding campus safety and security procedures as well as crimes related to their campuses.

The definitions used for this format are in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

### **Safe, Secure & Crime-free**

Eastern WV Community and Technical College is dedicated to providing a safe, secure and crime-free environment for students, faculty, staff and visitors to our main campus, Discovery Centers and off campus instructional sites. At Eastern, we endeavor to consistently provide accurate information to our community regarding the safety of our campus. Policies regarding campus safety are accessible on the college website.

Eastern WV Community and Technical College, in compliance with the **Clery Act**, had no campus crimes to report for the current fiscal year. For questions or additional information, contact the **Dean of Teaching and Learning**.

**Campus Crime Incidence Reporting**

Eastern West Virginia Community & Technical College provides information on the incidence of crime at College facilities. This information is available in the **West Virginia Community and Technical College System's Reauthorization Review** [see page 2 of the Review for crime statistics].

Additionally, the College publishes crime assistance resources in each semester schedule. The schedule is available at the Admissions and Registration area in the Main Campus or nearest Discovery Center.

**Eastern WV Community and Technical College Campus Crime Statistics**

**2014 Data (Source: 2015 WV Community and Technical College System Reauthorization Review):**

Illegal Weapons	Drug Law Violations	Liquor Violations	Murder	Negligent Manslaughter	Sex Offense Forcible	Sex Offense Non-Forcible	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Hate Crimes
0	0	0	0	0	0	0	0	0	0	0	0	0

**2013 Data (Source: 2014 WV Community and Technical College System Reauthorization Review p. 2):**

Illegal Weapons	Drug Law Violations	Liquor Violations	Murder	Negligent Manslaughter	Sex Offense Forcible	Sex Offense Non-Forcible	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Hate Crimes
0	0	0	0	0	0	0	0	0	0	0	0	0

**2012 Data (Source: 2013 WV Community and Technical College System Reauthorization Review):**

Illegal Weapons	Drug Law Violations	Liquor Violations	Murder	Negligent Manslaughter	Sex Offense Forcible	Sex Offense Non-Forcible	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Hate Crimes
0	0	0	0	0	0	0	0	0	0	0	0	0



*More information is available at the West Virginia Community and Technical College System's [West Virginia Annual Reauthorization – Consumer Information webpage](#). More information about the Clery Act is available at [www.cleryact.info](http://www.cleryact.info).*

If you need assistance obtaining more information listed, or to request a paper copy, please contact **[askeastern@easternwv.edu](mailto:askeastern@easternwv.edu)**.

# YOUR FUTURE STARTS HERE.



## Section 3: Student Worksheets and Notes

Discover Your Potential

## RETURNING STUDENT CHECKLIST

Returning students should use the checklist to prepare for their registration appointment. Fill out in the blanks and use the boxes to check off the list.

\*Don't forget to renew your Financial Aid.

1. Who is your advisor? Check at the front desk.  
\_\_\_\_\_ (advisor's name)
2. While at the front desk, make an appointment to see your advisor.  
\_\_\_\_\_ (appointment day & time)
3. My major is \_\_\_\_\_  
(for example, Pre-Nursing, Business, Medical Assistant, Associate in Arts or Science)
4. While at the front desk, pick up the *Summer/Fall Schedule*.
5. Look up your degree requirements (academic plan in the catalog).  
You can see the catalog online, email your advisor and ask for one, or check the catalogs in the Resource Center. Go to Eastern's home page <http://www.eastern.wvnet.edu> → current students → Catalog.  
\*Make sure you look at the catalog for the year you started. For example, if you started in the Fall of 2014, you are looking for the 2014-2015 catalog.
6. Make a list of the classes you need to take. Did you forget what classes you had in the past? Check your Eastern account.
7. Look for these classes in the *Schedule*. Pick times that work with your schedule.
8. Create a draft schedule. Use the reverse side to plan your classes.
9. Write down the classes you want in the table below.
10. Bring this document to your registration appointment.
11. Make sure you register for Fall and Summer classes before your last final.

CRN	DEPT	COURSE/ SECTIONS	START DATE	COURSE TITLE	HOURS	TIME	DAYS	ROOM

# Class Schedule Worksheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am						
8:30 am						
9:00 am						
9:30 am						
10:00 am						
10:30 am						
11:00 am						
11:30 am						
12:00 pm						
12:30 pm						
1:00 pm						
1:30 pm						
2:00 pm						
2:30 pm						
3:00 pm						
3:30 pm						
4:00 pm						
4:30 pm						
5:00 pm						
5:50 pm						
6:00 pm						
6:30 pm						
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						

# Class Schedule Worksheet

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am						
8:30 am						
9:00 am						
9:30 am						
10:00 am						
10:30 am						
11:00 am						
11:30 am						
12:00 pm						
12:30 pm						
1:00 pm						
1:30 pm						
2:00 pm						
2:30 pm						
3:00 pm						
3:30 pm						
4:00 pm						
4:30 pm						
5:00 pm						
5:50 pm						
6:00 pm						
6:30 pm						
7:00 pm						
7:30 pm						
8:00 pm						
8:30 pm						

