

## EMERGENCY NUMBERS

|  |   |
|--|---|
| Athens Family Practice                                   | 304-384-7325  |
| Athens Police  | 304-384-3525  |
| Athens Fire Department                                   | 911/304-384-7333  |
| Concord University Emergency Police Line                 | 911   |
| Concord University Office of Public Safety Non-emergency | 304-384-5356, 5357, 5965, 6333, 304-333-1243 (night cell phone) |
| County Emergency Dispatch                                | 911   |
| Director of Residence Halls                              | 304-384-5231  |
| Mercer County Sheriff                                    | 304-487-8364  |
| Princeton Community Hospital                             | 304-487-7000  |
| S.A.F.E. (Victims' Advocate)                             | 304-324-7820  |
| (Beeper)   | 304-320-2547  |
| Sexual Assault Response Team. (8:00 a.m. - 4:30 p.m.)    | 304-384-5231  |
| Southern Highlands Crisis Counseling Line                | 1-800-615-0122  |
| WV Poison Center   | 1-800-642-3625  |
| WV State Fire Marshal                                    | 1-800-233-FIRE  |
| WV State Police  | 304-425-2101  |
| Women's Resource Center                                  | 304- 255-2559 (long distance)                                   |

| RESIDENT DIRECTORS           | HOME | MAIN DESK |
|------------------------------|------|-----------|
| North Tower/ALEF House I     | 5138 | 5132      |
| South Tower/Mill Street Hall | 5139 | 5133      |
| Wilson and Sarvay Halls      | 5140 | 5136/6200 |
| Wooddell Hall/ALEF House II  | 5142 | 5135      |

## OTHER IMPORTANT NUMBERS

|  |              |
|--|--------------|
| ADA/504 Compliance Issues Office of Disability Services              | 6086         |
| Academic Success Center  | 6074         |
| Career Services  | 5325         |
| Concord University Counseling Center                                 | 5290, 6087   |
| Concord University Switchboard/Lost and Found/Information Desk       | 5246         |
| 8:00 a.m. - 7:00 p.m. Monday through Friday - Fall & Spring Semester |              |
| 8:00 a.m. - 4:00 p.m. Summer terms                                   |              |
| CVS Pharmacy   | 304-384-7851 |
| Jerry L. Beasley Student Center Office                               | 5310         |
| Mercer County Health Department Clinic                               | 304-324-8851 |
| Athens Post Office   | 304-384-7056 |
| Athens Town Hall   | 304-384-3525 |
| BB&T   | 304-384-9697 |
| Deli Mart  | 304-384-9057 |
| First Community Bank   | 304-384-9010 |
| Gino's Restaurant  | 304-384-7970 |

Emergency Call Boxes:

Student Center (outside) in the back of Subway  
 South Tower - Lot 13  
 Administration Building toward the Library  
 New commuter parking lot behind Wooddell

Courtesy phones are at each entrance of the Residence Halls and bottom floor of the Student Center

(This document will be posted on Concord's web site. Please check the web site for updates or addendums that may supersede this printed document.)

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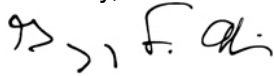
## PRESIDENT'S MESSAGE

To Concord University Students:

Concord University is very proud to welcome you to our university community. With its excellent faculty and highly professional staff to assist you, Concord University provides you with an environment to experience a great liberal arts education. We are looking forward to your becoming a part of our culture, traditions, and values. Take advantage of every opportunity, not only within the classroom but also within the university community, and become an active citizen and student.

Included within this handbook is information about our services, guidelines, and policies and I encourage you to read it carefully. If you have any questions, please feel free to contact our faculty or staff for assistance. Once again, welcome to Concord University. I wish you the best in your educational journey.

Sincerely,



Dr. Gregory F. Aloia

## CONCORD UNIVERSITY ALMA MATER

Concord, we hail thee! Hats off to you!  
Ever you'll find us loyal and true.  
Firm and undaunted always we'll be;  
Hail to the school we love: here's a toast to thee!

**School colors:** Maroon & Gray

**Official Mascot:** Mountain Lion

**Handbook Disclaimer:** Every effort is made to assure accuracy at the time of publication. However, Concord reserves the right to delete, change, or amend the information in this Handbook. **It is the student's responsibility to know and comply with current University policies.**

## CONCORD UNIVERSITY HONOR CODE

As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles, and I will respect myself and others while challenging them to do the same.

## THE MISSION OF CONCORD UNIVERSITY

The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly activities, and to serve the regional community.

Concord University provides rigorous programs that prepare students to pursue various career options or graduate study. Concord's graduate and undergraduate programs lead students to assume leadership and professional roles in a multicultural society and prepare students to face global challenges. Concord is committed to serving a diverse student body including traditional, non-traditional, local, national, and international students. While we incorporate a variety of educational approaches, our size and the caring dedication of our faculty, staff and administration are the principal assurances of a quality educational opportunity at Concord University.

As a learning community, Concord University is committed to furthering knowledge through professional development activities and programs, through research, and through the application, publication and appreciation of scholarly efforts.

The primary purpose of Concord's mission is academic; however, the service the University provides to the state, region and world goes beyond the classroom. Concord University contributes to the quality of cultural and economic life in southern West Virginia through collaboration with both public and private organizations and agencies and through extension of its support and assistance to the region it serves.

In the words of late President Joseph Franklin Marsh, Sr. Concord students, "Come to learn. Go to serve." Ultimately, Concord University measures its success by the fulfillment alumni find in their careers and throughout their lives.

## RELATIONSHIP BETWEEN STUDENTS AND CONCORD UNIVERSITY

Concord University is a community of students, faculty, staff, administrators, and alumni joined together in the common pursuit of enlightenment. The curriculum is rich and varied.

To attend a university is a privilege, as well as an opportunity. The tuition and fees that students pay cover only part of the cost of attendance. The balance is invested in the future of Concord University students by the State of West Virginia. In its responsibility for this investment, the University has an obligation to maintain itself as a recognized institution of higher education, offering programs of quality and awarding degrees that are respected both in and out of the State.

In accepting admission to Concord University, the student must realize that he/she is not purchasing an education, for that is impossible. What the student is buying is the opportunity to achieve an education, including the development of skills, ideas, and attitudes in a place where the main purpose of all facilities and activities is dedicated to the task. The opportunity carries with it an obligation to observe the regulations, practices, and goals of the University.

Some of the University regulations are established by State Legislation, in policies of the West Virginia Higher Educational Policy Commission, or through standards set by national accrediting agencies. Others concern academic procedures that make our degree a meaningful mark of educational achievement. Some regulations keep the campus an orderly and attractive place to live and study, protecting the activities of all from disruption by a few. Other regulations merely reflect good taste and manners. Just as students ultimately are responsible for their education, so upon them rests the obligation to read, know, and observe the regulations of the University contained in the current issue of the Concord University Academic Catalog, and this Handbook.

## BRIEF HISTORY OF THE UNIVERSITY

Concord University was established on February 28, 1872, by an Act of the West Virginia Legislature. The early founding years were difficult, but finally, on February 22, 1874, the cornerstone of the first building was laid. Instrumental in obtaining the land and buildings were W. H. Martin and Captain William Holroyd, residents of the then town of Concord Church, now called Athens.

Captain James Harvey French was appointed the first teacher and principal of Concord Normal School, and the institution was officially opened on May 10, 1875. In 1886, the Normal School, through appropriations from the State Legislature, was housed in a large and handsome building on the site of the present Athens School on South State Street. This structure was destroyed by fire on November 22, 1910, and the site of the Normal School was moved to its present location, where a central building was erected.

The Legislature has on three occasions recognized the expanding educational mission of Concord by changing the institution's name. In 1931, the name was amended from Concord State Normal School to Concord State Teachers College, and, in 1943, the name was officially shortened to Concord College. In 2004, we became Concord University.

## THE MARSH MEMORIAL CARILLON

The Marsh Memorial Carillon at Concord University is the first and only true carillon in West Virginia. With its 48 bells, the largest bell (called "the bourdon") weighing 4,310 pounds, and its four-octave musical range, it is a world-class instrument and classified as a "grand" or "concert" carillon.

## ATHENS, WEST VIRGINIA

A small town with the advantages of modern life, Athens is a busy community whose residents support Concord University and are committed to the intertwined mission and goals of university and town. Located on a mountaintop, Athens is beautiful in all seasons.

## TOWN OF ATHENS STATISTICS

- Elevation: 2,598 feet.
- Incorporated: 1906.
- Population (as of 2010): 1,048
- Government: Elected mayor and six-member town council.
- Climate: Average January high temperature : 41.8°F, low temperature : 22.1°F.  
Average July high temperature 81.6°F, low temperature 58.7°F.  
Average annual precipitation 38.18 inches.  
Average annual snowfall 33.8 inches.

## CONCORD UNIVERSITY BECKLEY HIGHER EDUCATION CENTER

Concord University delivers classes on the Beckley campus as part of its commitment to expand student access to higher education in the region. Since 1991, when Concord's Beckley Center opened, most off-campus offerings have been taught in the Beckley-Raleigh County area.

Concord Beckley campus serves approximately 600 students and offers 90 classes per semester. The availability of off-campus classes, principally in the evening, provides commuter students flexibility in scheduling along with reduced travel and maximum choice. Besides a full array of General Studies classes, students are able to obtain complete Accounting and Management Programs in Beckley, as well as the entire Social Work degree. In addition, classes in Teacher Education, Psychology, and the Fine Arts are available.

In 2007 Concord moved its total Beckley operation into the Erma Byrd Higher Education Center in Beaver (300 University Drive). That permits access to day classes for area students, as well as exposure to Concord's outstanding on-campus faculty via interactive video and other forms of distance learning, including online classes. In 2008 Concord began to deliver selected graduate classes to the Beckley area as well.



### **OTHER OFF-CAMPUS LOCATIONS**

In 2009 Concord began to offer selected classes in Lewisburg as part of its 2-plus-2 partnership with New River Community and Technical College. The agreement calls for additional upper division Concord classes in RTM, Fine Arts, and the Regents RBA program. Concord is working with New River to bring baccalaureate classes and programs to the Greenbrier Valley.

Concord continues to grow off-campus offerings, including courses in Princeton. The services necessary to support off-campus classes are expanding as well. Services include computer access and support, advising, tutoring, financial aid counseling, registration assistance, library access, etc.

Concord makes every effort to identify and deliver necessary support service to its off-campus students. Such services include:

**Computer Services for Students** - All Concord students have access to a Microsoft Exchange email and calendaring system. The student email service can be accessed via Internet browsers or select smart phones. Students are allotted 7 gigabytes of cloud storage accessible via a downloadable application on their PC, select web browsers, and select smartphones.

**Tutoring Services** - Students can register to receive tutoring help in specific classes or to serve as tutors in classes where they have excelled. Student-tutors are paid minimum wage for their services. Free online 24/7 tutoring is available through SMARTHINKING. All Concord University students can access SMARTHINKING through their MyCU account.

**Computer Registration** - Computer access to the Banner System permits improved management of class sizes and direct student registration and billing.

**Student Photo Identification** - Photo identification cards are issued/validated.

**Bookstore** - In addition to class textbooks, Concord sweatshirts, caps, Mountain Lion apparel, pens and pencils, supplies, and other logo items are available.

CONCORD UNIVERSITY

# STUDENT SERVICES



## STUDENT SERVICE OFFICES

### **ACADEMIC SUCCESS CENTER**

**Rahall Atrium, Suite 243**

**Telephone: 304-384-6074**

**asc@concord.edu**

The Academic Success Center (ASC) is a “one stop shop,” to help students succeed at Concord University. The ASC works in conjunction with many departments at Concord, including the Office of Financial Aid, Counseling Center, Office of Disability Services, Student Support Services, Sponsored Tutoring, Career Services, academic divisions and faculty, and community organizations. The ASC helps students with everything from registering for classes to declaring a major. The Academic Success Center is located in Suite 243 in Rahall Atrium and is open from 8 a.m. to 4 p.m. Monday through Friday. Additional appointments can be made by e-mailing asc@concord.edu.

### **ATHLETIC DEPARTMENT**

**Leslie R. and Ruby Webb Carter Center - MAIN LEVEL**

**Telephone: 304-384-5347**

**anita@concord.edu**

The Carter Center is a multi-use facility that serves as home to the Concord University Athletic Department and the Department of Human Performance. The main level contains two gymnasiums, a dance studio, indoor pool, and Athletic Department and Human Performance Offices. The lobby area features the Concord Athletic Department Hall of Fame. The fourth floor, accessible by exterior stairways or elevator (see athletic department office), features state of the art “Smart” classrooms and one office suite. The second floor is primarily comprised of team locker rooms, training room, athletic training lab, laundry room, faculty locker room, varsity weight room, Student Athletic Clinic, and Mountain Lion Room. Open gym and pool hours are posted each semester. Hours are subject to change.

#### **Athletic Department**

Concord University sponsors 18 NCAA Division II Championship sports that include: Baseball, Men’s Basketball, Women’s Basketball, Softball, Volleyball, Football, Men’s Soccer, Women’s Soccer, Men’s Golf, Women’s Golf, Men’s Tennis, Women’s Tennis, Men’s Cross Country, Women’s Cross Country, Men’s Indoor Track, Women’s Indoor Track, Men’s Outdoor Track, Women’s Outdoor Track, and

Cheerleading. Individuals interested in participating on a varsity team are advised to contact the athletic office. Home athletic contest admission is free to all Concord University students, faculty, and staff with a valid university ID.

### **Anderson Field**

Anderson Field currently serves as home to the men's and women's soccer teams in the Fall. In the Spring, the Mountain Lion baseball team takes advantage of a custom locker room, a manicured infield and numerous batting cages and drill areas. Contact the athletic department for Anderson Field use policy.

### **Callaghan Stadium-June O. Shott Field**

Within the confines of this multi-care complex is housed a lighted softball field, lighted tennis courts, lighted track and an innovative "tiger" turf football field with press box and seating for 5,000 spectators. Contact the athletic office for the stadium and field use policy.

## **BONNER SCHOLARS PROGRAM**

**Bonner House, First Floor**

**Telephone: 304-384-6009**

**[bonner@concord.edu](mailto:bonner@concord.edu)**

The Bonner Scholars Program is a scholarship and student development program funded by a generous endowment from The Corella and Bertram F. Bonner Foundation in Princeton, New Jersey. Bonner Scholars are provided with scholarship funds in exchange for a commitment to serve in the local community. Additionally, students participate in leadership and personal development activities as they progress through this four-year program. It is the goal of the program to develop experienced, knowledgeable and committed individuals who recognize the needs of our society and each person's responsibility to serve throughout his or her lifetime.

Participants are usually selected as incoming freshmen. However, there are often openings each term for upper-class students as well. If you have a desire to work in the community, are doing well academically, will be at Concord University for a minimum of two more years and have a financial need, you may be eligible to fill one of these openings. Contact the Bonner Office to request application materials.

## **BONNER CENTER FOR SERVICE & LEADERSHIP**

**Bonner House, First Floor**

**Telephone: 304-384-6080**

**service@concord.edu**

Created with funding available from the Bonner endowment, the Bonner Center for Service and Leadership seeks to provide opportunities for all students to work with local community agencies in a variety of ways: one-time service projects, on-going service during a semester or academic year, community-based research, class projects, etc. These opportunities allow students to explore interests, to build real-world skills and to enhance the learning that takes place in our classrooms.

The Center also manages the Concord AmeriCorps program. This National Service Program provides students with educational funding awards in return for the completion of a one or two year term of service. **ALL** students who have an interest in community service are welcome to explore opportunities available to them through the Center.

## **CAREER SERVICES**

**University Point, First Floor, Room 115**

**Telephone: 304-384-5325**

**careerservices@concord.edu**

The Career Services Office provides students and graduates with the “tools” necessary to take the next step after graduation from Concord, whether that is the pursuit of full-time employment or enrollment at a graduate/professional institution.

Students should begin seriously utilizing the Career Services Office in their sophomore year. Beginning early to lay the foundation of career planning by working with the staff of the Career Services Office will help students to make wise career or graduate school decisions.

### **Full and Part-time Jobs**

Many students elect to work part-time while they are studying at Concord. While some will qualify for a job on campus through the Federal Work Study program, others seek part-time jobs either on or off campus. Part-time positions are posted on the Concord website under Current Students. Those students seeking on-campus jobs, but who do not have Work Study, should contact Career Services about other on-campus opportunities.

Jobs and a calendar of events sponsored by the Career Services Office are posted on the Concord University website.

## **CHILD DEVELOPMENT CENTER**

**South Tower, First Floor**

**Telephone: 304-384-5386**

**Florence Sargent - Director**

**sargentf@concord.edu**

**Cathryn Jarrell - Executive Director**

**jarrellc@concord.edu**

**Telephone: 304-384-5293/6335**

Concord University offers a licensed Child Development Center for faculty, staff, students, and the community. The CU CDC is open to serve Concord students and affiliates, as well as members of the local community. It is located conveniently in the South Tower on campus. Drop off parking is available.

The vision for Concord University Child Development Center is to provide a high quality, active, learning laboratory that develops and models best practice in early childhood education to serve the children, families, faculty, staff, students, Concord University and surrounding communities.

The Concord University CDC currently offers a developmental curriculum in a safe, nurturing, and fun environment. The center serves children ages three months to thirteen years. The CDC is open Monday through Friday from 6:00 a.m. to 6:00 p.m. and accomodates sixty children. For more information on enrollment procedures or a tour of the center, please contact the Child Development Center.

With community collaboration and partnerships, we build a brighter future for the children of Concord University's Child Development Center.

In Accordance with Federal Law and U.S. Department of Agriculture policy, the Child Development Center is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

The Child Development Center participates in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP). This program allows the center to receive federal funds for the meals served to participating members. The names of participating members are not shared, published, or posted in any manner.

The center is licensed by The West Virginia Department of Human Services and approved by the State Fire Marshall's Office and the County Board of Health.

## **THE M.N. “MIKE PASHION” BOOKSTORE**

**Jerry L. Beasley Student Center, Lower Level, Room 101**

**Hours: Monday - Friday, 7:45 a.m. - 5:00 p.m.**

**Telephone: 304-384-5314**

**<http://www.concord.bkstr.com> or [concord@bkstr.com](mailto:concord@bkstr.com)**

CU students can purchase all of their textbooks and course materials, school supplies, and art supplies needed for courses taught at the University. The bookstore also offers gifts, authentic clothing, dorm supplies, health and beauty aids, snacks, and general books.

### **Bookstore Options**

The bookstore offers textbooks in a variety of formats: New, Used, Rental, and Digital. The bookstore can special order textbooks and general reading books at no extra cost to the customer.

### **Textbook returns policy**

Students have the first full week from the start of classes to return textbooks for a full refund. All returns must be accompanied with the original receipt. During the second full week of classes a student may return a textbook with an original receipt and an approved “add/drop” form.

Any textbooks purchased outside of the first week of class: Students have 2 (two) days from the original date of the purchase to return textbooks. All returns must be accompanied with an original receipt.

### **Refunds**

It is the store policy to return funds based on how the purchase was paid for originally (i.e. if you paid in cash, you will get cash back. If you paid with a credit card, the funds are returned to the same credit card).

### **Credit Card Policy**

For your security, the physical credit card is required to make purchases; we are unable to accept credit card numbers over the phone. It is recommended that if a third party is paying for a purchase, or you do not have the physical card please make purchases on the bookstore web site ([concord.bkstr.com](http://concord.bkstr.com)). Alternatively, the third party may deposit the funds on to your Student ID Card.

### **Textbook Rental**

The CU Bookstore offers Textbook Rental on a number of required, recommended, and digital textbooks. Please see a store associate for details on our Rental program.

### **Textbook Buy Back**

The CU Bookstore provides textbook buy back all year long at current market wholesale prices. Buy back may have higher value during periods when the bookstore is acquiring materials for future semesters. Textbooks must be in a re-sellable condition in order to be considered for Buy Back. Damaged textbooks are not able to be bought back. It is the sole discretion of a bookstore associate to determine if a textbook is not in re-sellable condition. The bookstore is unable to buy back international editions, instructor copies, loose leaf texts, books that require you to write in them, and one-time-use materials.

### **COUNSELING CENTER**

**Bonner House, Second Floor**

**Telephone: 304-384-5290**

**counseling@concord.edu**

University Counseling Center services are provided to all currently enrolled students. A professional counselor is available to discuss personal concerns. Referrals to community agencies will be made upon request or if deemed necessary by the counselor(s). Prior appointments are strongly encouraged and may be made by stopping by the Counseling Center, by telephoning, or emailing.

### **DINING SERVICES**

**Jerry L. Beasley Student Center, Main Floor**

**Telephone: 304-384-5312**

**diningservices@concord.edu**

Residence hall students are required to purchase one of three on-campus board plans through Campus Dining Services. **Dining services are not provided during Thanksgiving break, between term breaks and spring break.** Refunds will not be made for missed meals. Only validated Concord identification (ID) cards may be used for entrance to the dining hall. IDs may not be altered or transferred.

**NOTE:** All food items provided in the Dining Hall are to be consumed in the Dining Hall unless otherwise permitted by Dining Staff.

### **Elisabeth “Libby” Alvis Cafeteria Dining Hall Hours (Fall & Spring Terms only)**

MONDAY - FRIDAY\* All listed hours are subject to change

Breakfast . . . . . 7:15 a.m. - 9:30 a.m.

Continental Breakfast . . . . . 9:30 a.m. - 10:30 a.m.



Lunch. . . . . 11:00 a.m. - 1:30 p.m.  
 Lite Lunch . . . . . 1:30 p.m. - 4:00 p.m.  
 Dinner Mon. - Th. . . . . 4:00 p.m. - 7:00 p.m.  
           Fri. . . . . 4:00 p.m. - 6:00 p.m.  
**SATURDAY**  
 Brunch. . . . . 10:30 a.m. - 1:30 p.m.  
 Dinner . . . . . 4:00 p.m. - 5:30 p.m.  
**SUNDAY**  
 Brunch. . . . . 10:30 a.m. - 1:30 p.m.  
 Dinner . . . . . 4:00 p.m. - 7:00 p.m.

**Food Court Area**

**SUBWAY**

Monday - Friday. . . . . 7:30 a.m. - 10:30 p.m.  
 Saturday. . . . . 5:00 p.m. - 10:00 p.m.  
 Sunday. . . . . 5:00 p.m. - 10:30 p.m.

**Starbuck's Coffee**

Monday - Friday. . . . . 7:30 a.m. - 10:30 p.m.

**GRILL Works**

Monday - Friday. . . . . 10:00 a.m. - 2:00 p.m.  
 Saturday - Sunday . . . . . Closed

**SOUTH OF SICILY**

Monday - Friday. . . . . 10:00 a.m. - 2:30 p.m.  
 Saturday - Sunday . . . . . Closed

**DISABILITY SERVICES**

**Jerry L. Beasley Student Center, Lower Level, Room 107**

**Telephone: 304-384-6086**

**[nellison@concord.edu](mailto:nellison@concord.edu)**

Concord University makes every effort to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Concord is committed to making its programs, services, and activities accessible to students with disabilities.

The Office of Disability Services exists to provide the supportive environment necessary for students to achieve their academic goals. The purpose is to ensure that students with disabilities have equal access to the University's programs, services and activities. Services include providing reasonable educational accommodations,

advocating for an accessible learning environment, and promoting self-advocacy and responsibility on the part of the students. Services are available to all qualified students who have submitted appropriate disability documentation.

Services may include:

- Remedial classes
- Laboratory assistance
- Enlarged print services
- Note taking assistance
- Tape recorders
- Tutoring
- Reader services
- Recorded textbooks
- Accessible campus
- Accessible housing
- Counseling services
- Priority scheduling
- Testing accommodations
- TDDs (Telephone Devices for the Deaf)
- Typewell transcription

### **HEALTH CENTER SERVICES (ATHENS FAMILY PRACTICE)**

**401 Vermillion Street**

**Telephone: 304-384-7325**

The **Athens Family Practice**, is conveniently located adjacent to campus and provides out-patient medical treatment with a Physician, Physician's Assistant, and nurses. The posted daytime office hours are 8:30 a.m.-4:30 p.m., Monday through Friday. Patients are required to make an appointment. Present a current **Concord University ID and insurance card** when receiving medical treatment.

Accidents or serious illnesses that occur during hours when the Athens Medical Center is closed are referred to the emergency room at Princeton Community Hospital (approximately eight miles from campus), which provides 24-hour emergency services. All students receiving medical care from local providers must assume the responsibility of payment directly to the physician or hospital from personal funds or through their hospitalization programs.

### **Other Health Information**

Students with computer access can find reliable, confidential information regarding reproductive health issues by visiting a 24-hour, fully confidential Web site sponsored by Planned Parenthood, **<http://plannedparenthood.org>**.

## **INTERNATIONAL STUDENT ADMISSIONS**

**Marsh Hall - Room 229**

**Telephone: 304-384-6294**

**dmckee@concord.edu**

The Director of International Admissions provides support to our incoming international student during the admissions process and for outgoing students and faculty during their trips overseas. The Director also provides visa and immigration support for incoming students as part of the admission process. For more information please visit [www.concord.edu/international](http://www.concord.edu/international).

## **INTERNATIONAL STUDENT SERVICES**

**Jerry L. Beasley Student Center Lower Level, Room 107**

**Telephone: 304-384-6086**

**nellison@concord.edu**

The International Student Services Office provides programs, services, and information to the University's international body. The office serves as the liaison with the U.S. Immigration and Naturalization Service and provides advisement on immigration matters, health insurance, employment, practical training, travel regulations, and community involvement. Other services include:

- **Orientation:** Provided for new international students; covers academic and procedural issues as well as issues concerning social and psychological adjustment, safety precautions, health services, and the necessity of health insurance
- **English as a Second Language Classes:** Including TOEFL preparation, grammar and conversation skills
- **Host Family Program:** Matches international students with local families
- **International Students Club:** Student-run organization with frequent events and trips. Open to all Concord students

## **MCNAIR SCHOLARS PROGRAM**

**Jerry L. Beasley Student Center - Room 111**

**Telephone: 304-384-5153**

**<http://www.concord.edu/McNair/index.html>**

**vlhart@concord.edu**

The McNair Scholars Program is a federal TRIO program that prepares undergraduate students to pursue a Ph.D. The program provides access to training and resources designed to make the transition into graduate school smooth and successful. Each scholar

has an opportunity to conduct a faculty-supervised research project, complete a summer internship at Concord University, and visit prospective graduate schools. During the internship, scholars receive individual assistance with the graduate school applications process and participate in a variety of personal enrichment activities. They also have the opportunity to attend a regional McNair conference. Students may qualify for the McNair Program in one of two ways: either as a minority recognized by the federal government as underrepresented in graduate school, or as being of first generation and low income status.

## **MULTICULTURAL AFFAIRS**

**Jerry L. Beasley Student Center, Lower Level, Room 107**

**Telephone: 304-384-6086**

**nellison@concord.edu**

The Office of Multicultural Affairs ensures a diverse and inclusive community of learners, works corroboratively with other university units, builds a capacity to recognize and value difference, encourages and supports positive interactions between and among diverse populations, and maximizes the benefits of a multicultural perspective.

The goal of Multicultural Affairs is to graduate a more diverse student population and to prepare all students to function productively in a rapidly changing global, multicultural society. Diverse cultural interests are promoted through lectures, seminars, theatrical presentations, and musical groups. The office coordinates the University's observance and celebration of Black History Month.

## **PUBLIC SAFETY**

**Rahall Center - First Floor, Room 105**

**Telephone: 304-384-5357**

**cupd@concord.edu**

The Concord University Office of Public Safety exists to help maintain the safety and welfare of all members of the University community. Public Safety officers patrol all campus areas and buildings daily. Uniformed foot and vehicle patrols are utilized, and the University police vehicle is well marked for easy identification by all persons. All patrolling units carry a hand-held radio while on duty. If students observe a suspicious incident or person, or become the victim of a crime, they should immediately notify Public Safety.

Emergency phones: Four locations on campus: 1 in parking lot #9 (behind Wooddell), 1 in parking lot #13 (South Towers lot), 1 located behind the Student Center facing north (or Wilson), and 1 located near the end of Marsh Hall facing the northeast (close to the Library, and facing the Fine Arts Building). These phones have the capability of direct communication with police radios, or if unanswered, directly to 911.

## **EMERGENCY NOTIFICATION SYSTEM**

Concord University has a campus siren to inform the campus of an emergency. In an emergency, there will be two distinct siren tones:

1. **Fast Wail:** Will be the signal to shelter in place. That is lock the door, move away from windows and stay put if you are in a room, and seek shelter if you are in a hallway or outside. Once inside, remember to lock the door(s) behind you.
2. **Steady Tone:** Will signal an all clear. This tone will sound for three (3) minutes.

## **OTHER EMERGENCY NOTIFICATION MEASURES**

**Emergency Text Messaging System:** Instantly sends information via cell phone to those who have subscribed to this service. To subscribe go to **SMS.CONCORD.EDU**. **All students are strongly advised to register for this service.** Parents and family of CU students can also subscribe. A new feature allows you to opt-in by text, just send the following text message to 79516 without the quotes "cualert emerg other schedule" The options emerg, other, and schedule are the subscriptions you are requesting. Emerg is Police Emergency, Other is police Non-Emergency, and Schedule is for Delays. You may discontinue this service if you change phone numbers at any time by texting without the quotes "OPTOUT" to 79516. Sign up via the web by visiting <http://sms.concord.edu>.

**WEB SITE:** <http://concord.edu>

**CCTV:** CU Calendar of Events Channel 2.: **WVCU:** On-campus radio station, channel 16.

## **STUDENT SUPPORT SERVICES**

**Rahall Technology Center, Room 246**

**Telephone: 304-384-6088**

**<http://www.concord.edu/ss>**

**[support@concord.edu](mailto:support@concord.edu)**

Student Support Services (SSS) is a federally funded TRIO program that serves first-generation, low income and/or disabled students by providing free comprehensive services, including personal, academic,

career, and graduate school counseling; one-on-one and group peer tutoring; computer lab; cultural/educational trips; peer mentoring; and study skills help.

All interested students are urged to apply. Office hours are Monday through Friday, 8:00 a.m. - 4:00 p.m.

## **STUDENT CENTER INFORMATION DESK/LOST AND FOUND/SWITCHBOARD**

**Jerry L. Beasley Student Center, Main Floor, Room 203A**

**Telephone: 304-384-5246 (on campus), 304-384-3115 (local),  
1-800-344-6679 (toll-free long distance)**

**mcmillans18@concord.edu**

Each semester, all students receive a listing of campus administrative and staff telephone extensions via either hard copy or e-mail. A campus directory is also posted on Concord's website Directory <http://concord.edu/fsdirectory.php>. Please keep this information in an accessible area for your convenience and use. If you are having difficulty accessing a telephone number, the Concord University switchboard operator will be happy to assist you.

The Switchboard area is also the University's official Lost and Found Department. Any items found should be delivered immediately to the Main Desk. Every effort will be made to return the item to its original owner.

The Concord Cash ID Card is created and distributed in this office. The ID card is your official University ID Card. It should be carried at all times and be presented when requested by a University official. Replacement ID cards can be made at a cost of \$25.00. The card is used as your library card and your meal card if you have purchased a meal plan on campus. The Concord Cash ID card can also be used as a Discover debit card. The benefits of activating the Discover option on the Concord Cash ID Card include:

1. Ability to opt-in for the electronic disbursement of check change and/or the direct deposit of student payroll to the Concord Cash Card.
2. Ability to use deposited funds anywhere Discover is accepted.
3. Free withdrawals of funds from a designated campus ATM and any AllPoint ATM off-campus.
4. Ability to write checks.
5. Ability to manage deposited funds online with bill pay options.

***All students must visit*** <http://www.concord.edu/onecard> ***to opt-in***

***or out of the Discover portion of the Concord Cash Card.*** In order to have check change, payroll (from any employer) or funds from your parents electronically deposited onto the Concord Cash Card, you must opt-in to the Discover portion. The Concord Cash Card, while it is hosted by Discover, is NOT a credit card. The Concord Cash Card is a prepaid, debit card that cannot be over-drafted. Should you decide to opt-out, the card can only be used for the on-campus services listed above. To receive more information about the Concord Cash Card, contact the Student Center Information Desk at 304-384-5246.

**Jerry L. Beasley Student Center Building Hours:**

Monday through Friday 7:30 a.m. - 11:00 p.m.

Saturday and Sunday 10:00 a.m. - 11:00 p.m.

\*If activities are scheduled, the Center will close later. During Spring Break, and Thanksgiving/Christmas recess the Center closes at 4:00 p.m. Operational hours are shortened during the summer months.

**Jerry L. Beasley Student Center Policies**

1. No alcoholic beverages are allowed in the Student Center, unless previously authorized by the President or his/her designee.
2. Gambling is not permitted.
3. Students are required to clean up all of their own trash.
4. Animals are strictly prohibited by order of the State Board of Health.
5. Bicycles, bouncing basketballs, skates, skate boarding or roller blades are not permitted inside the Student Center.
6. All posters, fliers, announcements, and advertisements other than those advertising campus events or regulations may only be posted with the prior approval of the Student Center Staff in the Student Center Office and only in designated areas. Poster material may be displayed in other buildings only when approved by the Director of that specific building. The organization and/or individual placing the poster or advertisement is responsible for the complete removal of advertisement not more than 24 hours following the event. Signs advertising events where alcoholic-beverages will be available are not permitted in the Student Center. Signs advertising these events will be removed immediately.
7. A Concord University ID for the current semester is required for admission to scheduled activities in the Student Center and for cashing a check.

8. If you wish to bring a guest to a University sponsored event, **you are held entirely responsible for the conduct of your guest.**
9. Do not place signs, tacks, or tape on wood, plaster walls, glass or finished surfaces. There are bulletin boards available on each floor of the Student Center for advertisements or notices.
10. Tobacco and smokeless tobacco products are not permitted at anytime in Concord University owned facilities (25' from building entrances).
11. Solicitation is not permitted in the Student Center, nor is it allowed on Concord University campus via West Virginia Board of Education Policy passed September 5-6, 1951.
12. Loud and unruly conduct or roughhousing will not be permitted, nor any excessive display of affection allowed.

## **VETERANS SERVICES**

**Student Center, Lower Level (beside the Bookstore)**

**1-888-384-VETS or 304-384-5339**

**veterans@concord.edu**

**<http://www.concord.edu/veterans>**

Concord University thanks you for your service to our country! We are committed to repaying our veterans for all their sacrifices by ensuring all veterans receive every possible opportunity to gain a valuable education. We offer several options for veteran financial aid. Additionally, we have an on-campus Veteran's coordinator responsible for ensuring every concern of every veteran is met. From counseling, tutoring, vet to vet mentor program, financial needs to housing, our Veterans Office is here to assist **YOU** in any way possible. Concord has a Veterans lounge adjacent to the Veterans Services Office. Reserved for veterans, the lounge is a place to relax or study with fellow veterans.

## **WELCOME CENTER**

The Welcome Center has been designated as the general information center for all of Concord's community, and its guests. Visitor temporary parking permits should be obtained here (or at the Office of Public Safety) between the hours of 8 a.m. and 4 p.m. Monday through Friday.



## ADDITIONAL UNIVERSITY SERVICES\*

### ATM

Concord University provides ATM machines serviced by BB&T and Triton. The ATMs are located on the ground floor of the Student Center. BB&T is located in Athens and Princeton. There is a \$2.50 per transaction fee for those who do not bank with BB&T. The Triton ATM is used for the Concord Cash ID Card.

### CHANGE

Quarters needed for laundry machines may be obtained from several sources. Some of these are listed below:

|   | <b>Extension</b> |
|---|------------------|
| <b>Wooddell Residence Hall Main Desk</b>      | <b>5135</b>      |
| <b>Wilson Residence Hall Main Desk</b>        | <b>5136</b>      |
| <b>Jerry L. Beasley Student Center Office</b> | <b>5310</b>      |
| <b>The North Tower lobby</b>                  | <b>5132</b>      |

There is a five dollar (\$5.00) limit on change provided in the residence halls.

**PLEASE NOTE:** Coin change may also be obtained at BB&T or First Community Bank located in Athens.

### COMPUTER SERVICES

Computer services are available in various locations on campus. Computer labs are located in the J. Frank Marsh Library, Marsh Hall (administration building), Science Building, Rahall Technology Center, and Alexander Fine Arts Center. You are expected to become familiar with University policies/procedures regarding University/personal computers and acceptable use policy prior to the use of University resources and to adhere to these policies/procedures. The policy is available online at <http://www.concord.edu/technology/policies-procedures>.

The Student Government Association has provided student computers in the Student Center Game Room/Commuter Lounge for e-mail and surfing the "web." Material cannot be saved to these computers or printed. Material can be saved using USB drives.

### COPIER

Students may access two copy machines located on the first floor of the J. Frank Marsh Library. To access the copier you may purchase a card for \$1.00 and each copy will cost \$.05 for black and white copies. Change for small bills is provided at the main desk in the Library. The main desk telephone number is 5371.

## **FAX**

Fax service is accessible to the campus community--including students and student organizations--at the Business Office, main floor, Marsh Hall. The cost of a local fax is \$1.00, a long distance fax is \$2.00, and an overseas fax is \$8.00. The Business Office telephone number is 5234.

## **FITNESS CENTER**

The Fitness Center is located next to the lobby in North Tower. It is free to all Concord community members. There is a variety of equipment to get you in shape. The center is open in the mornings, throughout the day, and into the evenings. Phone: 304-384-6275.

## **J. FRANK MARSH LIBRARY**

The Library is named in honor of a former President of Concord College, Joseph Franklin Marsh, Sr., and it provides research materials for the students, faculty and staff of the University. As the largest library south of Charleston, the Library provides access to over 165,000 cataloged items. Built in 1941, the Library was expanded by an addition in 1980. The library building seats over 200. Professional reference service is available during the week through an online catalog, online access to periodicals, an interlibrary loan service for traditional or electronically-transmitted materials, and a small government documents archive. The Library webpage features connectivity to various electronic research resources as well as links to other web sites of interest to researchers. The webpage address is <http://library.concord.edu/>. University and Athens community historical documents are preserved in the Concord University Archive, which is located in the Library, and the Archive also houses an extraordinary collection of photographs and autographs in its Goodykoontz Collection.

Unless otherwise posted, the Marsh Library is open:

Monday-Thursday . . . . . 7:45 a.m. - 10:00 p.m.  
Friday . . . . . 7:45 a.m. - 4:00 p.m.  
Saturday . . . . . noon - 4:00 p.m.  
Sunday . . . . . 2:00 p.m. - 10:00 p.m.

## **LIBRARY/IDENTIFICATION CARD (COMBINED)**

Your Concord picture ID card officially identifies you as a member of the student body. This card must be carried at all times. Lending this card or failure to present it when requested by a University official

is a violation of University regulations and subjects the holder to disciplinary action.

The first time you visit the Library, you will have to register your ID card at the circulation desk to allow lending privileges. If you are on the meal plan, the Cafeteria Office will validate your card each semester for the appropriate meal plan. Students are required to show their ID card at every meal.

The first card is issued to you free of charge. If this card is lost or damaged, it will be replaced for a \$25.00 fee. Official name changes can be made at no charge by returning your ID card to the Student Center Office.

Incorrect cards must be returned before a new card will be issued. See the Student Center Main Desk personnel about a new card.

Concord University IDs are required for admittance to many University functions, such as athletic events, concerts, activities, and use of Library.

**NEVER PERMIT OTHER STUDENTS TO BORROW YOUR ID CARD OR BORROW LIBRARY MATERIALS USING YOUR CARD.**

**Use of ID card in the Library:**

- A. Students are to present an ID card each time materials are borrowed.
- B. Students may not borrow materials with a faculty member's card.
- C. All materials charged to a student's ID card are the responsibility of that student. This includes lost, damaged and overdue materials borrowed from the Library. The ID card is therefore for your personal use only;
- D. Fines are charged for each day an item is overdue. Library materials should be returned on or before the due date to avoid late fees.

**NOTARY PUBLIC**

If you are required to have documents notarized, stop by the Academic Success Center (ASC), Rahall Atrium, Suite 243; and meet with Steve Jarvis, ext. 6074; the Office of Student Affairs, Student Center 107 (across from the Campus Post Office), Debra Weiss, International Student Office ext. 5256; Tammy Brown, Financial Aid Office ext. 5358; or Angie Taylor, Business Office ext. 5972; There is no charge for this service.

## **POSTAL SERVICES**

**The Charles “Chuck” Marshall Post Office** provides post office boxes and other postal services. All students are encouraged to obtain a mailbox and check it often. There is a \$7.50 charge per semester for this service, which is included in student fees. Please be advised that checks are not accepted for the purchase of postage. Hours are 8:00 a.m. to 12:00 & 12:30 p.m. - 3:45 p.m.

## **TECHNOLOGY SERVICES HELP DESK**

The Technology Services helpdesk is available to assist students with Concord's technology resources. As a student, you have access to various technology including the MyCU student information portal, Blackboard online learning system, academic databases, on campus and cloud based file storage, Email, Web-based Calendaring, Computer Labs, Wireless and the wired Residence Hall network connections and the Emergency Alert Text Messaging System. The helpdesk is staffed by Concord staff members and some members of the student community. You can contact the helpdesk by email (cuhelpdesk@concord.edu), phone (304-716-0054) or online chat during normal business hours. Helpdesk personnel will attempt to assist you with any issues you have with technology, however we do not work on equipment not owned by Concord. The helpdesk is located on the third floor of the Rahall Technology Center in rooms RH300 and RH305. Most systems that you will need access to during your stay at Concord are available from the MyCU portal system. This system will provide you with information about your Financial Aid, Class Schedule/Registration, email, campus announcements, and links to the Learning Management System.

The MyCU student information portal (<https://mycu.concord.edu>) allows you to register for classes, view your class schedule, Financial Aid Information, access your Email/Calendaring System, and general information from the Concord community such as events on campus. Please visit each tab to view the wealth of information and links you have access to from this resource. You can also reset your Concord password for most systems here by clicking on the “forgot password” button underneath the login page.

Concord's primary method for alerting the campus community to schedule changes/unscheduled closures, or potential emergency situations is an off-campus system that will send you text alerts on your phone, call your home phone, email and update a dedicated twitter feed (@cualert). While you will receive an email at your Concord MyCU email address with any communication from the

University, it is recommended that you subscribe to this service to provide additional methods of communication in an Emergency situation or delayed start/closing of the Institution. Concord does not have access to your personal cell phone number so YOU MUST SUBSCRIBE if you want this service. Concord currently has 3 types of alerts that the campus community may choose from:

- Police Emergency. This is for emergency communications from the Concord Police Department.
- Police NON-emergency. This is for general updates that the Concord Police Department may need to send to the community.
- University Closing/Delays. This informs subscribers of delays due to weather etc.

You may subscribe to this service via two methods.

- The first is to send the following text to 79516 without the quotes "cualert emerg other schedule" The options emerg, other, and schedule are the subscriptions you are requesting. **Emerg** is Police Emergency, **Other** is police Non-emergency, and **Schedule** is for Delays.
- The second method is to sign up via our Emergency Alert subscription website. Enter the address <http://sms.concord.edu> in any web browser and answer the questions to create an account and register your phone for text messages and additional methods of communication you desire such as a personal email address and a voice mail.

We recommend that you choose all three alerts but it is your decision as to which you wish to subscribe. Your subscription to this service lasts two years (24 months) from the day you sign up. When your account is 30 days away from expiring you will receive a text message asking you to confirm you wish to extend your account an additional 2 years. You may discontinue this service if you change phones, transfer or change phone numbers at anytime by texting "OPTOUT" to 79516. Standard text messaging applies to all communications you receive from this system. Please note that this system cannot deliver to your mobile device if you do not have cell service. If you need assistance with this service or have questions please contact the CU helpdesk.

For current information about IT, system status, and policies please visit the Technology Services website at <http://www.concord.edu/technology>. This page contains information about system availability and FAQ's that may assist you with issues may be able to resolve yourself.

Normal Helpdesk Hours of operation are Monday-Thursday, 8am to 7pm; Friday, 8am to 4pm; Saturday-Sunday, Closed

### **VEHICLE BATTERY AND LOCK OUT SERVICE**

The Concord University Office of Public Safety will “jump start” personal vehicles owned by campus community members when circumstances permit. In addition, Public Safety officers may be able to retrieve keys from inside a locked automobile or truck depending on vehicle year and make and model. Jump start and lock out services are provided free of charge. The Office of Public Safety will not be held responsible for damages. They may be reached by dialing 304-384-5357 or 304-384-5965.

**\*Fees for all services provided in the “Additional University Services” section are subject to change.**

## **ACADEMIC SERVICES AND POLICIES**

The Academic Catalog is the best source of information regarding academic policies and procedures of Concord University. Current copies are available online and in the Admissions Office. Numerous resources are available to assist you with your course of study. Concord prides itself on being student friendly. Each student at Concord is assigned a faculty advisor who can assist you with planning your academic career and course selection. Your faculty advisor will be assigned prior to registration, and he or she can help with questions you may have concerning your field of study. If you do not have an academic advisor or do not know who your advisor is, contact the Registrar’s Office or the Academic Success Center for assistance (A332 Marsh Hall, ext. 6074 email [asc@concord.edu](mailto:asc@concord.edu))

### **STUDENTS ULTIMATELY ARE RESPONSIBLE FOR THEIR EDUCATION, WHICH INCLUDES READING, KNOWING, AND OBSERVING THE REGULATIONS OF THE UNIVERSITY.**

**Honors Program** - Purpose: To provide academic and cultural enrichment to high achieving students who want to complement their intellectual development beyond the ordinary classroom experience with other similarly motivated students. Membership: Open to incoming freshmen with a 3.5 high school GPA and 26 ACT/1170 SAT, and to enrolled/transfer students with a 3.5 GPA and less than 78 hours credit. Email: [cuhonorsprogram@concord.edu](mailto:cuhonorsprogram@concord.edu).

## **PRE-REGISTRATION AND CLASS ATTENDANCE**

If a student does not attend the first session of a class the student may be dropped from the class.

## **DEADLINE FOR DROPPING CLASSES**

The deadline for dropping classes with the grade of “W” will be the end of the ninth-instructional week of a semester long course. Courses conducted over a period of time less than a full semester may be dropped up to the end of the third class meeting. The deadline for dropping during a summer term will be based on the same ratio as the fourth week of a regular semester.

## **WITHDRAWAL POLICY**

**All students, whether commuters or residential, withdrawing from the University must contact the Academic Success Center. (Rahall Atrium, Suite 243, 304-384-6074)**

Residents officially withdrawing in good standing from the University must vacate the residence halls within three (3) days. If the student who withdraws from Concord re-applies for a residence hall room for the following enrollment period, the balance of the room reservation fee may be carried forward. The refund of room and board will be in accordance with the University’s policy listed in the Housing and Residence Life Guide.

## **OPERATING ON AN INCLEMENT WEATHER DELAY**

Under this schedule, all 8 a.m. classes will start at 10 a.m., and then students and faculty must follow the Inclement Weather Schedule. This schedule affects daytime classes in Athens only. Classes that begin after 5 p.m. are not affected by this schedule. The schedule appears on the University’s website, in the Academic Catalog, and is posted throughout campus. Students are expected to be familiar with the Inclement Weather Schedule.

## **INCLEMENT WEATHER SCHEDULE**

| <b>Monday/Wednesday/Friday Classes</b> |             | <b>Tuesday/Thursday</b> |             |
|--|-------------|-------------------------|-------------|
| <b>Classes</b>                         |             |                         |             |
| Regular                                | Inclement   | Regular                 |             |
| Inclement                              |             |                         |             |
| 8:00-8:50                              | 10:00-10:40 | 8:00-9:15               | 10:00-11:00 |
| 9:00-9:50                              | 10:45-11:25 | 9:30-10:45              | 11:05-12:05 |
| 10:00-10:50                            | 11:30-12:10 | 11:00-12:15             | 12:10-1:10  |
| 11:00-11:50                            | 12:15-12:55 | 12:30-1:45              | 1:15-2:15   |
| 12:00-12:50                            | 1:00-1:40   | 2:00-3:15               | 2:20-3:20   |

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| 1:00-1:50 | 1:45-2:25 | 3:30-4:45 | 3:25-4:25 |
| 2:00-2:50 | 2:30-3:10 |           |           |
| 3:00-3:50 | 3:15-3:55 |           |           |

Individual instructors will establish inclement weather meeting times if a class does not meet at one of the regular times noted above.

Inclement weather final exams will begin two (2) hours later than the regularly scheduled starting time.

**OFF-CAMPUS CLASSES** are not necessarily affected by late schedule changes on the main campus. Students should assume that classes WILL meet unless they hear from their instructor or the electronic media, that the class is cancelled.

THE UNIVERSITY ENCOURAGES ITS EMPLOYEES AND STUDENTS TO USE THEIR DISCRETION TO ENSURE THEIR SAFETY IN ADVERSE WEATHER CONDITIONS.

As a general policy the University will remain in normal operation during adverse weather conditions. In the event of severe weather conditions, the President may 1) place classes on an inclement weather schedule; 2) cancel classes before the end of the class day; 3) cancel classes for an entire day or days; or, 4) with approval of the West Virginia higher education system, close the University.

The status of off-campus classes in Raleigh County will be determined by the Director of the Beckley Center. When a decision to cancel classes is made, the media, faculty, and appropriate University offices will be notified.

Off-campus classes in sites OTHER THAN Raleigh County will not meet if the host site closes due to bad weather.

The late schedule affects classes only. Other University operations are expected to follow their normal routines, although the University encourages its employees to use their discretion to ensure their safety in traveling on weather-affected roadways. Because the University does not wish to endanger the lives of faculty, students, or staff, it urges individuals to use their own best judgment in commuting to the campus in adverse or severe weather conditions. Concord faculty are urged to make attendance policy considerations



for the difficulties some commuting students may encounter due to weather conditions and provide opportunities to make up missed work. Students have an obligation to make every safe effort to attend classes, to initiate arrangements for making up missed work, and to understand the occasional commuting difficulties of faculty.

Announcements invoking the late schedule or other options referenced above will be sent via the campus Emergency Text Messaging System (subscribe at [http:// sms.concord.edu](http://sms.concord.edu)) and aired on area radio and television stations. Take note that unless a cancellation announcement is made, classes will be held. You may also call 304-384-3115 for a recorded announcement of the latest snow policy decision.

## **POLICIES REGARDING DISBURSEMENT OF STUDENT AID FUNDS TO STUDENTS**

### **FINANCIAL AID**

Concord University has one of the most generous financial aid programs in the state, especially scholarships. Eligibility for Federal aid [Pell Grant, Supplemental Educational Opportunity Grants (SEOG), Perkins Loan, Federal Work-Study (FWS), Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent Loan for Undergraduate Students (PLUS)] is determined as a result of completion of a Free Application for Federal Student Aid (FAFSA). Some funds are limited and consideration is on a first come basis and FAFSA filing date may be a factor. Application for Federal aid is an annual process. All federal aid applications should be submitted as soon after January 1 of each calendar year. Application for Federal aid may be made via the web at <http://www.fafsa.gov>. Federal law requires that the Financial Aid Office not distribute aid to a student unless the student:

1. Is maintaining satisfactory academic progress in a course of study.
2. Is not in default on any Perkins Loan, Subsidized Stafford Loan or Unsubsidized Stafford Loan made for attendance at any other institution.
3. Does not owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, or State Grant previously received for attendance at any institution.
4. If required, is registered with the Selective Service.

## **SATISFACTORY ACADEMIC PROGRESS**

For further information go to [www.concord.edu/admissions/financial-aid](http://www.concord.edu/admissions/financial-aid).

Federal regulations require CU to establish and apply reasonable standards of satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is administered by the university in addition to the academic standards of performance required under the CU academic progress policy. The SAP policy is reviewed annually by the director of financial aid.

Students are evaluated at the end of every academic term. All students are evaluated on three standards: (1) grade point average (qualitative measure), (2) credit hour completion ratio (quantitative measure), and (3) maximum time frame. To maintain eligibility under SAP, students must meet all three standards.

### **Standard 1: Grade Point Average (Qualitative Measure)**

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The requirements are listed below:

- Students in undergraduate programs:

| Hours Earned | GPA   | Hours Earned | GPA   |
|--------------|-------|--------------|-------|
| 0 – 14       | 1.357 | 60 – 74      | 1.919 |
| 15 – 29      | 1.690 | 75 – 89      | 1.933 |
| 30 – 44      | 1.795 | 90 – 112     | 1.973 |
| 45 – 59      | 1.847 | 113+         | 2.000 |
- Students in graduate programs must maintain an overall GPA of 3.0 or better. In addition, candidates must earn the minimum grade of “C” to successfully complete a course.

### **Standard 2: Credit Hour Completion Ratio (Quantitative Measure)**

Students (either full-time or part-time) must maintain a minimum incremental progress (pace) by completing (earning) a percentage of all credit hours attempted. Progress is evaluated at the end of each term. All courses are used in the credit hour completion ratio including repeated, transferred, withdrawals and incompletes. All students must successfully complete (earn) 67 percent of all cumulative credit hours attempted.

**Standard 3: Maximum Time Frame**

Students must complete their degree program within 150 percent of the credit hour requirements for the degree. Students who are unable to complete their degree program within the time frame limitation will be ineligible for federal student aid. For students who change majors and have not completed the new program requirements but have reached the maximum time frame limit may submit a request to be re-evaluated on a case by case basis.

**Additional Degrees**

Students pursuing additional undergraduate degrees are required to maintain a 2.0 GPA and complete (earn) 67 percent of the remaining courses for the additional degree. Maximum time frame will be calculated based on 150 percent of the remaining requirements to complete the additional degree. Students pursuing additional graduate degrees are required to maintain a 3.0 GPA and must earn the minimum grade of “C” to successfully complete a course. Completion of 67 percent of hours attempted and 150 percent maximum time frame of the remaining courses for the additional degree is also required.

**SAP Notification**

Students are notified of the SAP policy via the CU academic catalog and website. All periods of enrollment at CU are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated in accordance with CU academic policies. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by mail and/or email by the Office of Financial Aid.

**Transfer Credits**

Transfer credits accepted toward the student’s degree program will be included when calculating the SAP credit hour completion ratio (in both completed [earned] and attempted hours) and the 150% maximum time frame. This includes credit for English as a Second Language (ESL) and remedial courses, if accepted toward the degree program.

**Remedial Courses**

Students may receive federal student aid for up to 30 credit hours of remedial coursework. If more remedial courses are required, credit hours taken will not be considered for determining the amount of federal student aid eligibility.

**Repeated Courses**

Students receiving federal student aid may repeat a course, as allowed under CU academic policy. Repeated courses will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

**Incomplete Grades**

Students receiving federal student aid may receive incomplete grades, as allowed under CU academic policy. Incomplete grades will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Zero quality points will be assigned, as stated in the academic catalog, for financial aid SAP determination until an earned grade is posted. If the student has an incomplete grade and is not meeting SAP, he/she may request another SAP review after posting of the earned grade.

**Withdrawals**

Students receiving federal student aid may withdraw from a course, as allowed under CU academic policy. Courses from which a student has withdrawn will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

**Financial Aid Warning**

Students who do not maintain SAP under this policy will initially be placed on financial aid warning and will be notified by mail, email or via MyCU of their status. While on financial aid warning, the student will be eligible to receive federal student aid for the next period of enrollment; an appeal is not required. Students on financial aid warning will be reviewed at the end of the next period of enrollment. If the student does not meet all conditions of SAP they will be ineligible for federal student aid.

**Federal Student Aid Ineligibility**

By statute, students who do not maintain SAP and students on financial aid warning who do not meet SAP requirements after the warning period are ineligible for federal student aid program funding. Students not eligible for federal aid will be notified by mail, email or via MyCU.

**SAP Appeal Petition**

Students ineligible for federal student aid program funding may appeal by completing the SAP appeal petition. The form is located on the CU web site at [www.concord.edu/admissions/financial-aid](http://www.concord.edu/admissions/financial-aid) under Forms and Applications. Requests for reinstatement of eligibility must be submitted to the appropriate CU Office by the deadline date listed on the form. Students may appeal their ineligibility under SAP if they were unable to maintain SAP as a direct result of hardship, injury or illness of the student, death of a relative, or other special circumstance. Per federal regulations, the student must include in the appeal why he/she failed to make SAP and what has changed that will allow the student to meet SAP at the next evaluation.

Completed SAP appeal petitions will be reviewed by the Concord University Appeals Committee. The Committee's decision is the final determination. Students are notified of the committee's decision in writing by the Office of Financial Aid.

If the appeal is approved, the student will have a probationary period of one semester during which he/she will receive federal student aid. If the appeal is not approved the student is responsible for paying college charges or can withdraw from classes.

**Continued Financial Aid Probation**

Students granted an approved appeal, may be given an academic plan. If at the end of the probationary period the student is not meeting the conditions of SAP but did meet the academic plan requirements, the student can appeal again submitting documentation of meeting the academic plan. At the end of the probationary period, if the student did not meet all conditions of SAP or requirements of the academic plan, the student is ineligible for federal student aid.

**Reinstatement of Federal Student Aid**

A student may be reinstated for federal student aid once they have successfully met all of the conditions of the financial aid SAP policy. Students on warning or probation have reinstatement of their federal student aid for one semester only. Sitting out a semester is not sufficient to re-establish eligibility for federal student aid.

**LOAN DELINQUENCIES**

If you are delinquent on a Perkins Loan or a Stafford Loan, or if you owe a refund on a grant, you will not be eligible to receive additional financial aid until the situation is corrected. This situation will also affect packaging of aid if it occurs at the time of packaging.

## **REFUNDS TO STUDENTS**

All refunds due under University policy will be applied first to financial aid accounts. If refunds exceed the amount of financial aid initially disbursed, the excess will go to the student. This policy is based on Federal regulations.

## **DURATION OF ELIGIBILITY**

Different forms of financial aid have different requirements and eligibility limits. Students should become familiar with the requirements for each aid type they receive. This applies to federal, state, institutional, and private aid sources. All aid is based on the satisfactory progress policy stated earlier.

## **CAMPUS CONDUCT**

In classrooms, buildings, residence halls, and during any university activities, students are expected to observe reasonable rules of conduct appropriate to a university. Disruptive or disrespectful behavior will not be tolerated. Campus rules and regulations must be followed to ensure a civil and positive learning and living environment for all.

## **ACADEMIC HONESTY**

All members of the Concord community are expected to adhere to a code of honesty. The current University Catalog states, "Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties-including but not limited to failure of assignments, failure of course, loss of institutional privileges, or dismissal from the University.

## **CONCORD UNIVERSITY HONOR CODE**

In 2009, the Concord community adopted an Honor Code, which states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

## **STATEMENT OF NON-DISCRIMINATION**

In keeping with its long-standing traditions and policies, Concord University, in admissions, employment, and access to programs, considers students on the basis of individual merit and without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in the programs of the University. Individuals who believe they may have experienced discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint may discuss their concerns with the Vice President of Student Affairs at 304-384-6074, their Academic Advisor, Resident Director, or the Counseling Center at 304-384-5290.

## **JUDICIAL AFFAIRS**

In order to create and maintain the most academically supportive atmosphere, inappropriate or disruptive behavior will be confronted. For students living on-campus, Residence Life Staff members are devoted to creating the best possible residence hall environment. Students will be held responsible and accountable for their own actions and those of their guests, at all times and places on campus. In addition, the student's behavioral record will very likely be as important a consideration as the student's academic record in influencing future opportunities. Just as graduate schools and employers will want to know grades earned, they will also wish to know what sort of citizen the student was while enrolled. Therefore, the student should be conscientious about both the behavioral and academic records achieved in the University.

Lending your ID card or failure to present it when requested to do so by a University official (including Resident Assistant staff) is a violation of University policy and subjects the student to disciplinary action.

## **DISABILITY ACCOMMODATIONS**

If you have a diagnosed condition covered under the Americans with Disabilities Act that warrants special housing accommodations, then you are strongly encouraged to notify the Director of Housing and Residence Halls as soon as possible after you have been officially accepted to Concord University.

## **SAFETY**

Concord University, the Office of Public Safety, and Housing and Residence Life take great measures to build on the safety record

of the community of Athens and the State of West Virginia. The University believes that members of the Concord campus community can assist in keeping themselves from harm by utilizing prescribed safety precautions and by educating themselves about the frequency and type of security breaches that occur on University property. Public Safety records and publishes statistics on crime. The annual reports are available on the University's web site. Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in his or her own personal safety and the safety of other community members. Public Safety officers and Student Life staff members (who are on duty) are available to receive emergency telephone calls from anyone on campus or associated with the University. All Public Safety officers have direct radio contact with local law enforcement agencies. To encourage accurate reporting of crimes and incidents, a formalized "Incident Report" is completed after each known event.

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

**Personal Safety:**

1. Avoid walking alone, especially at night.
2. Walk in well lit areas.
3. Walk clear of any area with heavy foliage.
4. Be alert and aware of your surroundings.
5. Refrain from propping open locked residence hall doors.
6. Use the viewing porthole provided in each residence hall door.
7. Have strangers identify themselves before unlocking any room door.

**Vehicle Security:**

1. Remove property from plain view.
2. Roll up vehicle windows.
3. Remove keys.
4. Lock all doors.
5. Park in a well lit area whenever possible.

**Personal Property Safety:**

1. Secure valuables left in your room.
2. Engrave all valuables with your initials, full name, or an identifying symbol.
3. Print your name on valuables when appropriate.
4. Remember to lock the door(s) to your personal room each time you leave and when you are sleeping.
5. Lock your room door when you are in the bathroom (traditional halls).



6. Pre-plan a course of action in the event of lost or stolen credit cards, checks or money.

**Sexual Assault Prevention Tips:**

1. Students should always carry their room keys with them, be aware of where they are going, and know a quick and safe way home whenever practical. If you are at a bar, or party, make sure you have a way to get home.
2. Be aware that sexual assaults are not normally perpetrated by strangers. Usually it is someone you know. About 85 percent of sexual assault victims are familiar with the perpetrator.
3. Have a friend go with you so that you can watch out for each other.
4. Take a self-defense class. Most people who take self-defense courses feel empowered to handle more serious situations.

Concord University and the Office of Housing and Residence Life encourage students to take all precautions toward their own personal safety and the security of their possessions.

**STATE REGULATIONS THAT STUDENTS SHOULD KNOW**

The following State Regulations are enforced by Concord University Campus Police:

**§ 60-6-9. Intoxication or Drinking in Public Places; Illegal Possession of Alcoholic Liquor.**

1. Appear in a public place in an intoxicated condition;
2. Drink alcoholic liquor in a public place;
3. Drink alcoholic liquor in a motor vehicle on any highway, street, alley.

Any person who violates section (1): Upon first offense, a fine of not less than five dollars nor more than one hundred dollars and not more than sixty days in jail or completion of an alcohol education program of not more than six hours' duration at the nearest community mental health center.

Any person who violates (2) or (3) of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than five nor more than one hundred dollars, or confined in jail not less than sixty days nor more than twelve months, or both such fine and imprisonment.

**§ 60-3A-24. Underage Consumption or Possession.**

Any person under the age of twenty-one years who purchases, consumes, sells, serves or possesses alcoholic liquor is guilty of a misdemeanor, and, upon conviction, shall be fined in an amount not to exceed five hundred dollars or shall be incarcerated in the county jail for a period not to exceed seventy-two hours, or both fined and imprisoned, or in lieu of such fine and incarceration, may, for the first offense, be placed on probation for a period not to exceed one year.

**§ 17C-5-2. Driving Under the Influence of Alcohol, Controlled Substances or Drugs.**

Any person who:

1. Drives a vehicle in this state while:
  - a. He/she is under the influence of alcohol;
  - b. is under the influence of any controlled substance;
  - c. is under the combined influence of alcohol and any controlled substance;
  - d. has an alcohol concentration in his or her blood of ten hundredths of one percent or more, by weight;
2. When so driving causes the death of any person; commits such act in reckless disregard of the safety of others shall be guilty of felony and, upon conviction thereof, shall be imprisoned in the penitentiary for not less than one nor more than ten years and shall be fined not less than one thousand dollars nor more than three thousand dollars.

**Driving Under the Influence (D.U.I.).**

1st Offense: \$250.00 (if convicted, attend driving education course)  
\$750.00 (without driver's education course)  
Six points on your driver's license  
Automobile insurance increases dramatically

2nd Offense: Loss of driver's license and/or one year in jail  
A large monetary fine  
Seven additional points on your driver's license

Remember: Failure to cooperate when stopped by a law enforcement officer for D.U.I. will lead to automatic loss of driver's license for one year.

**§ 61-8B-7. Sexual Abuse in the first degree.**

- A. A person is guilty of sexual abuse in the first degree when:
  1. Such person subjects another person to sexual contact without their consent, and the lack of consent results from

- forcible compulsion; or
2. Such person subjects another person to sexual contact who is physically helpless (legally intoxicated, ten hundredths of one percent, applies here).

Any person who violates the provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in the penitentiary not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in the penitentiary not less than one year nor more than five years.

## **PARKING REGULATIONS**

### **GENERAL INFORMATION**

The following regulations are necessary, based on the principle that operation of a motor vehicle on campus is a privilege granted by the University. Since operating and parking of vehicles on campus are privileges, and not rights, there must be appropriate controls established to prevent abuse of these privileges. The full cooperation of all persons to whom these regulations apply is requested and will be appreciated.

Currently there are 19 parking areas to serve the needs of the University. The "Vehicle Registration and Parking Regulations Manual" published by the Department of Public Safety describes in depth these parking regulations in the information listed below. Temporary permits for visitors are available at the main desk in the Student Center or Public Safety Office, located in Rahall Technology Center.

### **REGISTRATION OF MOTOR VEHICLES**

All motor vehicles belonging to or operated by faculty, part-time or full-time students, and staff parking on Concord University's campus AT ANY TIME must be registered with the Director of Public Safety. Registration normally will be accomplished at the beginning of each semester or summer term during regular registration and/or during the first three days of classes. To register your vehicle you must report to the Office of Public Safety located in the Rahall Center.

## **PARKING VIOLATIONS AND APPEAL PROCEDURE**

Any person cited for a parking violation on the campus of Concord University must appear within ten (10) business days before a designated official of the University. The official will be located in the Office of Public Safety in the Rahall Center and shall have exclusive jurisdiction of the offense during the ten (10) day period. Any person so cited may plead no contest to the offense and, by so pleading, shall be subject to a civil penalty of ten (\$10) dollars. Upon the expiration of the ten (10) days, or upon a pleading of not guilty before the designated University official, a magistrate of Mercer County shall have jurisdiction of the offense and upon finding of guilty shall impose a fine of not less than ten (\$10) dollars nor more than twenty (\$20) dollars for each offense, plus a minimum of fifty-six (\$56) dollars as court costs.

**ANY** person parking in a handicap space without a state handicap decal or a temporary handicap permit from the Concord University of Public Safety will be issued a state citation, which is a fine of \$100 plus court costs.

Flagrant violators may have their vehicle placed on a tow list and will be subject to immediate towing procedures. Also, repeat violators will be subject to a hearing process with the possibility of parking privileges being permanently revoked. Offenders will be held responsible for all towing and storage fees.

Students receiving citations and ignoring them will have their records “frozen” in the Registrar’s Office until such citations have been paid.

## **MOTOR VEHICLES AND PARKING**

All students who possess a valid driver’s license are permitted to bring and park their personal vehicle on campus. Any vehicle brought to campus is required to be registered, and the owner/primary driver is expected to obtain a numbered parking decal at the Office of Public Safety located in the Rahall Technology Center. Parking permits are purchased each semester. When purchasing a parking permit for the spring term, it will be valid through the summer terms. Complete parking information is provided in the Concord University Vehicle Registration and Parking Regulations Handbook, available from the Office of Public Safety.

## STUDENT ACTIVITIES/ JERRY L. BEASLEY STUDENT CENTER OFFICE

### **JERRY L. BEASLEY STUDENT CENTER OFFICE, MAIN FLOOR**

**Telephone: 304-384-5310**

The primary purpose of the Student Activities/Student Center Office is to compliment the academic program and enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational and governance programs.

Other student services provided by this office include personal check cashing, ID cards, maintaining the master calendar for events, and information concerning the campus telephone system. The Student Center Office has funds available to cash checks for students who possess a Concord University ID for the current semester. The University check cashing policy is as follows:

- Checks may not exceed \$10 and only one check may be cashed daily.
- Two-party checks are not accepted.
- Identification is always required in the form of a Concord University ID
- There is a charge of **\$25.00 dollars** for each check returned by a bank for any reason (this fee is subject to change). A hold will be placed on the student record until payment is made.
- An individual may lose his/her check cashing privileges if two or more checks are “returned” from a bank for non-payment.
- Student Payroll Checks may not be cashed at the Student Center Office.
- Check cashing hours are 9:00 a.m. to noon and 12:30 p.m. to 3:00 p.m. Monday through Friday. **NOTE:** these hours are subject to change.
- **Students are strongly encouraged to open a local bank account or utilize the Concord Cash Card Discover Debit option to cash work-study or personal checks.**

### **GAME ROOM**

The Game Room is on the ground floor of the Student Center. It offers billiards, ping pong, foosball, X-box, Wii, flat screen TV, soda

and snack machine, etc. and a place to relax between classes or after dinner. The Game Room also has several computers that can be used to check e-mail, and browse the internet.

## CAMPUS ACTIVITIES/STUDENT ACTIVITIES

Student activities are defined as any event, party, entertainment or activity sponsored by Concord or by a University sponsored organization either on- or off-campus.

### TRADITIONAL AND REGULARLY SCHEDULED STUDENT ACTIVITIES

- A. Lectures and Arts Programs: The Fine Arts Program and Performing Arts Series offers musical, dance and dramatic programs, art exhibits, lectures and campus visiting scholars. Student and local faculty talent, as well as professional artists and speakers of national eminence, provide cultural experiences for many tastes.
- B. Student Center Activities: The Student Activities Committee (SAC) is responsible for developing a program of varied activities and entertainment for the Concord community. This program includes musicians, comedians, hypnotists, magicians, tournaments, etc. These events are planned and produced by the student members of SAC. SAC is open for all students to join.
- C. Recreation activities such as swimming, tennis, intramurals, and softball may be scheduled and equipment obtained from the Department of Human Performance in the Leslie R. and Ruby Webb Carter Center.
- D. Outdoor recreation equipment such as corn hole, volleyballs, frisbees, ladderball, washer toss, and bocce ball are available at the Game Room.

**Concord University Intramurals** - Purpose: To offer an organized sports and activities program and to encourage the active participation of students, faculty, and staff. Sports include tennis, flag football, soccer, badminton, racquetball, water polo, volleyball, swimming, golf, basketball, archery, softball, bowling, tug of war, and team racquetball. Membership: Open to all registered students (six semester hours required for structured Intramurals), faculty, staff, and spouses of students, faculty and staff.

## **SCHEDULE AND APPROVAL OF ACTIVITIES**

- A. Any individual, department/office or organization wishing to hold any activity on campus must contact the Student Center Office to schedule the desired facility.
- B. The Student Center Office schedules the event on the Master Calendar and notifies the individual, department, or organization responsible for the activity to officially confirm its scheduling.
- C. The activities must be scheduled by 4:00 p.m. Friday of the week preceding the event.
- D. The Master Calendar lists all events that have been officially scheduled and approved.

**NOTE:** Avoiding conflicts among University activities is imperative; therefore, please check the University Calendar in the Student Center Office or online before arranging any activity.

## **JERRY L. BEASLEY STUDENT CENTER ACTIVITY GUIDELINES**

Students are expected to exhibit responsible behavior when participating in all activities held at Concord University. The care of equipment, general cleanliness, and order of the building depends on your personal acceptance of responsibility for events. Any activity that is sponsored by a recognized student organization shall conform to all State, County and City laws or ordinances. Sponsoring organizations shall complete and submit an activity form to the Student Center Office one week in advance of the event. By signing the form, the sponsoring organizations and students agree to follow the guidelines/rules listed on this form.

**NOTE:** Please remember that your organization is responsible for any damages during your sponsored event. This includes payment of all labor and replacement costs. Organizational Advisors are required to attend their organization's programming in the Student Center and ensure the group cleans up the area used for their program.

## **CAMPUS MEETING FACILITIES**

Marsh Hall: Each campus organization is permitted the use of meeting facilities in the Joseph F. Marsh Hall during evening hours. Approval to use a specific classroom for meeting purposes must be obtained from the Associate Dean's office in A231. The main function of this building is, however, a daily classroom facility. Organizations are completely responsible for leaving their meeting area clean and

orderly. Please remember that there are often classes in the building, and disruptive behavior cannot be tolerated.

Jerry L. Beasley Student Center: The Student Center has several conference rooms that can be used for meetings. They are available as a first-come/first serve basis and can be reserved by contacting the Student Center Office at 304-384-5310.

### SUBWAY

The Student Activities Committee presents a wide variety of entertainment including game shows, comedians, and musicians in the Subway stage area. These programs are presented at various times—both in the afternoon and in the evenings. Watch for the advertisements. The SUBWAY is also available to various campus organizations whose programs are of interest to the University community. Scheduling is arranged through the Student Center Office.

## **MEDIA COMMUNICATION**

It is the policy of the Concord University administration that all members of the University community may, at their own discretion, choose whether to respond to media inquiries. The Public Relations/Marketing Office responds to media inquiries with statements that reflect the official views of the University administration and, to the best of their ability, the views of the University community. We believe--especially in the academic setting--that freedom of expression is a cherished right, as is the freedom to refrain from comment, on grounds of privacy.

## **SOLICITATION**

The West Virginia Board of Education, on September 5-6, 1951, passed the following order: "Resolved: that all solicitation and mailing of products upon property under the jurisdiction of the West Virginia Board of Education is prohibited except by organizations and groups directly connected with the institution upon written approval of the respective presidents or superintendents."

Therefore, special approval must be obtained from the University President or his/her designee before any solicitation, donation, or other contribution of money, merchandise, or service becomes a part of any student activity. Approval is granted, under this ruling, only if the solicitation is deemed worthy, and for the good of the entire student body. Written application for approval must be submitted to the Office of Student Activities located in the Student Center.



Each student organization (excepting service organizations) is allowed to sponsor TWO approved money-making projects on the University campus per semester. There is no limit to the number of off-campus money earning projects that can be held. **Credit card solicitation is banned on the Concord University campus.**

CONCORD UNIVERSITY

# CAMPUS ACTIVITIES



## CAMPUS ACTIVITIES/ STUDENT ORGANIZATIONS

No matter what your particular interest may be, you are likely to find a campus organization to fit your needs. Campus organizations and Student Activities provide a necessary diversity to university life. Extracurricular events provide a direct connection for meeting people with the same interests, developing a skill, and making university life, in general, more worthwhile.

The organizations provided on campus offer something for everyone. You may be chosen for a Greek organization, invited into a departmental, honorary, or service organization, and you may become a member in any one of many special interest organizations. Involved students are successful students!

Concord University and West Virginia State law prohibit hazing by any organization, group of people or individuals. Hazing is defined as, but not limited to, the following examples:

1. Being in line.
2. Running or marching.
3. Wearing the same clothing for more than one day.
4. Carrying bricks, cinder blocks, etc.
5. Causing undue mental stress, etc.

If you have to ask, "Is it hazing?" then it is hazing. Please see the "Hazing" section for a more complete description of hazing.

### **GOING GREEK**

One of the first decisions a student will make upon entering the University is whether or not to pledge a social sorority or fraternity. During the Fall semester, each sorority and fraternity has rush parties. These rush parties are given so that rushees and actives can become better acquainted. Open bids (invitations) are extended to students to join a sorority and/or fraternity. Some of these organizations, however, cannot rush first semester freshmen for membership; so during the initial weeks of the Spring semester, the Greeks sponsor their traditional Formal Rush Week, with several days of sign up for formal rush. The pledge period then becomes an exciting and meaningful time for pledges to learn about the Greek world and their prospective sorority and/or fraternity. Before rushing, new students are encouraged to think about which group best fits their needs.

There are four National Sororities on Concord's campus: Sigma Sigma Sigma, Delta Zeta, Alpha Sigma Alpha, and Alpha Sigma Tau. There are four national fraternities on the campus: Tau Kappa Epsilon, Sigma Tau Gamma, Phi Sigma Phi, and Pi Kappa Phi. There are four local fraternities: Mu Xi Phi, Chi Omega Psi, Lambda Iota Gama, and Phi Delta Pi. There is also one local sorority: Nu Zeta Chi. As a whole, Greek organizations seek to promote friendship, scholastic attainment, and the desire to add to and enrich the community that they serve. Greeks also add much excitement to the campus, especially on Homecoming Weekend and during Greek Week. Each spring the individual sororities and fraternities have their annual spring formals, which is the highlight of their year's social functions.

**The Interfraternity Council** is the collective ruling body and informational meeting group of the national fraternal organizations on campus. Membership requirements include semester dues, attendance requirements and registration as an organization with the Student Center.

**The Panhellenic Council** is an organization that includes and speaks for all nationally recognized Greek women. This organization promotes cooperation between sororities, meets to discuss plans for sorority rush, discusses common interests and activities, and works with University Administration in maintaining high social standards.

## **DEPARTMENT, HONOR, AND SERVICE ORGANIZATIONS**

Several organizations on campus provide membership to students in a particular major or minor. These organizations are also open to interested persons unless otherwise noted:

The list of Departmental organizations is as follows:

- Alpha Chi Honor Society
- Alpha Phi Omega
- Collegiate Singers
- Concord University Reading Council
- Concord Geographer's Association
- Concord University National Art Educators Association (NAEA)
- Concord Social Work Organization
- Music Educators National Conference (Music)
- Phi Alpha Delta (Pre-law)
- Rho Alpha Sigma Honorary Society
- Phi Beta Lambda (Business)

- Service Council

The list of Honor and Service organizations is as follows:

- Alpha Phi Omega-Service
- Appalachian Leadership & Education Foundation (ALEF)
- Blue Key National Honor Fraternity
- Cardinal Key National Honor Society, Inc.
- Psi Chi National Honor Society
- Gamma Beta Phi National Honor and Service Society
- Phi Alpha Honor Society

## **STUDENT GOVERNMENT ORGANIZATIONS, INTEREST CLUBS, AND SERVICE ORGANIZATIONS**

Several organizations on campus are meant for those with specific interests and hobbies. They include Alpha Phi Omega (Public Service), WMLT (TV), WVCU (radio), SAC (entertainment), Concordian, International Club, and SGA. These organizations should be contacted by the student for enrichment and as a means of student involvement.

## **STUDENT GOVERNMENT ORGANIZATIONS AND INTEREST CLUBS**

**The Student Government Association (SGA) - Purpose:** Is the authorized representative of the student body of Concord University. The Student Government Association seeks to keep communication open among the administration, faculty, and student body. It also functions to help coordinate activities of various campus organizations and to promote all areas of campus student life.

**Student Judiciary - Purpose:** To provide an effective, consistent, and fair system of student discipline with students being heard by their peers; to interpret the Student Government Association Constitution; to carry out impeachment trials of elected officials; and to carry out elections. **Membership:** All justices are appointed by the Student Government Association President and must be approved by the Student Senate.

## **INTEREST CLUBS AND SERVICE ORGANIZATIONS INCLUDE:**

**Alpha Chi Honor Society, West Virginia Beta Chapter** - Purpose: To promote, encourage, and recognize student research and scholarship. Membership: By invitation to the top 10 percent of juniors and seniors based upon GPA.

**Alpha Phi Omega** - Purpose: A national service fraternity that offers occasions to develop your leadership skills and friendships and be an active participant in meaningful service programs locally and across the country. Membership: Open to all Concord students, faculty, and staff.

**Alpha Psi Omega** - Purpose: An honorary national theatre fraternity, which recruits members on a point-based system for artistic talent and merit. The organization produces shows, does community service, and promotes theatre. Membership: To complete a standard application form showing participation in dramatic activities worth a total of at least 50 points, as determined by a point system to be approved by an active member.

**Alpha Sigma Alpha Sorority** - Purpose: A women's organization founded at Longwood College on November 15, 1901. Its mission is "to develop women of poise and purpose." The Beta Pi Chapter of Alpha Sigma Alpha was founded on Concord's campus in 1947. Our well-known mascots are Raggedy Ann and the Ladybug, and our colors are Crimson Red and Pearl White. We are not only active on campus, but also within the community through our philanthropies, which include the Special Olympics and the S. June Smith Center, (a center for developmentally handicapped children). Our close bonds and special friendships offer every one of us a strong support system in our home away from home. Membership: All interested women must have at least a 2.3 GPA, and be a full time university student.

**Alpha Sigma Tau Sorority** - Purpose: Alpha Sigma Tau is among the oldest organizations on campus. We are very active on campus, as well as within the community. Philanthropy is a big part of our organization with recipients of our work ranging from Pine Mountain Settlement School to the American Diabetes Association. Our tight-knit sisterhood offers each and every one of us a strong support system away from home. Membership: One must have at least

a 2.3 GPA, attend all required meetings, 6-8 week pledge period, participate in philanthropy, at least 80% on pledge exam, pay all dues, and complete pledge period satisfactorily.

**Appalachian Leadership and Educational Foundation (ALEF) -**

Purpose: To recruit and educate young men and women who are academically qualified, exhibit a strong work ethic and demonstrate leadership qualities but would otherwise find college unattainable; to develop the Fellows into skilled citizens and future leaders for Appalachia and beyond; to develop leadership fellowships and leadership honors programs that provide the opportunity for higher education institutions to focus on character and leadership. The program includes an emphasis toward the preparation required to be the leaders of the next decade. The concept of operations for ALEF is to partner with established academic institutions across Appalachia to provide the technical skills necessary as the basis for credible leadership.

**Baptist Campus Ministries** - Purpose: To share the gospel and provide opportunities for Bible study, worship, prayer, and small group relationships to enhance the growth of students as disciples of Jesus Christ. Membership: All are welcome.

**Blue Key Honor Society** - Purpose: A premier honor society that recognizes college students at senior institutions of higher education for all-around excellence in scholarship, leadership, and service. Blue Key Honor Society bases its eligibility for membership on all-around leadership in student life, high scholastic achievement, service to others, citizenship, and an adherence to principles of faith. Blue Key is unique in that it recognizes upper-classmen at colleges and universities throughout the nation for an exemplary and balanced record of achievement inside and outside the classroom. The special qualities of Blue Key members as they model service to others include intellectual curiosity with a desire to acquire knowledge, modeling a significant pattern of leadership which contributes to the institution's student and campus life, service to the community and citizenship, expressing humility through moral character and integrity, and a strong sense of faith in word and deed.

**Bonner Scholars Program** - Purpose: To promote student development and learning through community service. This program affords students the opportunity to become involved in community

service, rather than a part-time job, in order to receive funds to cover his or her financial needs. It is the ultimate goal of the program to develop experienced, knowledgeable, and committed individuals who recognize the needs of our society and each person's responsibility to serve throughout his or her lifetime.

**Campus Crusade for Christ** - Purpose: To help students discover how God relates to their lives. Membership: Anyone may attend.

**Cardinal Key Honor Society, Inc.** - Purpose: Sister organization to Blue Key Honor Society. Cardinal Key is an organization for students of at least junior status in American colleges and universities who are leaders in the college community and potential leaders in the future. In addition to service and leadership activities in the community, the organization's philanthropy is the Juvenile Diabetes Foundation. Membership: By invitation to currently enrolled Concord University women (undergraduate) with a minimum 3.0 GPA and a minimum number of points in the areas of community service, leadership, and academics.

**Chi Omega Psi Fraternity** - Purpose: Provide a sense of brotherhood and a social environment to interact and improve themselves in qualities of confidence, philanthropy, team work, and speaking abilities. Chi Omega believes that people in social organizations will develop skills faster than people who are not members, and that bonds made in these organizations can last for longer than mere friendships.

**Circle K** - Purpose: To offer students an opportunity to build leadership skills, build friendships, and serve the local and world-wide communities. Membership: Any student who can uphold the ideas of Circle K; international service; leadership & fellowship, and who is officially enrolled at Concord University.

**Computer Science Club** - Purpose: To provide support to students majoring in Computer Science, including offering tutoring in various programming languages, organizing field trips and visitations to different computer related events and industries, providing social activities and events for members, as well as ideas about jobs and internships related to the computer science field. Membership: Must submit application form to secretary of the club. Open to all Concord University students regardless of race, religion, color, sex, disability, age, marital status, national origin, or veteran status.



**Concord Film Society** - Purpose: Concord Film Society brings rare, classic, and foreign films to the University weekly. Concord is one of the only universities with a program like CFS; we encourage everyone to take advantage of these scintillating works of art and the unique cultural, educational, and sensual experiences CFS offers. Membership: Admission is free to all members of the community; cultural credit is available.

**Concord Investment Club (CIC)** - Purpose: To familiarize and educated interested members with the fundamentals of investing and to provide the opportunity to gain real work experience in applying these principles. Members will gain an understanding of different types of asset classes, styles of investing, financial markets and institutions, different investment aids and research sources available, as well as an appreciation for the role of asset allocation in portfolio management. The club strives to create a hands-on investment atmosphere that mimics the real world using investment simulations.

**Concord University American Chemical Society** - Purpose: Affords students of chemical science to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist.

**Concord Veterans Club** - Purpose: To promote the general welfare and help ensure the academic success of current and former members of the United States Armed Forces and National Guard. One of our primary goals is to ease the transition from military life to college life through friendship and support. This support comes in many forms and addressed all aspects of the veteran's life. Membership: Open to all current and former members of any branch of service. Limited membership is also available to dependants and spouses.

**Delta Zeta Sorority** - Purpose: Unites its members in the bonds of sincere and lasting friendship to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in action;

objects worthy of the highest aim and purpose of associated effort. The purpose of this sorority shall be advanced through the National Convention, the National Council, and the university and alumnae chapters.

**Gamma Beta Phi** - Purpose: Gamma Beta Phi is an organization that encourages scholastic achievement, promotes advancement of educational ideas, rewards academic merit among college students and completes service projects in the community. Membership: Students having completed at least twelve credit hours of college work and having a GPA of at least 3.0 will be invited to join this organization.

**Gay-Straight Alliance** – Purpose: Due to the immense diversity on Concord University's campus this organization strives to promote learning, support, understanding, tolerance, acceptance, as well as a safe friendly environment where students may learn and personnel may perform their duties. These goals will be accomplished through educational programs and the promotion of tolerance, understanding, and acceptance through social awareness. It is the desire of this organization to end the spread of hatred, homophobia, and related harassment and violence in the community. Membership: Open to all persons without regard to sexual orientation, race, sex, gender, color, ethnic origin, religious affiliate, age, and physical or psychological disability within reason

**Gun Club** – Purpose: Our mission is to promote gun safety, help students learn in a safe, enjoyable environment about different types of guns, provide the opportunity to shoot firearms and learn how to use them safely. This organization also provides a deeper understanding of firearms and provides information so as to be more informed on public policy and constitutional debates regarding firearms. Members will also be able to connect with aspects of American culture, history, and tradition. Membership: All are welcome regardless of position on gun control or the Second Amendment.

**Human Performance** - Purpose: To increase awareness of the importance of good health and physical fitness through student involvement in the community and aspiring to help promote healthy living throughout our region. Membership: Those interested in the four disciplines of physical education including: Athletic Training, Health, Physical Education, and Sports Management.

**International Students Club** - Purpose: Our goal is to promote diversity to the campus. It also gives the students a chance to meet people from different cultures. Making international students feel at home while attending Concord is one of our larger goals. Membership: Our club is open to all students and faculty of Concord University.

**Kappa Theta Fraternity** – Purpose: Foster and perpetuate ties of friendship, to advance the ideals and purposes for Kappa Theta, to encourage and promote scholarship, and to strengthen and develop leadership. Membership: Any Concord University male student of good moral character is eligible.

**Mu Xi Phi** - Purpose: Mu Xi Phi is a local fraternity established in 1996. The purpose of this organization is to promote brotherhood, to educate each other on life's challenges, and to form friendships that extend beyond your collegiate career. As a local fraternity we stress community service in the Athens/Princeton area. Finally it's all about being you. Membership: Membership requirements include being a full-time male student at Concord University and possessing the same ideals as the organization.

**Music Educators National Conference (MENC)-Concord University Student Chapter** - Purpose: It shall be the purpose of the organization to acquaint the students with the workings of the West Virginia Music Educators Association and the MENC to make available to the members opportunities for professional development in the area of music education, and to acquaint students with the privileges and responsibilities of the Music Education profession. Membership: (1) Chapter membership shall be open to any interested registered student of Concord University, and (2) Any student, upon complying with registration requirements of Concord University and who is a paid member of the MENC Chapter, may participate in activities carried on by the MENC Chapter, State Convention, and National Convention.

**Newman Club** - Purpose: The Newman Club provides an opportunity for Catholic worship for students and members of the surrounding community. Church services are offered during the academic year on Sundays at 6:00 p.m. at the Newman Center on East Vermillion Street.

**Nu Zeta Chi** - Purpose: Nu Zeta Chi is a local sorority that was founded March 5, 2004 in order to bring together a group of diverse women “to create and maintain a strong level and value of service to...Concord University and the surrounding areas” and to offer sisterhood to the women of Concord University. Nu Zeta Chi prides itself on being composed of unique individuals and welcomes women from all walks of life as sisters and friends. Membership: All members are expected to maintain a GPA of 2.2. Members are also expected to pay dues each semester.

**Paradoxical Church of Reality** – Purpose: To learn the true will of ourselves and the cosmos so that we may live in greater harmony with all and in a more holistic way. This organization seeks continual learning of the nature of the reality through science, philosophy, religion, spirituality, art, and the occult, so that we may better understand reality and influence the world through right action and right mind. Membership: Open to all Concord University students who seek to further the concepts of this organization and act for the betterment of all humanity.

**Phi Alpha Delta** - Purpose: Phi Alpha Delta is an international pre-law fraternity. Its purpose is to enable members to get ready for law school and/or legal education. Membership: All Concord students are eligible, irrespective of major.

**Phi Alpha Honor Society** - Purpose: Promotes a closer bond among students of social work and enters into a more intimate fellowship with those dedicated to the promotion of humanitarian goals and ideals by a professional group for which quality educational preparation is deemed imperative, students and faculty involved in social work education at Concord University resolve to sponsor a Chapter of Phi Alpha National Honor Society, thereby to foster high standards of education for social work and to invite into membership those who have attained excellence of scholarship and distinction of achievement as students of social work.

**Phi Sigma Phi** - Purpose: Phi Sigma Phi National Fraternity is an organization dedicated to the ideals of intelligence and brotherhood. Like the Phoenix, the mascot of Phi Sigma Phi, our fraternity has risen from the ashes, so rose Phi Sigma Phi from our former organization Phi Sigma Epsilon. It is our purpose now to create, promote, and enhance higher education among college men. Membership: We are looking for quality young men who possess strong character and have a steadfast dedication to excellence.

**Philosophy Club** - Purpose: Provides students with an open forum to discuss, debate, and critically evaluate past and current philosophical theories and issues. The organization will also provide adequate information and assistance to students who wish to pursue higher education in the field of philosophy.

**Pi Kappa Phi** - Purpose: Pi Kappa Phi is a fraternal organization for young university students. Pi Kappa Phi exhibits a band of brotherhood amongst its members. It also helps build better men more equipped for the real world and University life by promoting responsibilities and standards to uphold by our tradition that spans almost a century. Membership: Any male with full time status at the university is eligible to be selected for membership.

**Psi Chi** - Purpose: Psi Chi is a national honor society whose purpose shall be to encourage, stimulate, and maintain excellence in scholarship of the individual members of all fields, particularly in psychology, and to advance the science of psychology. Membership: Membership in the Society is open to qualified, candidates of any age, sex, sexual orientation, race, handicap or disability, color, religion, and national and ethnic origin.

**Rho Alpha Sigma Honorary Society** - Purpose: This organization serves to promote the recognition of outstanding efforts of Resident Assistants (RA or RAs) or their equivalent at all member chapters of the organization. This group strives to encourage excellence in performance of the RA position, to promote the student affairs profession amongst the most skilled RAs, and to serve as an outlet of service and education to the Resident Assistant community.

**Sigma Tau Gamma Fraternity** - Purpose: The gentlemen of Sigma Tau Gamma are members of the oldest fraternity on Concord University Campus. Since May 7, 1949, we have prided ourselves on our high beliefs of Value, Learning, Leadership, Excellence, Benefit, and Integrity. Membership: There shall be three classes of membership in this Fraternity: collegiate, alumni and honorary.

**Sigma Sigma Sigma Sorority** - Purpose: We are philanthropic sorority as well as social. We sponsor the Robbie Page Memorial in Dallas, TX and Chapel Hill, NC. We are recognized nationally. We have chapters all over the United States, including Alaska. We are the

only national sorority to have a totally deaf chapter (located in New York). We also have a chapter in Germany. We are the oldest sorority on Concord's campus being founded nationally in 1898 and locally in 1925. We exist to develop strong womanly character and unite in sisterhood. Membership: In order to be considered for membership you must have a GPA of 2.4 and be a full-time student.

**Social Work Organization** - Purpose: To provide an organization through which members can coordinate their interests and act cooperatively on behalf of all social work students, practitioners, and those who serve the community at large. Membership: Open to all members of the university community.

**Student Activities Committee (SAC)** - Purpose: SAC provides many opportunities for students to become involved in all aspects of programming. Students have the opportunity to attend conferences, select entertainers and produce the programs. They also gain experience in leadership, decision making and responsibility. SAC has won numerous Excellence in Programming Awards from the National Association of Campus Activities (Great Lakes Region). Membership: Open to all students.

**Student Athlete Advisory Committee (SAAC)** – Purpose: SAAC seeks to enhance the total student-athlete experience by promoting opportunity for all student-athletes; protecting student-athlete welfare, and fostering a positive student-athlete image. Membership: Consists of two students from each sport recognized by the university; the members will be appointed by the Head Coach of their respective team.

**Students for Liberty** – Purpose: This organization is a network of independent student groups that promote the ideas of individual liberty and free market capitalism on campus. We believe freedom is for everyone. We are an “areligious” group which means religion will play NO role in our discussions, meetings, and activism. This organization promotes free market capitalism, ending the Federal Reserve, anti-war, very small and limited government, limited taxation, ending Drug War, the right to keep and bear arms, private education, truth in media, and sexuality is NO business of the state. Membership: Open to all individuals wishing to promote the ideas of individual liberty and economic freedom.

**Student Service Council** - Purpose: The service council is to promote and coordinate the community service activities of all recognized student service organizations on campus. The council holds monthly meetings and each student organization is asked to send a representative to the meetings to share and discuss their community service and service outreach agendas.

**Tau Kappa Epsilon** - Purpose: To aid in the intellectual, social, and scholastic development of its members, to foster the ideals of love, charity, and esteem in its members, and to aid and support Concord University in its academic goals. Membership: Undergraduate men who are found to be of upstanding honor and character.

**WVCU (Concord Radio)** - Purpose: To provide the listener with musical entertainment, talk shows, news, sports, weather, and special remote broadcasts. Students gain valuable knowledge concerning the operation of a radio station to “hands-on” work experience. Membership: The class that encompasses the staff members is CART 210, Communication Workshop. All staff members must work five hours per week, attend designated meetings, and receive a satisfactory evaluation to receive the one-hour credit.

**WMLT (Mountain Lion Television)** - Purpose: To provide the viewer with locally produced newscasts, interview programs, sporting events, musical recitals and concerts, and other programs of the University community interest. Membership: The class that encompasses the production crew members is CART 210, “Communication Workshop”. All production crew members must work five hours per week, attend the designated meetings, and receive a satisfactory evaluation to receive the one-hour credit.

## PUBLICATIONS

**The Concordian** - Student produced, weekly campus newspaper (hardcopy and online addition). It is open to all writers, broadcasting or journalism majors, or anyone interested in the Journalism field. One (1) hour credit available. No fees. Meetings held once a week. Membership: Staff membership will be open to any student who attends a designated number of meetings and/or contributes to the paper on a regular basis as determined by the staff at the beginning of the school year. E-Mail: concordian@concord.edu; Campus box C-45

**News Releases**

The Concordian, located in the Fine Arts Building, is the primary student newspaper publication. It normally is published once a week during the fall and spring semesters and contains information on campus life and activities.

**Pine Tree Yearbook** - Purpose: To publish the Pine Tree, yearbook.

Membership: Open to any student interested in the work of the yearbook, who files for membership in the Pine Tree Office which is located in Rahall Center #117. E-Mail: [yearbook@concord.edu](mailto:yearbook@concord.edu)

**Reflexes** - Purpose: Is the campus literary magazine, and serves as an outlet for students with writing or artistic talents. Membership: Open to all students. E-Mail: [relexesmag@gmail.com](mailto:relexesmag@gmail.com); Campus box C-40.

## MUSIC ORGANIZATIONS AND PERFORMING GROUPS

1. ConChords
2. Collegiate Singers
3. Opera Studio
4. Marching/Symphonic Band
5. Commander Jazz Ensemble
6. Percussion Ensemble
7. Brass Ensemble
8. Woodwind Ensemble



CONCORD UNIVERSITY

# STUDENT HOUSING & RESIDENCE LIFE



## HOUSING AND RESIDENCE LIFE GUIDE

A meaningful part of a university education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to university and from home life to residence hall life. Concord's Residence Life Program is designed to help you make personal, social, and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable.

## HOUSING AND RESIDENCE LIFE STAFF

### **SUPERVISOR OF RESIDENCE HALLS**

The Supervisor of Residence Halls manages and coordinates the day to day operations of the Residence Life Office; providing leadership, administration, and evaluation for the entire Residence Life program.

### **RESIDENT DIRECTORS**

Concord University residence halls are directly administered by full-time professional coordinators or graduate students called Resident Directors (RDs). The RDs home and office is located in the residence hall he/she is assigned to administer. Each RD is fully responsible for supervision of his/her building and for coordinating and supporting the residence life staff specially trained in counseling, communication, problem solving, and other areas important to facilitating life in a residence hall.

### **RESIDENT ASSISTANTS**

Every residence hall has a staff of Resident Assistants or RAs. Upperclass students reside on each floor as representatives of the Student Life staff. The RAs are skilled para-professionals who have been trained in many areas to make the students' experience in the residence hall healthy, safe, fun, educational and memorable.

### **DESK ASSISTANTS**

For additional safety and service, undergraduate Desk Assistants are assigned to work duty at designated times at the main desk of each residence hall. Desk Assistants maintain safety and security by monitoring general activity and the building's lobby/main entrance area.

## **PUBLIC SAFETY**

The Department of Public Safety is made up of 7 certified police officers and 2 security guards. A Public Safety officer is stationed at the North Tower Main Desk, which also doubles as a Public Safety security station each morning from midnight until 6:00 a.m. (while university is in session only). Electronic entry systems, provided in each residence hall, are patched back to the North Tower Main Desk, allowing a Public Safety officer to monitor students and visitors entering and exiting each living area during the hours noted above. In addition, Public Safety officers complete nightly duty rounds, monitor exterior doors for safety, and assist the Resident Director and Resident Assistant staff with disruptive and/or emergency situations.

## **HOUSEKEEPING STAFF**

Each residence hall has an assigned set of housekeeping staff who work routine daytime hours, Monday through Friday. The building custodial personnel are responsible for the general upkeep and appearance of the facility, but are not expected to clean any intentional mess left by students. Custodial staff obligations do not include cleaning individual student rooms.

The residence halls are treated regularly by a pest control service to reduce or eliminate unwanted pests. Students are asked to keep their rooms tidy to help reduce the risk of unwanted pests.

## **STAFF DUTY HOURS**

Residence Life Staff, including one Resident Director who covers the entire campus and one or more RAs working in each building, are on active duty from 4:00 p.m. to midnight daily. RD duty responsibilities include coordination and support for the RA staff. This is done, in part, by completing nightly campus-wide walking tours. The RA on duty is available to answer questions, maintain building safety and oversee other services. To ensure student safety, the RA on duty also makes specific building rounds of the residence hall and is required to sleep/remain in the facility throughout the night in case of any emergency. All Residence Life Staff members who are on duty remain in direct communication with Public Safety personnel via the campus radio communication system.

## **YOUR ROOM**

### **Direct High Speed Internet Access**

Concord University provides direct high speed Internet service to all students who live in residence halls. Students may use a standard

Ethernet cable for a “hard-wired” connection, or, where available, access the Internet through a wireless connection. Wireless connections are provided in the lounge areas. Peer-to-peer (P2P) file sharing and “BitTorrent” applications largely do not work on campus. Students may purchase an Ethernet cable at the Bookstore.

### **Furniture**

Every double room is equipped with a bed, mattress, dresser, desk, desk chair, and closet or wardrobe for each occupant. Each living area is equipped with an overhead lighting fixture. Students generally prefer additional lighting; however, halogen lamps are not permitted. North and South Towers provide desk lamps as well. Furniture provided in student rooms must remain in the room. Students are responsible for any furniture that is missing or damaged at the time of check-out and will be charged accordingly. Please refer to the Student Life Policy for a complete list of appliances that are prohibited.

### **Keys**

Students are issued a room and/or a set of suite door keys (if in North or South Towers) during residence hall check in. For safety and security purposes, if a key is lost, a new lock may be installed and new keys issued to the student and his or her roommates/suitemates. All keys remain the sole property of Concord University and may not be duplicated for any reason. Replacement keys are obtained through your Resident Director. Students must pay a fee of \$25 to cover the cost of rotating the core of a lock and cutting three new keys. Students must pay a fee of \$125 to cover the cost of a lock that was purposefully damaged. Students are forbidden to give room keys to anyone who does not reside in that room.

### **Repairs**

If repairs are needed, students are asked to call extension 5231 (Housing Office) to initiate a work order that will ultimately be completed by members of the Maintenance Center staff. Burned out light bulbs should be reported directly to the Resident Assistant so that the building custodian and housing staff can be alerted to immediately replace the bulb. All non-emergency maintenance requests will be handled Monday through Friday between the hours of 8:00 a.m. and 3:45 p.m. Maintenance personnel will be dispatched as quickly as possible in response to emergency situations.

## **Walls**

Almost any form of tape or putty that is advertised as leaving no residual stain will in fact leave marks on the walls and may result in damage charges. Years of experience have taught us that although masking tape may not be the best substance for hanging materials in your room, it is the best medium with regard to not leaving residue behind; therefore, masking tape is the only hanging material permitted in the residence halls.

## **RESIDENCE HALL MAIN DESK SERVICES**

Items may be borrowed from the main desk, anytime it is open.

Some items usually available at the main desk are:

- Vacuum cleaners
- Brooms
- DVD player
- Pool, ping-pong, air hockey, and foosball equipment
- Board games
- Pots and pans
- See main desk for other varied items depending on residence hall

Main desk locations operate at various times throughout the day and evening. Each residence hall main desk is required to be open between 7:00 p.m. and midnight, daily. Main desk numbers:

|   | <b>Extension</b> |
|---|------------------|
| <b>North Towers</b>                       | <b>5132</b>      |
| <b>South Towers/ALEF House I/Mill St.</b> | <b>5133</b>      |
| <b>Wilson Hall</b>                        | <b>5136</b>      |
| <b>Sarvay Hall</b>                        | <b>6200</b>      |
| <b>Wooddell Hall/ ALEF House II</b>       | <b>5135</b>      |

## **RESIDENCE HALL POLICIES AND PROCEDURES**

Concord's Residence Life program is intended to facilitate individual responsibility. However, there are certain restrictions governing residence halls. Students share responsibility with those around them for making their residence hall the best possible place in which to live. In order to maintain health and safety standards, students are responsible for care and cleaning of their rooms as well as for sharing in the cleaning and upkeep of the hall.

## **APPLIANCES**

The following appliances are not permitted in any residence hall:

1. Window air conditioning units or window air cleaners
2. Hot plates
3. Stoves
4. Space heaters
5. Heat lamps
6. Toaster ovens
7. Electric blankets
8. Electric heaters
9. Any appliance not specified above that generates heat or electricity and is deemed by the Office of Housing to be unsafe.
10. Any student found to be in possession of any of the above specified items in a residence hall is subject to discipline under the Concord University Student Life Policy.

## **EVACUATION PROCEDURES**

The following procedures have been developed for the health, safety, and welfare of persons residing in Concord University residence halls. Persons residing in the residence halls are required to observe these procedures and completely cooperate with staff and other personnel during any and all evacuation conditions. Failure to comply with any of the following procedures may result in disciplinary action.

## **GENERAL PROCEDURES FOR ALL RESIDENCE HALLS:**

1. When fire and emergency alarms sound, all persons will immediately proceed to the nearest exit in a quiet and orderly fashion.
2. If the nearest exit is blocked, proceed to an alternate exit.
3. Close all door(s) as you leave.
4. Upon exiting the facility, move away from the evacuated building.
5. Listen for directions.
6. Report observance of any fire or people who could be in danger to those individuals in charge.
7. Re-enter the building only after being instructed by staff to do so; silencing of the alarm is not a signal to re-enter.
8. Re-enter through the main entrance only.
9. Elevators are not to be used as a means of exiting a residence hall during an evacuation.

**NOTE:** Upon moving into a residence hall, each person is responsible for identifying the locations of various evacuation exits available in case an emergency should occur. Be familiar with at least two, and preferably three avenues of emergency exits.

When the alarm sounds, assume an emergency exists. There have been life threatening fires in the residence halls. Likewise, smoke and heat from a small fire can travel in unusual ways and catch the unwary off-guard. Therefore, it is important to vacate the premises immediately to reduce the possibility of being trapped. The sounding of the fire alarm is the only warning that you will receive for a possible emergency.

**What you will need to do when you smell smoke:**

WHERE THERE IS ANY AMOUNT OF SMOKE, immediately activate the alarm system and evacuate the building.

1. Keep in mind the following guidelines when regular fire procedures are being followed:

- a. Heat and most toxic gases rise. Therefore, you should crouch or crawl to avoid the most dangerous atmosphere.
- b. Take short breaths, breathing through your nose only.
- c. If trapped, placing any room with a closed door between you and the fire/smoke may offer refuge. Wait at a window for rescue. Open the window or break it out when breathing becomes difficult.

2. NEVER OPEN A HOT DOOR—SMOKE CAN BE FATAL.

- a. If there is enough heat in the hall to penetrate the wood panels, there is more than enough to kill you before you get to the head of the stairs or exit the door. This is what you should do:
  - i. Place the back of your hand on the door panel above your head. If there is heat, DO NOT OPEN THE DOOR! The hallway is already filled with deadly heated gases.
  - ii. If you cannot escape through a window, then REMAIN IN THE ROOM with the door closed. Wait at the window for rescue. Shout for help.
- b. If the door does not feel hot you may open it slightly provided caution is used:
  - i. Brace the door with your hip or foot.
  - ii. Place your hand across the opening to determine temperature of the air.
  - iii. If the air is hot, or if there is pressure against the door, CLOSE IT HARD. It is already too late to exit.

- iv. If the hallway appears safe, use a planned exit and loudly arouse other occupants as you leave.

## **GLASS**

Glass items are allowed in the residence halls with some restrictions. However, the Office of Residence Life recognizes that glass bottles do represent a potential hazard for students, staff, and custodians. Residents are asked to be responsible with glass items in the residence halls. Students who create a hazard by shattering glass items will be written up under the Student Life Policy. The following policies apply:

1. Residents may not dispose of glass objects in garbage chutes. They must be disposed of in a recycling bin or public trash can. Any student who disposes of glass objects in garbage chutes is subject to discipline under the Student Life Policy.
2. Residents may not throw any object from a window or they will be subject to discipline under the Student Life Policy.
3. Residents may not create any threat to the health or welfare of others (i.e. intentionally shattering glass objects) under the Safety and Security section of the Student Life Policy.
4. Students may not litter on campus or they will be subject to discipline under the Student Life Policy.

The Office of Residence Life may, at any time, institute a ban on glass if it is determined that infractions relating to glass are occurring on a widespread basis.

## **HARASSING AND OBSCENE TELEPHONE CALLS**

Initiating abusive, harassing, or obscene telephone calls is a violation of University policy under the Student Life Policy. Students who receive annoying, harassing, or obscene telephone calls should contact the Office of Public Safety at extension 5357. If, for some reason, you are unable to reach the Office of Public Safety, please refer the concern to your Resident Assistant or Resident Director.

## **INDECENT EXPOSURE**

Certain specific actions that are inconsistent with an academic environment are prohibited, including public nudity and other obscene conduct.



## **KEYS**

The following policies apply to residence hall keys issued to students:

1. Students must report lost or stolen keys to housing immediately. Students who fail to do so may be subject to disciplinary action under the Student Life Policy.
2. Room and suite keys are required to be returned to Housing and Residence Life staff members between each semester and immediately upon discontinuing an academic relationship with the University. Students who fail to comply with this policy will be subject to disciplinary action under the Student Life Policy.

## **IDENTIFICATION CARD (ID) & REPLACEMENT POLICY**

The following policies apply to your identification card.

1. Student University identification cards must be carried at all times.
2. Your ID card may be required for entrance to any residence hall.
3. Transferring possession of your ID card to another student so that the student may mislead staff will subject you to disciplinary action under the Student Life Policy.
4. You are required to present your ID card when requested to do so by a University Employee (including Resident Assistant staff)

## **MICROWAVES**

Microwaves may be no larger than 0.8 cubic feet. Any student who is found to have a microwave that does not conform to these specifications is subject to disciplinary action under the Student Life Policy.

## **REFRIGERATORS**

Each residence hall room is permitted a total of two refrigerators that must be UL-approved with a three-pronged, unfrayed power cord. The maximum size for student refrigerators is 5.0 cubic feet.

## **REPAIRS**

Students are not authorized to make repairs themselves and will be billed for any damage incurred while attempting to do so. Students who are in violation of this policy may also be subject to disciplinary action under the Student Life Policy.

## **ROOM CARE**

Rooms must be kept sanitary and free of obstructions to entrance and evacuation. Any student who consistently fails to maintain sanitary and unobstructed conditions in their room will be subject to

disciplinary action.

## **SOLICITATION**

No door-to-door solicitation without the prior approval of the Supervisor of Residence Halls, either from on or off campus groups, is permitted in the residence halls. This is a Board of Governor's Policy.

## **PETS**

Fish kept in aquariums (maximum of 20 gallons or equivalent per room) are the **ONLY** pets permitted in the residence halls. Semi-aquatic pets that can live in the same kind of aquarium may be allowed by housing on a case-by-case basis. Both roommates must consent to keeping pets in the room. If there is a dispute between roommates, housing will support the removal of the pet. Cats, dogs, ferrets, mice, gerbils, hamsters, birds, spiders, snakes, etc., are not permitted. This list is not inclusive. Accommodations will be made for **documented** disabled students who require trained service animals. Any student who violates this policy will be subject to disciplinary action.

## **SMOKING**

Smoking is only permitted in a student's private room (when that student does not live on a substance-free floor), with the door shut, and with the **prior consent of his/her roommate(s)**. Residents are required to observe this policy at all times. Tobacco use is prohibited in all designated substance-free and public residence hall areas including all outside stairwells. Roommate assignments are based, in part, on smoking preference; however, in the event of a roommate conflict over smoking in the student's room, the University will support the position of the non-smoker. All academic facilities have been designated as smoke free environments. There is no smoking within 25 feet of all building entrance/exit doors.

## **WATER BEDS**

Water beds are not permitted in the residence halls.

## **WEAPONS**

Weapons or "look alike"/replica weapons may **NOT** be housed in or carried onto University property. This policy especially applies to residence halls. Possession of rifles and firearms (including BB and paint ball guns), ammunition, firecrackers, and/or explosive materials (including use of a carbide element) and similar items such as gas-

powered guns (including paint and nail guns), and sharp tipped arrows are **strictly prohibited**. Hunting equipment should be stored elsewhere; for more information, contact your Resident Director or the Public Safety Office.

## **VISITATION/GUESTS/ESCORT**

Visitation of the opposite gender is permitted in every residence hall between the hours of 8:00 a.m. to midnight, Sunday through Thursday. Open visitation, with roommate's consent, may occur on Thursday beginning at 8:00 a.m. and lasting until midnight Sunday. Every guest is especially subject to University rules and regulations that affirm each student's right to study, sleep, and privacy. It is the duty of the resident host to monitor and accept responsibility for the behavior of guests. All guests in any residence hall must be escorted by the host resident of that building at all times. The University reserves the right to deny access to any guest if it has been determined that he/she has disturbed, disrupted, or endangered any residents.

Guests may stay only two consecutive nights, on approved, open visitation nights. An administrative fee of \$20.00 per night will be charged to the resident(s) for each visitor housed in violation of this policy. The resident will be subject to disciplinary action, and the guest will ultimately be banned from the residence hall if behavior that violates policy continues.

## **ESCORT POLICY**

Each visitor(s) of the opposite sex, and any non-Concord student(s), must be accompanied by the host or hostess within the residence hall they are visiting at all times. Residents can only serve as a host/hostess in the residence hall in which they live. Each resident may escort up to two visitors at a time and must stay with the visitor(s) while the visitor(s) is in the building. Each resident is held accountable for her/his guest(s)/visitor(s') on-campus behavior in accordance with University policies and procedures.

## **TRESPASSING**

West Virginia State Law defines trespassing in a residence hall as follows:

1. If a person authorized to have access to a residence hall and by his/her presence or act interferes with the peaceful or orderly

operation of the residence hall, he/she may be asked to leave the residence hall at any time.

2. If an individual other than a person authorized to have access to a residence hall enters such a facility, he/she may be asked to leave the residence hall **notwithstanding the fact that he/she has not interfered with the peaceful or orderly operation of the residence hall or otherwise committed a breach of the peace or violated any statute or ordinance.**
3. Such a request to leave may be made by the President of the institution, an employee designated by the President to maintain order in the residence hall, the Supervisor of Residence Halls, Resident Director, a Public Safety Officer or their designee.
4. It shall be unlawful for a person to remain in a residence hall after being asked to leave. Any person who fails to vacate shall be guilty of misdemeanor trespassing.

## RESIDENCE HALLS CONTRACT

The Residence Halls Policies Contract is a legal agreement between the University and the individual student. It entitles the student to the use of the residence halls as set forth within this document, and in other sections of the Concord University Student Handbook. This document is a license to use the residence halls and shall not be construed as a lease.

### Housing Exceptions

All unmarried students (traditional age undergraduates) who have not received prior permission to commute are required to reside on campus in the University's residence halls as long as space is available. Permission to commute is granted only to those students who will reside with their parent(s) or legal guardian(s) in their parents' primary place of residence within a reasonable driving distance (45 minutes or less according to MapQuest or Google Maps) from Concord University. Applications for a housing exception should be obtained from, and must be submitted to, the Office of Housing and Residence Life. Applications will be reviewed by the Supervisor of Residence Halls and/or a designated committee that will evaluate the evidence of exemption criteria.

### Possible Exceptions:

1. Financial Hardship - you or your family must have recently experienced an unplanned financial **crisis**; serious illness,

death, job separation, etc. Anyone expecting to qualify for a financial hardship must have applied for financial aid.\*

2. Medical - **you must** provide written confirmation. Documentation should include the existing medical problem, how long it has existed, the last date treated for the condition, and the estimated duration of the condition. Documentation must prove your condition prohibits you from living on campus.
3. Part-time Student - must maintain eleven credits or less throughout the entire semester(s) the student wishes to live off-campus.
4. Residing with Relative - Requests must be substantiated with a written statement from the relative. The statement must contain the specific relationship to the student, the full address and telephone number of the relative, and their agreement to house the student for the academic year or semester.
5. Residing on the Work Site - your physical presence is **required** for fulfillment of job responsibilities.
6. Age and/or Experience - 22 years of age or older and three years of **full-time** military experience, or married now divorced, or have dependent children. Age - You are a non-traditional student - 23 years of age or older.
7. Senior students who have only one or two semesters until graduation. Any student wishing to apply for Senior Status Exception must provide a copy of their official progression sheet (academic check list), or their Unofficial Transcript from their MyCU account, attached to the Off Campus Housing request Form.
8. Other Reasons - give a detailed and accurate description of the situation with all supporting documentation.

Application for a housing exception should be obtained from, and must be submitted to, the Office of Housing and Residence Life. **It is the student's responsibility to provide all required substantiating information.** Students subject to the conditions of the Residence Hall Room Contract and Student Handbook residential policy will have to justify being relieved of the contract.

#### **Deadlines for Application**

|                     |                             |
|---------------------|-----------------------------|
| Summer Terms (both) | May 1                       |
| Fall Term           | March 1 (returning student) |
|                     | June 1 (new student)        |
| Spring Term         | November 1                  |

\*Students requesting exceptions due to financial hardship must apply for Financial Aid by February 15. A financial hardship is defined as a family unplanned (significant) financial disaster, i.e. job loss, death in the family, high medical expense, etc. Exceptions are granted for the academic year, except when extremely unusual circumstances may justify granting an exception for a semester or a summer session. Students granted these special exceptions are required to renew their request for the following semester.

### **Housing Policy and Eligibility**

Full-time traditional age students are required to live and board on campus. Eligibility to occupy the premises is limited to full-time (**maintaining** 12 or more credit hours) undergraduates who are appropriately registered for course work. Student occupancy of residence hall rooms is solely incident to an academic relationship. Eligibility for occupancy automatically ends upon withdrawal or termination of enrollment as a full-time student, unless an exception is granted to reside with under part-time status.

### **CONTRACT TERM**

**The Room Reservation Form (Housing Contract) is for the full academic year when the institution is in session from August, or the student's official arrival date, until the spring session ends in May, and cannot be terminated or cancelled except under the conditions cited in the withdrawal or housing exception sections of this agreement.** If entered into after August, this agreement applies only to the balance of the academic year.

### **Payment**

Payment of semester room and board fees must be made to the Business Office according to published University deadlines.

### **Refund On Board And Room Fees**

If a student withdraws from the University, refunds on the room will be made as follows:

| <b><u>Regular Academic Semester</u></b>           | <b><u>Amount of Refund</u></b> |
|---|--------------------------------|
| Up to the fourth class day (Thursday class)       | 90%                            |
| Before the eighth class day                       | 70%                            |
| Before the twelfth class day                      | 50%                            |
| After the twelfth class no refund (Tues/Thursday) |                                |
| No refund thereafter                              |                                |

**Summer Term (Five Weeks)**

|                             |     |
|-----------------------------|-----|
| Up to the fourth class day  | 90% |
| Up to the eighth class day  | 70% |
| Up to the twelfth class day | 50% |
| No refund thereafter        |     |

Refunds shall be pro-rated based upon date of **official** withdrawal from the residence hall. Official residence hall withdrawal is defined as: Signing out on the Record of Residence and returning room key and removing personal items from room, and officially withdrawing from Concord through the Academic Success Center. Failure to perform any one step of this procedure will result in additional costs to the student. All refunds are calculated from the first day of upperclass check-in. Students receiving financial aid from the University will have their refund re-deposited into the financial aid account. A student who is asked to withdraw for disciplinary reasons forfeits all rights to a refund. Fees are subject to change. Such changes may take effect at once and apply to students already enrolled, unless otherwise specified.

**Room Reservation Fee**

When applying for a University residence hall room assignment, each student must submit to the University the sum of \$50.00. This security deposit encourages the faithful performance by the student of all obligations, including payment of rent, all monies due and owing to the University on any account, and payment for the student's share of repairs and damage to a room and general residence hall areas over and above normal wear and tear. No scholarship can be applied to this deposit so it must be paid by the student directly. There are NO exceptions to this policy.

After becoming a paid resident student for one semester, you will be eligible for a refund of the balance of your room reservation fee if you terminate your residency within prescribed guidelines. The balance will either be credited to you, if you have submitted a room application for a subsequent semester, or will be refunded to you. Checking into the residence halls and not registering as a student is not permitted, and will result in the forfeiture of the room deposit balance. Room residents will also be subjected to payment of their share of repairs as stated above, and any **Guest Fee(s)**, if appropriate which accrue nightly.

Whenever the balance of your room deposit fee drops below \$0.00, you are required to pay the amount that returns the balance to \$50.00. Also, you will be subject to the cancellation deadlines of June 30 for the Fall semester, December 21 for the Spring semester, and May 1 for summer terms. Failure to cancel your room application by the appropriate deadline will result in the forfeiture of your room reservation fee. If you are unsure of your plans for the period of enrollment for which you have applied, please consider canceling your room application by the appropriate deadlines to preserve your fee. You may re-apply for a room at a later date when you decide to return. If you wish the balance of your room reservation fee to be refunded to you, a **Request for Refund Form** must be completed. Submission of this form serves as a confirmation of the cancellation of your room application. Also, completing this form will facilitate the mailing of the refund check to you at the correct address. The absence of such a form will result in the check being mailed to the latest known address on file at the Office of Housing and Residence Life. If the refund is returned by the U.S. Postal Service to Concord University, the University will hold the refund for a period of six months for claim by the student, and at the end of that period, if the refund is unclaimed, it will be re-deposited by the University without further notice.

### **Room Assignments**

The University reserves the right to make room assignments in order to fully utilize all of its facilities. Specific room requests cannot be promised; however, every reasonable effort is made to assign each student to a residence hall and room accommodation of his/her choice in accordance with his/her priority, as established by receiving **both** the Room Reservation Form and \$50.00 Room Reservation Fee in the Office of Housing and Residence Life. The date the Room Reservation Form and fifty dollar (\$50.00) Room Reservation Fee are received in the Office of Housing and Residence Life can play a significant role in room/building selection. The “official date received” will always be when the Room Reservation Form is “date stamped” in the Office of Housing and Residence Life. Mutual requests for roommates are fulfilled according to available space. Requests for special accommodations warranted by a diagnosed disability will be honored whenever possible.

Residents will be responsible for paying housing charges based upon the type of occupancy in relation to the capacity of the room. The



typical occupancy is two residents in a double room of which each student pays double room rates. When one student is permitted to occupy a single or double room alone, that student must pay single room rate. When two students are permitted to occupy a triple room, those students will typically pay the double room rate plus one-half the difference between single and double room occupancy.

The Resident Director should be contacted if a room change is desired. Room changes may be requested at the beginning and the end of each semester. Changes will be granted only if space is available. At no time is a student authorized to make a room change without prior approval granted by the Resident Director of the Hall. Unauthorized room changes will result in an administrative charge up to \$25.00 per student, and the student will be required to move back to the original room assigned. Residence hall changes may be accomplished under the same guidelines as room changes.

### **Room Consolidation**

During the first few weeks of each semester, you may reside in a room by yourself although this same room may have been scheduled for double or triple occupancy. When this situation occurs, you **should not** expect to continue such occupancy, however, it is ultimately your responsibility to correct your room status. You will be notified by the Resident Director to arrange for correction of your occupancy; however, it is your responsibility to resolve your room status. The Resident Director will then explain the various options available to you at that time. He/she will arbitrarily re-assign you to another room only if you request the Resident Director to do so, or if you fail to complete consolidation and a single room is not available for you to purchase. The deadline for completing consolidation is usually the Tuesday of the second week of the Fall semester, or the end of the first week of the Spring semester. Although you may wish to maintain a single room (and pay the single room rate) **this option will only be available to you if the overall occupancy situation permits it.** If you are the last resident without a roommate, you will be obligated to consolidate at whatever point another resident becomes the sole occupant of a room in the building in which you reside. Students whose occupancies are affected by roommates moving out are subject to similar room consolidation up to the midpoint of each semester.

Consolidation means that a resident will be required to either move to another room, or to accept the other resident left alone in his/

her quarters as your roommate. Consolidation is determined by the building's Resident Director. If you later decide to pay for a single room rather than to accept consolidation, you will be liable for payment of the single room fee from the date you first became the sole occupant of the room.

### **Independents on Organizational Floors**

Organizations are expected to fill their areas, including all resident members. As a result, your room assignment can be changed to another area if it is determined that your relationship with the organization is disruptive. If a disruptive situation appears to have developed, a meeting will be held to evaluate the circumstances. If it is felt that members in the organization are relating to you unfairly, please initiate a hearing to seek correction on your behalf.

Non-members are only permitted to sign up in organizational areas with the consent of the organizations. Room assignments for non-members are subject to change each semester. Non-members may be reassigned at the beginning of each semester to create room for new members who need space in one of the organizational areas. If these matters are of concern to you, it will be helpful to discuss them with the involved organization **prior** to room sign-up. Please come by the Office of Housing and Residence Life or contact any of the organizational representatives to discuss questions you may have about organizational housing.

### **Check-In/Check-Out Requirements**

Upon moving into or out of a room, each resident must review, sign and submit a Room Condition Form, which is an accurate and complete record of the contents and condition of the assigned room. This inventory will serve as the basis for check-out and damage charges, if assessed. Failing to check-out of one's room **officially** is a \$5.00 fine. Failure to return one's room key **immediately** upon check-out is a \$25.00 fine per key. All rooms are thoroughly inspected by the residence life staff before the hall opens. At this time, a record of the room condition and furnishings is created. The occupant of the room has the opportunity to sign and correct, if necessary, this record when he/she checks in. Room inspection will again occur upon departure. Be advised that you will be held financially responsible for any conditions noted after check-out which are not noted on the initial inspection.

### **Closing for Vacation Periods**

Generally, resident students are not permitted to remain in the residence halls through any official University closing. Residence halls must be vacated within 24 hours after a student's last final examination of the semester, or at official closing time (normally 5:00 p.m.), **whichever scenario occurs earliest**. Notice will be posted by the Housing and Residence Life staff prior to the closing of each semester, vacation, or recess period. However, it is a student's and/or family's responsibility to abide by the conditions set forth in all closing notices and to follow check-in and check-out procedures and times.

Before vacating your room for vacation periods, you should do the following in conjunction with your roommate(s) and/or suite mates:

- Remove items that might attract roaches, ants and other similar "visitors." Empty the room trash can(s).
- Remove perishable items from the room refrigerator, then clean, unplug, and leave the refrigerator door ajar.
- Close and lock all windows (especially when residing on any ground or first floor rooms).
- Unplug everything but aquariums from room electrical outlets.
- Turn all lights off.
- In North and South Towers only, room and bathroom heating should be set at "low."
- In North and South Towers only, water must be shut off tightly.

And:

- Be alert for information (posted, published and/or verbal) that may supplement this policy.
- Report any problems complying with these procedures to the staff promptly and always prior to closing day.

Note that staff will check rooms for compliance. Any procedures not followed will subject residents of the room (suite) to applicable charges and for disciplinary action.

Residents who receive special permission to remain on campus throughout any portion of scheduled closing will be asked to vacate if they fail to abide by the policies applicable to their housing arrangements, or for violation of other University rules and regulations.

The residence halls are closed, without exception, to all non-graduating residents at the end of the academic year who do

not appear on any official list supplied to the Office of Housing and Residence Life of students participating in Commencement ceremonies. Only authorized University housing authorities, or persons having permission from University housing authorities, are permitted in the residence halls during official University closing. Anyone else found inside the residence halls, or found attempting to enter the residence halls, will be subject to arrest followed by prosecution.

### **Room Care**

Students are directly responsible for the housekeeping of their own rooms. Neat, clean, and well-organized surroundings are conducive to effective study and personal health. Students should cooperate with their roommate/suitemates in the common protection of property and maintenance of living quarters. Students are to report any maintenance problems to the Resident Director, Resident Assistant, or directly to the Office of Housing and Residence Life.

The student's responsibility for the care of his or her room and its furnishings include refraining from defacing the walls, ceilings, windows, mirrors, doors, or floors by use of paints, nails, cellophane tape, decals, glue, screws, etc. All furniture that is "built in" (secured to the walls and/or floors) **must not** be unfastened. All free-standing furniture is to be returned to its original position when a resident checks out of the room. There is a \$25.00 charge for failure to return furniture to its original position. Alcohol containers and information or articles denoting illegal drug use are not to be used for display. Please ask the Resident Director if there is any question with regard to what can or cannot be accomplished or displayed in a room.

- Residents interested in painting their rooms should check with the Resident Director for information. Under no circumstances can a residence hall room be painted without prior consent from the building Resident Director.
- Decals, pictures, or other similar items may not be attached to the hall door or door casing.
- University furniture is to remain within the room and/or lounge in which it has been placed by the University at the opening of any semester or term. **There is no storage for either University or privately-owned furniture.**
- The occupants of the room will be solely responsible for keeping their assigned residence hall room neat, clean and sanitary.

Announced room inspections will be made while students are here, and the University will also conduct room inspections during every official closing when classes are not in session. The University reserves the right of entry into any room for announced inspections, repairs, and maintenance work.

- Unauthorized possession of University property is strictly prohibited. During authorized entry of rooms, the housing staff will remove all items belonging to the University (for example, lounge furniture and cafeteria utensils); occupants will be subject to a collection charge and to disciplinary action for such unauthorized possession. There will be a minimum charge of \$25.00 for each piece of University owned furniture confiscated.
- Unauthorized removal of screens from windows deforms the frame, loosens the retaining clips, and creates a potentially dangerous situation where a screen or other object may fall from the window and strike someone below. Therefore, all students are strictly prohibited from removing their window screens and will be assessed charges for doing so. The cost of re-installing each screen is \$15.00. A new screen will cost at least \$60.00, including installation.
- The room is to be used as a living unit only, and no commercial operation shall be carried on therein.
- Subletting of any portion of the room is not permitted.
- Weight lifting equipment is not permitted in residence hall rooms.
- Bicycles may only be stored in individual rooms or outside of the residence hall. Bicycles may not be stored in stairwells, hallways, or other public areas inside the residence hall. Riding bicycles inside the residence halls is strictly prohibited.
- Allowing anyone to reside in any room for free is also not permitted.

The custodians are responsible for maintaining all public areas. They are required/obligated to report student damages and violations of University property to the Resident Director or Supervisor of Residence Halls.

### **Conduct/Damage**

Each occupant of a room is solely responsible for his/her own conduct and that of his/her guests (invited and/or uninvited), as well as any damages they may incur. The University is not liable to the occupants or their guests for property damages or personal injuries suffered by them on University premises.

Whenever damage occurs, an effort will be made to determine the individual or group responsible for the assessment of charges. Whenever the participants cannot be determined, the damage to rooms is charged to the occupant(s). This policy also applies to occupants of suites that contain an empty room. The charge for damage elsewhere is divided among the students living in the area (or the entire unit where the damage is located). Charges not deductible from the reservation fee shall be payable within ten (10) days after the receipt of the notice of the charges (plus up to \$20.00 for administrative cost after ten days).

### **Safety and Security**

The following activities are strictly prohibited to ensure all residents' health, welfare and safety:

1. Tampering with fire hoses, fire extinguishers, stand pipe, sprinkler heads, or fire alarms.
2. Blocking, wedging or otherwise preventing any fire door leading to the outside from closing.
3. Creation of any threat or hazard to the health, welfare, and/or safety of any person.
4. Burning candles, incense, or other items that have exposed flame and/or are heat producing.
5. Misuse or vandalizing the elevators.
6. Throwing or dropping objects from windows. Removing window screens is not permitted.
7. Being on the roof of any building.

**PLEASE NOTE:** The University reserves the right to enter rooms for repairs, maintenance work, announced inspections and disciplinary actions without notice when the health, welfare, and/or safety of persons and/or property may be threatened.

### **Keys**

- Each student is provided one room key (plus a suite door key in Towers) at the beginning of the semester. All keys remain the property of Concord University, and may not be duplicated by the student for any reason. In an effort to provide security and account for property, keys issued to students must be turned in at the end of each semester (or when otherwise moving out of the residence hall room and/or suite).
- When a student fails to surrender key(s) when checking out of any residence hall, the resident will be held responsible for the cost of

- changing the lock(s) to the room and/or suite.
- University residence hall keys are issued to the assigned occupant of the room. Lending your key to another person is strictly prohibited, and may result in disciplinary action.
- When residence hall keys are lost or stolen, security of the room, and possibly other facilities, become the prime consideration. The resident whose keys are missing may be wholly or in part responsible for the cost of changing and/or re-keying one or more locks. Residents are encouraged to protect personal possessions, and those of roommates and suite mates, by maintaining the security of keys. Residents should report all missing keys to the Resident Director immediately. Replacement keys are obtained from your Resident Director at a cost of \$25.00 per lock and key.

### **Charge for Removal and Storage of Personal Belongings**

A charge of \$25.00 or more will be assessed to any individual whose possessions must be removed from a room by the University after the student has failed to remove such belongings. The fee must be paid before any belongings will be returned to the student. If you do not claim your personal property within eight weeks of checkout, the University will dispose of said belongings in any manner that it sees fit.

### **Entry and Exit of All Residence Halls**

1. The main entrance is the ONLY avenue of access permitted for non-residents except when checking into or out of the residence hall.
2. The main lobby entrance is the primary avenue for admission and departure for residents of the building, although the back door may be used during the hours listed below.
3. The back door(s) in Wooddell will be unlocked from 7:00 a.m. to 12:00 a.m. Only residents are permitted to use this exit. Non-residents may use this door only when assisting a resident who is moving into or out of the building. In this case, it is necessary that the resident inform the building staff to avoid confusion. These doors will also be used as exits during emergency evacuations.
4. Only Wilson Hall residents are permitted to exit the silver doors on the west end of their building. Residents are not permitted to escort male visitors in or out of the silver doors at any time.

## **Wilson, Wooddell, and Sarvay Halls Opposite Sex Bathroom**

### **Policy**

Opposite sex visitors may use the community bathrooms on all floors in Wilson, Wooddell, and Sarvay Halls under the following conditions:

1. The resident which the guest is visiting goes into the bathroom first to see if anyone is present.
2. The [building] resident then stands by the bathroom door to inform others who may wish to enter that a person of the opposite sex is currently in the bathroom.

### **Liability**

The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises, due to, but not limited to, insufficient or excessive heat, smoke, fire, water, steam, the elements, actions of third persons or similar causes.

### **General Policies**

1. Residents are expected to comply with all regulations described in the Concord University Student Handbook, the Concord University Residence Life Key, the Concord University Academic Catalog, the Concord University Vehicle Registration and Parking Regulations Handbook, the Substance-Free Contract (if applicable), and the Concord University Room Reservation Form.
2. Within the contract, federal, state and local law and University regulations have been designed to maintain an appropriate environment for the mutual benefit of all residents. Violations may result in University and/or criminal judicial action.
3. Additional policies may be instituted as communicated by the President, Supervisor of Residence Halls, Director of Public Safety, and the Vice President for Student Affairs.
4. If any provision(s) in this part of the handbook shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.



CONCORD UNIVERSITY

# STUDENT LIFE POLICIES



# STUDENT LIFE POLICY

## **ARTICLE I**

### **PREAMBLE**

Like the academic record, a student's behavioral record will also impact future educational or employment opportunities. Just as graduate schools and employers will request a student's academic transcript, they may also inquire about any disciplinary actions involving the student. Therefore, every student should be conscientious of both behavioral and academic records while enrolled at Concord University.

Concord University has developed the following procedures, regulations, and policies to describe the general bounds of student responsibility and behavior. The system is intended to serve as a guide for the conduct of students and to ensure fair and equitable treatment to all. In other words, the system is intended to provide safeguards for each individual and, at the same time, protect the University community.

## **ARTICLE II**

### **CODE OF CONDUCT**

The primary objective of the University in establishing a Code of Conduct is to maintain order and protect the person and property of all students, faculty and staff. The Code of Conduct promotes a safe educational environment not only in the classroom but in all aspects of University life. The Code will be subject to periodic review so that it will remain appropriate to current conditions on the campus.

The University retains the right to establish additional policies and procedures as it deems necessary to meet and maintain the aforementioned goals. Such policies shall be publicized to all students in the form of electronic media and prominently displayed signs.

This code shall apply to all students or non-students subject to discipline by a University judicial panel. It does not apply to the faculty, staff, or administrative personnel of Concord University. This code shall be in effect campus-wide and at University-sanctioned off-campus events. In certain circumstances where conduct occurring off-campus represents a possible threat to persons on campus, the jurisdiction of the University may be extended off campus at the

discretion of the University President or the President's designee. Examples of such conduct include, but are not limited to, felonies and non-forcible sex offenses. In an emergency situation where the discretion of the University President or the President's designee to extend jurisdiction off-campus is not readily ascertainable, prior approval to extend jurisdiction off campus shall not be necessary.

### **ARTICLE III**

#### **STUDENT LIFE POLICY**

1. **Definitions** - The following terms are referenced in this Article and are defined as follows:
  - a. **Gambling Behavior:** "Gambling Behavior" refers to playing games of chance by betting items of value in the hope of winning other items of value, without prior University approval.
  - b. **Hazing:** "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.
  - c. **Habitual Offender:** Any student found in violation of offenses set forth in Article III of the Student Life Policy on three (3) occasions in one (1) academic year, four (4) occasions in two (2) academic years, or five (5) occasions during enrollment at the University, regardless of whether enrollment is continuous, shall be considered a habitual offender.
  - d. **Resident:** A person who resides in a Concord University residence hall pursuant to a valid contract between Housing and the student.
  - e. **Credible Threat:** A threat to the health or welfare of another that is issued by a declarant who appears to have the ability and the intent to act upon it.
  - f. **University Employee:** For the purposes of this Article, there are three classes of University employee, each having different official capacities. These classifications and their official capacities are outlined within the subsections of this section.
    - i. **University Official:** "University Official" includes any non-student member of

the Concord University faculty, staff, or administration. Such individuals are considered to be acting in their official capacity when in performance of their duties at any location on campus or at any University sponsored event.

ii. **Student Manager/Resident Assistant:**

“Student Manager/Resident Assistant” includes any student who is hired by the University to manage a facility or part of a facility. Such individuals are considered to be acting in an official capacity while on duty in the facilities they manage and while in the vicinity of such facilities. In the case of Resident Assistants, the word “facilities” may be construed to mean any facility managed by the Office of Housing. Student Managers/Resident Assistants may be granted the authority to act outside of the facilities that they manage during special events on or off campus.

iii. **Student Employee:** “Student Employee” includes any student who is employed by an office of the University who is not considered a Student Manager/Resident Assistant. Such individuals are considered to be acting in an official capacity during the hours that they are working in, or in the vicinity of the office by which they are employed. This definition shall include students who are granted the authority to help manage special events.

g. **Alcoholic Beverage** - refers to any “nonintoxicating beverage” as defined by West Virginia Law. NOTE: At the time of this publication a nonintoxicating beverage is one which has a percentage alcohol by volume of less than or equal to twelve percent (12%).)

**2. Violation of Published Rules and Regulations** - Any person who acts in violation of any rule or regulation that has been adequately posted and/or published in accordance with Article II of the Student Life Policy shall be found in violation of this section.

**3. Violation of a Criminal Statute** - Any student who is perceived to be in violation of any municipal, state, or federal law on the premises of the University or at any University-

sponsored event shall be found in violation of this section if reasonable evidence can be supplied to indicate the student violated a criminal statute and the student is not being adjudicated for the offense under another provision of the Student Life Policy.

#### **4. Assault and Battery**

**a. Assault** - Any person who attempts to commit a violent injury to the person of another, or commits an act which places another in reasonable apprehension of immediately receiving a violent injury, he/she shall be found in violation of this section.

**b. Battery** - Any person who willfully and intentionally causes physical harm to another, or intentionally touches another in an offensive manner, shall be found in violation of this section. Any person who batters another in the course of defending oneself from battery shall not be found in violation of this section so long as the means of defense are not excessive when compared to the means of battery employed by the batterer.

**5. Damage of Property** - Any person who vandalizes or maliciously damages any property that does not belong to that person, on campus or at any University-sponsored event, shall be found in violation of this section.

**6. Disruption of Activities** - Any person who intentionally disrupts or obstructs teaching, research, administrative proceedings, or any other campus-based or University-sanctioned activity shall be found in violation of this section.

#### **7. Theft**

**a. Theft in General** - Any person who steals or otherwise misappropriates property from the University, from any person on University property, or from any person during the course of a University-sponsored event shall be found in violation of this section.

**b. Wrongful Possession** - Any person found in possession of stolen property, who is aware or should reasonably have been aware that he/she is in possession of such property, shall be found in violation of this section.

**8. Academic Dishonesty** - Any student who engages in academic dishonesty as outlined in the University Academic

Dishonesty Policy as outlined in the Academic Catalog shall be found in violation of this sections.

**9. Failure to Cooperate with Staff**

**a. Noncompliance** - Any person who fails or refuses to comply with directions or instructions of a University Employee, as defined in Article III Section 1(f)i, 1(f)ii, and 1(f)iii, so long as such directions or instructions are reasonable and within the scope of the authority of the employee, shall be found in violation of this section.

**b. Verbal Abuse of a University Official** - Any person who verbally abuses a University Official, as defined in Article III Section 1(f), in his/her presence while the official is executing his/her duties shall be found in violation of this section.

**10. Alcoholic Beverages NOTE: "The President of the University or his/her designee shall have the right to approve written policies that supersede subsections 10b,c,d, and e at his or her discretion and for a period of time that he/she specifies."**

**a. Underage Consumption of Alcohol** - Any person under the age of twenty-one (21) who possesses and/or consumes alcoholic beverages on the premises of the University or at any University-sponsored event shall be found in violation of this section.

**b. Possession of University-Prohibited Alcoholic Beverages** - Any student found to be in possession of any type of alcoholic beverage other than what is outlined in Article III Section 1h shall be found in violation of this section.

**c. Violation of Volume Provision for Alcoholic Beverages** - Any individual who is found to have more than six (6) cans or seventy-two (72) fluid ounces of beer or any other alcoholic beverage as defined in sections 1g in his/her possession while in a residence hall shall be found in violation of this section.

**d. Violation of Conveyance Provision for Alcoholic Beverages** - Any person who brings an alcoholic beverage onto University property must convey the substance in a sealed container that also reasonably conceals its contents. Any person who fails to comply with this provision will be found in violation of this section.

**e. Consumption of Alcohol in an Unauthorized**

**Area** - An individual who may lawfully consume alcohol beverage as defined in Section 1g according to the criteria set forth in this section may do so in a residence hall room, if and only if, all individuals within the room are over twenty one (21) years of age. Any student who fails to comply with this provision shall be found in violation of this section. This rule shall not apply in instances where the University authorizes the consumption of alcohol in other locations.

**f. Supplying Alcohol to an Underage Individual -**

Any person who provides alcohol to another person who is under the age of twenty-one (21) shall be found in violation of this section.

**11. Public Intoxication** - Any person found to be intoxicated on University Property or at a University-sponsored event, whether such intoxication results from alcohol, narcotic drug or other intoxicant or drug shall be found in violation of this section.

**12. Possession of a Controlled Substance** - Any student, on University property or at any University-sponsored event, who is found to be engaged in the use, possession, or distribution of a controlled substance that has not been prescribed to the student shall be found in violation of this section. Nothing in this rule shall preclude Article II of the Student Life Policy.

**13. Disorderly Behavior** - Any person who exhibits disorderly conduct such as abusive, indecent, obscene, or excessively noisy behavior or language on University property shall be found in violation of this section.

**14. Weapons**

**a. Possession of a Weapon** - Any person found to be in possession of firearms, ammunition, fireworks, explosives, electroshock weapons, bladed arrowheads, paintball or airsoft guns, or any article calculated to injure or discomfort any person, and who possesses such an article on campus or at any University-sponsored event, shall be found in violation of this section. Exceptions to this provision include possession of self-defense spray and/or a pocket knife with a maximum three and one half (3 1/2) inch blade and/or household or kitchen implements

unless brandished or used pursuant to section 14(b) or (c). NOTE: A concealed weapons permit does not supersede this section.

**b. Use of a Weapon** - Any person who uses or discharges any weapon or article conforming to the criteria established in Section 13(a) or 13(c) shall be found in violation of this section.

**c. Brandishing a Weapon** - Any person who brandishes any weapon or article that has the potential to cause harm in such a manner that evokes immediate fear or apprehension of physical harm to another shall be found in violation of this section.

**d. Replica Weapons** - Any person in possession of an object that is designed to resemble a weapon as outlined in Section 13a, but is non-functional shall be found in violation of this section.

**15. Hazing** - Any group, person or persons in a group who engage in hazing as defined in Section 1(b) of this Article shall be found in violation of this section.

**16. Gambling** - Any student who engages in any gambling behavior as defined in Section 1(a) shall be found in violation of this section.

**17. Throwing Items from a Window** - Any student who throws, drops, or otherwise propels any item out of a window on University property shall be found in violation of this section.

**18. Littering** - Any person who disposes of waste in a place other than a designated container such as a trash can or recycling bin.

**19. Possession of Keys** - Any person found to be in possession of any key to the University which that person is not authorized to have shall be found in violation of this section.

**20. Student Identification Cards** - Any student who fails to present his/her University identification card when asked to do so by a University Official shall be found in violation of this section. A student found in violation of this section shall have forty-eight (48) hours, excluding weekends or breaks, to present his/her ID to the university official issuing the write up to avoid disciplinary action.

**21. Furnishing False Information** - Any student who knowingly furnishes the University or a University Official



with false information, by means of communication, forgery, alteration of documents or use of fraudulent documentation shall be found in violation of this section.

**22. Trespass** - Any student who makes an unwarranted or uninvited entry into any room, building or facility that requires prior authorization to enter shall be found in violation of this section.

**23. False Reporting** - Any student who intentionally and falsely reports that a campus threat has or will take place shall be found in violation of this section.

**24. Safety and Security**

**a.** Any student who willingly and knowingly creates any form of threat to the health, welfare, or safety of a person or persons on University property or at a University-sponsored event shall be found in violation of this section.

**b.** Any student who misuses, tampers with, intentionally or falsely activates, or otherwise disturbs any fire equipment including but not limited to fire extinguishers, fire alarms, fire hoses, or thermal detectors shall be found in violation of this section.

**c.** Any student who fails to evacuate a building through the nearest approved fire exit upon the sounding of a fire alarm or re-enters a building prior to authorization to do so shall be found in violation of this section.

**d.** Any person who wedges open a fire door or otherwise keeps it from closing shall be found in violation of this section unless the student is given prior authorization to do so by a University Official.

**25. Obstruction of Justice**

**a. Obstruction** - Any student who prevents or attempts to prevent evidence from being offered in any University judicial proceeding shall be found in violation of this section.

**b. False Testimony** - Any student who deliberately lies or offers false testimony before any University judicial panel shall be found in violation of this section if reasonable evidence can be presented to indicate the furnishing of false information by the student.

**26. Contempt of Court** - Any student who commits any of

the following acts shall be found in violation of this section:

- a. Failure to comply with or perform disciplinary measures or to obey the lawful instructions of any University judicial panel, the Attorney General or the Public Defender.
- b. Failure to answer a lawful summons or subpoena when such notice is received at least 48 hours in advance.
- c. Any act which substantially hinders the function of any University judicial panel.

**27. Accessory**

- a. Any student who aids, abets, or compels another individual to violate a criminal statute (as defined in Article III Section 3 of this policy) shall be found guilty of this section.
- b. Any person who is present during and aware of an act for which another student is charged for violation of a criminal statute as defined in Section 3 of this article shall be found in violation of this section.
- c. In the event that more than 6 people are present and aware of an act for which another student is charged with a violation of any sections in Article III of the Student Life Policy, they shall be found in violation of this section.

**28. Computer Misuse** - Any student found to be in violation of any Concord University Computing Policy shall be found in violation of this section.

**29. Harassment** - Any student who engages in a course of conduct directed towards another person that would cause a reasonable individual to fear for his/her safety shall be found in violation of this section.

**30. Threatening** - Any student who issues a credible threat as defined in Article III Section 1(e) against another shall be found in violation of this section.

## **ARTICLE IV SANCTIONS**

The range of disciplinary action that may be invoked as a consequence of rule infractions, either by individuals or groups, varies from a warning to expulsion from the University. The action depends largely upon the severity of the infraction; consistent penalties will be applied in similar cases, but each case will be

considered according to the circumstances of the offense, except where there is repetition of similar violations. Sanctions will go into effect three (3) days after the hearing, or upon written notification from the Office of Student Affairs, unless the decision is under appeal.

1. **Expulsion** - Expulsion from the University is the termination of a person's status as a student. Notice of the expulsion is placed on the student's permanent record in the Registrar's Office and also sent to the parents if the student is under eighteen years of age. Expulsion also includes termination of any remaining right or privilege to receive some benefit of recognition or certification. After the student is expelled, he/she is not allowed on campus except with the prior consent of the Vice President of Student Affairs or the Director of the Office of Public Safety, and then only to conduct business with an officer of the University. As the most severe penalty imposed, expulsion carries the presumption of finality; however, the possibility of re-admission, if any, may be stated on the order for expulsion. Offenses for which the penalty would otherwise be suspension, committed either while the student is on probation or by a student who has been suspended may result in expulsion.
2. **Suspension** - Suspension is the temporary termination of a person's status as a student for a specified period of time. Notice of the suspension is placed on the student's permanent record in the Registrar's Office and also sent to the parents if the student is under eighteen years of age. After the student is suspended, he/she is not allowed on campus except with the prior consent of the Vice President of Student Affairs or the Director of Public Safety to conduct business with an officer of the University. A student who has been suspended from the University may apply for re-admission at the end of a specified period. Re-admission, however, is not automatic.
3. **Full Restrictions** - Full restrictions limit student activities to class attendance, dining in the cafeteria, residing in the residence halls, using the Library facilities, and participation in anything for which a student will receive academic credit. The use of the Student Center is restricted to dining in the cafeteria, checking campus mail, and conducting business in the Bookstore or other Student Center offices. Under the sanction of full restrictions, a student may purchase a meal in the Subway area but he/she may not consume the food in this

area. A student on full restrictions may maintain employment throughout the duration of his/her sanction. A student who is on full restrictions may NOT do the following:

- a. Use the Student Center Game Room.
- b. Receive visitors in the restricted student's dormitory.
- c. Visit any residential student in any area other than the main lobbies.
- d. Attend or participate in intramurals.
- e. Attend any University-sponsored activities on or off campus (e.g. parties, dances, movies).
- f. Pledge or participate in activities with any recognized University organization on or off campus.
- g. Possess or consume any alcoholic beverage on campus, even if the restricted student is over the age of twenty-one (21).

When a student receives Full Restrictions and leaves the Concord campus and, therefore, cannot complete the required sanctions, the sanctions will remain in effect for one (1) year. If the student returns to the Concord University campus within that one-year period of time, he/she will be required to serve out the remaining portion of his/her sanctions.

1. **Probation** - Probation is the limitation or revocation of certain privileges for a specified period of time. A student may be placed on disciplinary probation if a University hearing board determines the sanction necessary. Notice of the probation is kept on file in the Office of Student Affairs. If further disciplinary action becomes necessary during the probationary period, the University may choose to suspend or expel the student who violated the terms of his/her probation. Restriction of visitation privileges, prohibition from participation in University-sanctioned activities, and limitation of access to University facilities are all examples of special restrictions associated with probation. Organizations may also be placed on probation, during which time their activities are restricted to regular meetings, with no social functions, public meetings, or other activities.
2. **Student Court Official Warning** - A Student Court Official Warning is a warning issued by the Student Hearing Board that establishes a period of probation during which a student may not commit any offense or violate any University policy

without facing additional disciplinary sanctions.

3. **Warning Letter** - A Warning Letter is a written statement from the Chief Justice of the Student Hearing Board or a University Administrator officially warning a student or an organization about behavior unacceptable to the University. A copy of the warning is placed in the student's file or the organization's file in the Office of Student Affairs.

At the termination of two-thirds (2/3) of a student's sanction, the student may petition for a release from the remainder of his or her sanction. A release may be granted on the conditions that: (a) the student has complied with the directions of his or her sanction; (b) the student has maintained good, overall conduct; and (c) no further violations whatsoever have been committed by the student. The request for a Sanction Review will be first submitted to the Vice President of Student Affairs, who will then give it to the hearing board that issued the sanctions. The hearing board reviewing the appeal will then recommend its findings to the Vice President of Student Affairs. The student is notified by mail of the decision made in regard to his or her petition or a release from the remainder of his or her sanctions.

## **ARTICLE V**

### **ADMINISTRATIVE AUTHORITY AND THE HEARING BOARDS**

In accordance with the West Virginia Higher Education Policy Commission policies, the President of the University is responsible for the administration of the policies, rules, and regulations applicable to the University. In turn, the President of the University delegates considerable authority and responsibility for such administration to the Vice President of Student Affairs.

The University Hearing Board was created in compliance with Board of Governors' policies calling for the University to establish a primary disciplinary body. The University Hearing Board has original jurisdiction in disciplinary matters. The University Hearing Board also receives appeals of recommendations of lesser disciplinary channels which may be created, such as the Student Hearing Board system. Members of the University Hearing Board are appointed by the Vice President of Student Affairs.

The Student Hearing Board was created as part of the Constitution of the Student Government Association. It allows for the adjudication

of student offenses in a court comprised of student justices. The Attorney General of the Student Government Association (SGA) prosecutes the cases before the Student Hearing Board while the Public Defender of the SGA defends the accused student. For more information about the Student Hearing Board visit the Concord University Student Government Association Office.

## **ARTICLE VI PROCEDURES FOR HEARINGS ON VIOLATIONS OF STUDENT LIFE POLICY**

### **1. Judicial Steering Committee**

- a. Alleged violations of the Student Life Policy must be reported to the Supervisor of Residence Halls and the Vice President of Student Affairs. Residence Life staff members and Public Safety officers should, whenever possible, inform students that charges are being brought against the student.
- b. The alleged violations will be screened by the Judicial Steering Committee before they are directed to the appropriate hearing board. The Judicial Steering Committee will determine whether the case should be docketed with the University Hearing Board or Student Hearing Board. If the case is docketed with the Student Hearing Board, the accused has a right to have his/her case heard in an administrative hearing instead.
- c. The student will then be notified of the impending adjudication by receiving a Notification of Charges. A Notification of Charges explains the available options to the student in the impending adjudication process. If the alleged offender cannot attend the scheduled meeting of a hearing board, he/she must notify the appropriate contact on the Notification of Charges at least twenty-four (24) hours in advance of the hearing.

### **2. University Hearing Board**

- a. When the Judicial Steering Committee feels that the charges, if upheld, would likely result in the accused student being suspended or expelled, the charges are sent to the University Hearing Board. The student will be notified of the charges and the time and place of the University Hearing Board.

- b. The University Hearing Board, whose members are appointed by the Vice President of Student Affairs, hears all cases that can be expected to result in suspension or expulsion if the student is found guilty.
- c. The University Hearing Board makes recommendations to the Vice President of Student Affairs.
- d. Appeals of the decisions of the University Hearing Board may be made to the Vice President of Student Affairs and then to the President of the University.
- e. If the student does not complete the sanctions issued by the University Hearing Board or is charged with further violations while under these sanctions, every effort will be made to have the student appear before the original panel of University Hearing Board members.

### **3. Student Hearing Board**

- a. When the Judicial Steering Committee feels that the charges, if upheld, would not likely result in the accused student being suspended or expelled, the charges are sent to the Student Hearing Board.
- b. The Student Hearing Board, whose members are appointed by the President of the Student Government Association, hears all cases that are not expected to result in suspension or expulsion if the student is found guilty.
- c. The Student Hearing Board shall issue sanctions if deemed appropriate.
- d. If the student does not respond to the Student Hearing Board, he/she may be found guilty and in contempt of court. If a student pleads not guilty and does not appear before the Student Hearing Board, he/she may be found guilty and in contempt of court.
- e. The accused student reserves the right to appeal the Student Hearing Board's decision to a higher disciplinary channel, such as the University Hearing Board.

### **4. Pleadings and Procedure**

- a. Students whose cases will be heard by either the Student Hearing Board or by an administrative hearing will receive a Notification of Charges and information about the adjudication process.

- i. The Notification of Charges will include the time and place to appear before the hearing board.
  - ii. The summons to appear must be sent to the student at least three (3) class days prior to the hearing.
- b. There are three acceptable responses to a Notification of Charges: “guilty,” “guilty with circumstances,” and “not guilty.”
  - i. **Guilty** - The student may wish to enter a “guilty” plea and waive the right to a regular hearing if the student does not contest the charges brought against him/her. If a student pleads guilty to a violation of University policy, sanctions will be determined by the appropriate judicial authority.
  - ii. **Guilty with Circumstances** - The student may wish to enter a “guilty with circumstances” plea and waive the right to a regular hearing. “Guilty with circumstances” is the proper pleading when a student admits to wrongdoing but cannot reasonably comply with certain disciplinary sanctions that may be issued by the appropriate judicial authority. For example, a student who is on a University athletic scholarship may not be able to comply with the full restrictions sanction and maintain his/her scholarship.
  - iii. **Not Guilty** - The student may wish to enter a “not guilty” plea if the student disputes the charges brought against him/her. If a “not guilty” plea has been entered, the student must attend all judicial proceedings that address the charges brought forth against the student.
- c. Regardless of the plea entered, the student reserves the right to appear before the Student Hearing Board and/or the University Hearing Board at the time and place stated on the Notification of Charges.
- d. At the disciplinary hearing there will be presentation of evidence and testimony from witnesses. For the Student Hearing Board, the Attorney General of the Student Government will prosecute the case and the Public Defender of the Student Government will



defend the student. In the event of a disciplinary infraction that warrants the convening of the University Hearing Board, the student may choose the representation of the Public Defender of the Student Government or he/she may obtain external legal counsel at the expense of the accused student.

- e. The student will receive the sanctions recommended by the Hearing Board either at the time of the hearing or by mail following the hearing.
- f. The student may elect to have the case heard by an Administrative Hearing. To exercise this option, the student must notify the Vice President of Student Affairs prior to the time stated on the Notification of Charges for the student to appear before the Student Hearing Board. The Vice President of Student Affairs will then schedule an Administrative Hearing. The decision of the Administrative Hearing can be appealed to the Vice President of Student Affairs (or his/her designee), and, ultimately, to the President of the University (or his/her designee.)

## **5. Hearing Procedure**

- a. A student found guilty of any disciplinary infraction has the right to file an appeal within three (3) days.
- b. The student requesting an appeal must base the appeal upon questions of due process, appropriateness of the sanction, and/or new evidence in order to be granted an appeal to a higher disciplinary authority.
- c. In any case, the burden of proof is on the student to demonstrate that there are sufficient grounds for an appeal. The Appeals Board (which consists of one administrator, one faculty member, and one student – all annually appointed by the President of the University) must review the request within one (1) week and determine whether there are grounds for an appeal to a higher disciplinary authority.
- d. Students wishing to appeal should contact the Office of Student Affairs.
- e. Sanctions will not be implemented if an appeal is made to the Appeals Board. If there is no appeal, the

sanctions will go into effect after three (3) days from the date of the Hearing Board's decision. If the Appeal Board denies the appeal, all sanctions will go into effect immediately.

## **ARTICLE VII**

### **LESSER COURTS WITH RESTRICTED JURISDICTION**

The Student Hearing Board, with jurisdiction as defined by the Concord University Student Government Association Constitution and Bylaws, may recognize lesser courts to handle minor offenses. These boards must provide due process for the protection of student rights. Any decision of a lesser court of the Student Hearing Board is subject to review by the Student Supreme Hearing Board.

## CONCORD UNIVERSITY BOARD OF GOVERNORS POLICIES RULES

To view all policies go to <http://www.concord.edu> then click on "Administration" then "Board of Governors" and then "Policies."

### SEXUAL HARASSMENT POLICY

According to Concord University Board of Governors Policy Number 37, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, as well as other State and Federal statutes, sexual harassment is an illegal act. The purpose of this policy is to codify and clarify the procedures in place at Concord University concerning sexual harassment. This policy is meant to be comprehensive for all constituent groups at the University - faculty, staff, administrative and student, as well as visitors to our campus. For purposes of this policy, the term "sexual harassment" includes both quid pro quo harassment and hostile environment harassment.

Quid pro quo harassment is defined as the exchange of special treatment for sexual favors and occurs most often among employees or students with disparate power or status. Harassment of a student by a faculty member or of an employee by a superior that involves an exchange of special treatment for sexual favors is automatically considered quid pro quo harassment due to the disparity of power in the instructor-student/supervisor-employee relationship.

Hostile environment harassment can occur on the campus or at University-related activities. It can occur among students and/or employees. Comments, jokes, pictures, or non-academic discussion of a prevalently sexual nature can constitute harassment, even if unintentional and even if not specifically directed at an individual, if they occur in places where the complainant needs to be to perform his or her duties or studies, and are so pervasive that the complainant is unable to perform his or her duties or studies.

On the other hand, academic discussions of matters of a sexual nature will be encountered in various recognized academic settings offered at Concord University. For example, exhibitions of works of theatrical or visual arts may have sexual content; these are a necessary part of academic freedom within institutions of higher education, at Concord and elsewhere. However, physical contact, comments, jokes, or pictures of a prevalently sexual nature directed

at a particular individual can constitute harassment wherever they occur, including the classroom. It should be noted that the factor of intent is of no relevance in determining whether or not sexual harassment has occurred. Sexual harassment may also occur between persons of the same University status, and between persons of the same sex.

## **LEGAL DEFINITION**

Sexual harassment consists of verbal, nonverbal, or physical behaviors related to a person's gender that create an intimidating, hostile, or offensive environment. Quid pro quo sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual. Hostile environment harassment consists of sexually oriented verbal, nonverbal, or physical conduct that interferes with an individual's work, professional or academic performance, productivity, physical security, participation in living arrangements, extracurricular activities, academic career opportunities, services or benefits of other institutional programs.

It is the policy at Concord University that sexual harassment in any form will not be tolerated. The University herein affirms that employees have a right to work and students have a right to study in a positive atmosphere free from sexual harassment and abuse. To that end, the University hereby adopts the following procedures to achieve this goal campus-wide.

## **PROCEDURES**

Employees and students of Concord University should first attempt to resolve a harassment situation themselves by clearly stating to the harassing party that the behavior at issue is unwelcome and should stop immediately. However, if the behavior is physical in nature, or if the harassing party is the employee's immediate supervisor, the employee should not directly confront the harasser. In these cases the employee should file a complaint with the Vice President of Student Affairs who serves as the Chief Social Justice Officer. For instances of sexual assault or when physical harm is threatened, the Office of Public Safety should be immediately notified. The written

complaint must be filed within 45 days of the alleged offense.

The employee is not to report the situation to his or her immediate supervisor. After receiving a complaint, the Vice President of Student Affairs will conduct an investigation into the matter, including but not limited to, discussing the case with the complainant, the accused, and any witnesses to the alleged behavior or appointing appropriate individuals to investigate on behalf of the Vice President of Student Affairs. A written report will be completed by the investigating party, and the complainant will be informed of the outcome of the situation.

The University does not guarantee that the identity of the complainant will be kept confidential. The University will make every attempt to ensure confidentiality, but it may become necessary to reveal the name of the complainant to the accused in order to allow the accused the opportunity to address the allegation. Only those with a need to know, however, will be privy to information arising out of this policy.

## **RIGHTS OF COMPLAINANT AND THE ACCUSED**

### **Complainant's Rights:**

Complainants have the following rights:

- to have their sexual harassment complaints handled in a forthright and timely fashion with as great a degree of confidentiality as possible.
- to have unrelated behavior excluded from the investigation process.
- to be accompanied at the initial interview (and subsequently as appropriate) by a friend, family member, professional counsel, or other individual who can provide emotional support, professional advice, and/or clarification of facts related to the complaint.

### **Accused's Rights:**

Accused have the following rights:

- to be informed of the specific concerns or allegations giving rise to an informal or formal sexual harassment investigation. The accused shall have the right to know the identity of the complainant as soon as a formal investigation begins.
- to have sexual harassment complaints against them handled in a forthright and timely fashion, with as great a degree of confidentiality as possible.
- to have the opportunity to respond in writing to any

formal complaint against them, and for any such response to become part of the record of the investigation.

- to be accompanied at the initial interview (and subsequently as appropriate) by a friend, family member, professional counsel, or other individual who can provide emotional support, professional advice, and/or clarification of facts related to the complaint.
- to be apprised in writing of the outcome of the complaint.

## **SANCTIONS**

Disciplinary actions shall reflect the seriousness of the behavior, number and frequency of encounters, apparent intent of the accused, and other relevant factors in the situation. Disciplinary actions imposed in harassment cases may include, but are not limited to, oral warnings or written warnings placed in the employee/student file, probation, transfer, suspension or termination (expulsion for students). Because sexual harassment of a quid pro quo nature is especially reprehensible, resultant sanctions of suspension or termination (expulsion) can be expected. Anyone who is disciplined under this policy may follow the standard institution procedures for appealing these decisions. In order to determine these procedures, employees should consult the Vice President of Student Affairs.

It is important for everyone in the University to be aware of the seriousness of sexual harassment issues. Educational meetings and materials will be made available periodically to all employees and students, and new employees and students will have a copy of this policy available at the time of employment or of initial enrollment. Everyone bears a responsibility to report suspected sexual harassment or abuse of either an employee or a student to the Vice President of Student Affairs or the President of the University.

Supervisory staff are responsible for creating and maintaining a working environment free of sexual harassment. If administrators or supervisors know that sexual harassment is occurring, receive a complaint of sexual harassment or obtain information indicating possible sexual harassment is occurring, they must take immediate steps to address the matter. If administrators or supervisors learn of a problem outside their area, they must inform the Vice President of Student Affairs or the President. This obligation exists even if the victim requests that no action be taken. It is not the responsibility of the person being harassed to correct the situation. Administrators

and supervisors must also protect persons accused of harassment from potential damage by false allegations.

## **FALSE CHARGES**

Intentionally dishonest complaints or complaints made maliciously will not be tolerated. The complainant will be subject to University discipline commensurate with the nature of the offense.

## **RETALIATION/PROHIBITION**

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy. The following list contains some examples of specific conduct that may be considered retaliation:

- unfair grading
- unfair evaluation
- unfair assignment
- having information withheld or made difficult to obtain in a timely manner
- not being informed about important events, such as meetings or changes in policy
- ridicule (public or private)
- oral or written threats or bribes
- intimidation
- destruction of property
- stalking
- further harassment

## **CONSENSUAL RELATIONS**

It is in the interest of Concord University to provide clear direction and educational opportunities to the University community about the professional risks associated with consensual romantic and/or sexual relationships between members of the community where a conflict of interest and/or a power differential between the parties exists.

Individuals entering such relationships must recognize that:

1. It is prohibited for any University employee to enter into an amorous, dating, or sexual relationship with a student.
2. Preexisting relationships between two employees or an employee and a student must be disclosed to the employee's

supervisor and actions may be taken to assure that no conflicts of interest occur.

3. Power differentials between the parties in consensual romantic and/or sexual relationships may cause serious consequences even when conflicts of interest are resolved. Individuals entering into such relationships should recognize that:
  - a. The reason for entering, maintaining or terminating such a relationship may be a function of the power differential;
  - b. Where power differential exists, even in a seemingly consensual relationship, there are limited after the fact defenses against charges of sexual harassment. Furthermore, under certain circumstances consensual relationships may be outside the scope of employment of University employees and, if so, an individual would not be covered by the state's liability protection in subsequent litigation; and
  - c. It is almost always the case that the individual with the power or status advantage in the relationship will bear the burden of accountability.
3. Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage shall notify his or her immediate supervisor. The supervisor shall have the responsibility for making arrangements to eliminate or mitigate a conflict whose consequences might prove detrimental to the University or to either party in the relationship.

## CONCORD UNIVERSITY

### SEXUAL ASSAULT PROCEDURE

Sexual assault or abuse, including date (acquaintance) rape, is taken very seriously at Concord University. If you have been the victim of a sexual assault on University owned or controlled properties or at a University sanctioned event, you are strongly encouraged to immediately report the incident to the Concord University Office of Public Safety at (304) 384-5357.

#### **WHAT IS SEXUAL ASSAULT?**

Sexual assault is defined as sexual intercourse and/or sexual intrusion with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity



to consent. The following definition from West Virginia State law has been accepted by Concord University. A person is determined incapable of consent when such person is mentally defective; or mentally incapacitated; or physically helpless. Such sexual offenses may be against the person's will or not against the person's will where the victim is incapable of giving consent.

Concord University policy also recognizes that sexual assault may occur against a victim who has willingly taken a controlled or intoxicating substance. If the sexual contact occurs after the victim has become temporarily incapable of appraising or controlling his or her conduct, such contact is sanctionable under the Concord University Code of Student Conduct found in the most current issue of the Concord University Student Handbook, as a sexual offense. Additionally, and separate from the disciplinary action of the University (up to and including a finding of guilty), a perpetrator may be brought to trial under West Virginia state law and subject to action as directed by the court.

## **SEXUAL ASSAULT PROCEDURES**

The following procedures relating to allegations of rape, acquaintance rape, sexual assault, sexual abuse, and all sex offenses, forcible or non-forcible, are adhered to in all Concord University judicial hearings as described in the Concord University Code of Conduct.

If you are accused of a sexual assault/offense, or if you are accusing another student of a sexual assault/offense, you should be aware of the following students' rights and responsibilities as they relate to hearings conducted by the Concord University Hearing Boards:

1. The accuser and the accused are entitled to the same opportunities to have an adviser\* present during such disciplinary hearing. Advisers may consult with the accused or accuser, whomever they accompany, but may not speak directly to the hearing chairperson without permission of the Chair. Advisers can be any full-time employee.  
\*All accused students may use the Student Public Defender.
2. Students have the option to notify proper law enforcement authorities, including on campus and outside local police departments, and the option to be assisted by the campus authorities in notifying these agencies, if the student chooses to do so.
3. Both the accused and the accuser shall be informed of the

outcome of such a judicial hearing, including the findings and any sanctions.

In cases of sexual assault, it is critically important that victims:

- Seek immediate medical attention (within 72 hours of assault if possible), but always sooner rather than later
- Refrain from bathing or douching
- Refrain from eating or brushing teeth if oral contact has occurred
- Preserve all clothing and/or bed linens
- Place soiled clothing, sheets, etc., in a paper bag (plastic bags destroy crucial evidence) to be taken to the emergency room or jurisdictional police department.

These steps are essential in the preservation of evidence necessary to prove criminal sexual assault.

**The Concord University Office of Public Safety guarantees you the following:** A public safety officer and a Sexual Assault Response Team member will meet with you privately at a place of your choosing to take a report, or simply discuss your case, whichever is your preference.

### **Sexual Assault Response Team**

To aid the victims of sexual assault, the University has selected and trained a number of individuals who can provide help and serve as referral agents. The following employees are all members of the campus Sexual Assault Response Team:

|                               |                     |
|-------------------------------|---------------------|
| <b>Officer Dawn Rae Smith</b> | <b>304-888-1246</b> |
| <b>Mr. Rick Dillon</b>        | <b>304-920-4373</b> |
| <b>Ms. Anna Hardy</b>         | <b>5311</b>         |
| <b>Ms. Susan Williams</b>     | <b>6026</b>         |

In addition, individuals employed in the following positions are always included as committee members:

|  |             |
|--|-------------|
| <b>Sarvay/Wilson Resident Director</b> | <b>5140</b> |
| <b>North Tower Resident Director</b>   | <b>5138</b> |
| <b>Public Safety Director</b>          | <b>5357</b> |

\*There are also student members available.

Any Concord community member who is seeking help with a current or past sexual assault, should contact a Team member with whom you feel comfortable, and in all cases, the sooner the better.

1. **PLEASE NOTE:** Federal law requires all University administrators and campus Public Safety officers to be reporting agents. Your case will be counted as a “reported sexual assault” in compliance with the 1990 student Right-To-Know and Campus Security Acts. Neither your name, nor any particulars of your case, will be divulged as part of this requirement.
2. We will not release your name to the public nor the press.
3. You will be offered the assistance of a victim advocate. You will be given the choice of several on campus Sexual Assault Team Members, all of whom have been trained in victim advocacy, or the office of the victim advocate of Mercer County will be made available to you. S.A.F.E. (Mercer County’s Victim Advocate Program) can be reached by calling 304-324-7820.
4. Realizing that you will want to relive the attack as few times as possible, we will make every effort to take your assault statement on only one occasion.
5. We will not engage in prejudging or victim blaming.
6. Concord University Police officers will treat you and your particular case with the utmost courtesy, sensitivity, dignity, understanding and professionalism.
7. The University will fully investigate your incident should you wish us to do so. You will be kept up-to-date on the overall progress of the case. In those instances where arrest and prosecution of the suspect appears likely, the Public Safety Director will discuss additional details of the case with you. You have the right to have your victim advocate present at this meeting.
8. The University will give your case full and serious consideration regardless of your gender, or the gender of the suspect.
9. The University will supply physical protection, relocation or other limitations as appropriate on the reported perpetrator(s) if known.

If you feel you are a victim of sexual assault or sexual abuse, call the Concord University Public Safety Office at 384-5357. The emergency telephone number, after 4:00 p.m., weekdays and all weekend is 911. If the assault takes place off campus, the WV State Police Department (304-425-2101) is available to facilitate this process with the victim.

### **The Sexual Assault Response Team Program (Victim Advocacy)**

The University strongly urges all sexual assault victims to report the crime as soon as possible to the appropriate law enforcement agency. Doing so saves investigative time, preserves evidence, and may prevent future assaults by the same offender. It also ensures that a victim receives prompt medical attention and counseling as needed. However, many victims are hesitant to initiate the reporting process alone, and some victims may decide not to report the crime.

The University is committed to providing nonjudgmental and appropriate support services for all sexual assault victims, regardless of whether or not they report the crime. In addition, the University has vested interest in obtaining an accurate count of the number of sexual assault involving student victims that occur on or off-campus. The Sexual Assault Response Team program is designed to accomplish both these goals, as well as to meet federal mandates.

The Student Right-To-Know and Campus Security Act of 1990 requires Concord University to provide accurate crime statistics on an annual basis to the campus community, while the Higher Education Reauthorization Act of 1992 Sexual Assault Victim's Bill of Rights requires, among other things, that all higher education institutions establish a protocol for responding to reported sexual assault incidents. Victim advocates ensure that students who have been sexually assaulted do not have to navigate alone the legal, medical or mental health system.

All victim advocacy services are confidential and free of charge. Victim advocates are designated University staff members who possess knowledge in sexual assault issues, have experience in sexual assault crisis intervention, and have received appropriate training in the medical and legal issues related to sexual assault. A current list of victim advocates is available from the Office of Housing and Residence Life in the Student Center.

Any person who is a victim of sexual assault is strongly encouraged to consult a victim advocate as soon after the assault as possible. Any time that a student reports a recent sexual assault (defined as an assault that occurred in the current academic or calendar year) to a Concord University employee, that employee is required to immediately refer the student to a victim advocate. The victim advocate, in turn, is required to do the following:

1. Inform the victim of her/his legal options for recourse (both civil

and criminal), encourage the victim to report the assault to the Concord University Public Safety Office, assist the victim with preserving evidence, and inform the victim of her/his legal rights and protections;

2. If the victim is a student, inform her/him of other options for recourse, including a campus disciplinary hearing, and notify the victim of her/his Code of Conduct rights and protections;
3. Encourage the victim to seek medical attention for injuries, sexually transmitted infection prophylaxis, emergency contraception, GHB/rohypnol testing, and HIV testing;
4. Encourage the victim to seek counseling services;
5. Assist the victim with obtaining academic accommodations as appropriate in the event of post-traumatic stress disorder;
6. Assist the victim with obtaining new or temporary living arrangements if a threat to physical safety persists;
7. Serve as an emotional support resource for the victim during the initial phase of recovery;
8. Provide support with/for significant others and friends; and
9. Make a confidential and anonymous report in writing to the Vice President for Student Affairs, who, in collaboration with the Office of Public Safety, compiles an annual summary for purposes of federal campus crime reporting.

In the event of a persistent or imminent threat to student safety, the Vice President for Student Affairs and/or the Public Safety Director will inform the Concord University community in a timely manner.

**Role of the Victim Advocate:**

- Provide medical and legal advocacy for victims of sexual assault.
- Make appropriate resource referrals for victims.
- Assist victims in obtaining academic accommodations and other support services.
- Assist the University with meeting federally mandated campus crime reporting requirements.
- Ensure consistency of care and response for all victims.

**IMPORTANT TELEPHONE NUMBERS:**

**I. Reporting**

|  |                     |
|--|---------------------|
| Concord University Office of Public Safety | <b>304-384-5357</b> |
| (Emergency)- after hours                   | <b>911</b>          |
| Athens Police Department                   | <b>304-384-3525</b> |

- |   |                     |
|---|---------------------|
| WV State Police   | <b>304-425-2101</b> |
| <b>II. Medical</b>  |                     |
| Athens Family Practice  | <b>304-384-7325</b> |
| Princeton Community Hospital  | <b>304-487-7000</b> |
| *Princeton Community Hospital has sexual assault nurse<br>examiners specially trained to aid victims of sexual assault. |                     |
| <b>III. Support Services</b>  |                     |
| Concord University Counseling Center  | <b>304-384-5290</b> |
| S.A.F.E. (Mercer County Victim Advocate)  | <b>304-324-7820</b> |
| Beckley Women's Center 24-hr. Hotline   | <b>304-263-8292</b> |
| Concord University Victim Advocate  |                     |
| Rick Dillon (work)  | <b>304-384-5231</b> |
| After normal hours  | <b>304-920-4373</b> |

## CONCORD UNIVERSITY PROTOCOL AND PROCEDURES FOR SERVING STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA

### **PURPOSE:**

To establish procedures for identifying students with disabilities and providing reasonable accommodations in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

### **COORDINATION OF SERVICE:**

Office of Disability Services  
Student Center, Main Floor, Room 107  
(304) 384-6086  
nellison@concord.edu

### **PROCEDURE:**

1. Admissions office sends to all new students, upon acceptance, the Special Student Criteria Form, which provides students the opportunity to disclose a disability to the institution. This form, when returned to the Office of Disability Services, constitutes the student's initial self-identification and request for accommodations. The timely submission of this form is encouraged but not a prerequisite for receiving services, nor does the submission of this form alone guarantee the provision of services (see numbers 4-9 below).
2. Current students requesting services should contact the Office

of Disability Services to register, provide documentation, and request accommodations. The office is located on the lower level of the Student Center.

3. Faculty and staff, University offices, Student Support Services, Academic Success Center, Admissions, Counseling Center, and Student Affairs should refer any student who discloses a disability and/or requests accommodations to the Office of Disability Services.
4. After the student self-discloses (via the Special Student Criteria Form or contacting the Office of Disability Services), the student should make an appointment with the Disability Services Coordinator, who will register the student using the Office of Disability Services Registration Form, accept appropriate documentation for the disability, and begin the process of determining and implementing appropriate accommodations.
5. Providing appropriate documentation of the disability is the student's responsibility, although the Office of Disability Services may assist in this process by securing the student's signature on the Office of Disability Services Permission for Release of Information Form and forwarding it to the applicable agency, school or professional. Appropriate documentation from a physician, therapist, vocational rehabilitation counselor, or other professional qualified to make the diagnosis must be current (no older than five years), be presented on letterhead stationery, state the specific diagnosis/disability, include the professional's recommendation (if any) for accommodations needed to assist with the academic program, and list any medications the student is taking for the disability. A recent high school Individual Education Program (IEP) or Transitional Plan may be used as documentation, but it must contain a diagnosis and recommendations for accommodations.
6. While awaiting requested supporting documentation, Concord University is under no legal obligation to provide services; however, some reasonable accommodations may be made at the discretion of the Office of Disability Services and other involved faculty, staff and administrators. In the event the student claiming a disability has never been professionally diagnosed and therefore does not have supporting documentation, Concord University is not obliged to provide or fund the required evaluation. However, the Office of Disability Services may assist the student in locating an appropriate professional to complete the evaluation or refer the student to a

Division of Rehabilitation Services office for possible assistance with the evaluation and diagnosis process.

7. Within a week of the submission of documentation of the disability, the Office of Disability Services will provide to the student a response granting or denying the requested accommodations and begin coordinating the approved accommodations. Accommodations will be implemented in a reasonable time period specific to the request, and although coordinated by the Office of Disability Services may be provided by any number of University offices and personnel, including faculty, staff and administrators as well as the Office of Disability Services, depending on the nature of the accommodations. When necessary, the Office of Disability Services may make a written referral of the student to other campus offices using the Office of Disability Services Referral Form.
8. All documents, forms, and other written information regarding the student's disability are considered confidential and will be stored securely in locked file cabinets in the Office of Disability Services. With the written permission of the student (secured on the Office of Disability Services Registration Form), the Office of Disability Services may share with other University personnel only the information necessary for those personnel to provide the requested accommodations and to serve the best interests of the student.
9. If a student believes that the services or accommodations provided or recommended do not meet his/her needs, the student should consult the Concord University Grievance Procedure for Students with Disabilities Covered under Section 504/ADA. Such grievances are processed by the 504/ADA Compliance Officer for students, Dr. Kendra Boggess, Vice President and Academic Dean.

**NOTE:** The University encourages students to request the desired accommodations as early in the semester as possible. In the event the student chooses to delay registering with the Office of Disability Services, providing documentation and/or making a request for accommodations, the University will not provide retroactive accommodations, but will upon the student's request begin the procedure for approving and implementing future accommodations.



## **CAMPUS ACCESS PLAN**

The Concord University Campus Access Plan allows University community members with a disability meaningful access to services, events, and classes.

The campus ADA Director is Mr. Rick Dillon, V.P. of Administration and Associate Dean of Students. He may be reached at telephone number 1-800-344-6679, extension 5231, or by mail at Campus Box D-129, P.O. Box 1000, Concord University, Athens, WV 24712. Mr. Dillon may also be contacted by e-mail at [rdillon@concord.edu](mailto:rdillon@concord.edu).

The campus 504 Director is Dr. Kendra Boggess, Vice President and Academic Dean. He may be reached at telephone number 1-800-344-6679, extension 5241, or by mail at Campus Box 42, P.O. Box 1000, Concord University, Athens, WV 24712. Dr. Boggess may also be contacted by e-mail at [kendra@concord.edu](mailto:kendra@concord.edu).

The University Disability Services Coordinator is Mrs. Nancy Ellison. The Office of Disability Services is located on the ground floor of the Student Center and can be reached by telephone at 1-800-344-6679, extension 6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712. Mrs. Ellison may also be contacted by e-mail at [nellison@concord.edu](mailto:nellison@concord.edu).

### **Services and Programs**

1. The majority of campus services and programs are housed in accessible buildings.
2. The following buildings are not accessible to persons with a mobility impairment.

**Bonner House**

**Observatory**

**Sarvay Residence Hall**

**Wooddell Residence Hall**

**Mill St. Hall**

**ALEF House I**

**ALEF House II**

3. The following buildings are partially accessible to persons with a mobility impairment.

**Carter Center** - The elevator in the Carter Center is not ADA-compliant; therefore access to classrooms on the second floor of the building is limited to only some wheelchairs.

**Maintenance Building** - Although this building has a ramp, fully accessible bathrooms can be found on the main floor of the Fine Arts Building located next to the Carter Center.

4. In the event a student with a mobility impairment needs to access a service housed in one of the inaccessible or partially inaccessible buildings, the student should contact the designated responsible person or the campus Disability Coordinator to administer an accommodation which allows the student meaningful access to the service.

5. For each building, the designated responsible person and telephone extension is provided:

|  |             |             |
|--|-------------|-------------|
| <b>Carter Center-Kevin Garrett Athletic Director &amp; Anita Conner,</b> |             |             |
| <b>Administrative Assistant to the Athletic Director</b>                 |             | <b>5347</b> |
| <b>Maintenance Building - Gerry VonVille, Physical Plant Director</b>    |             |             |
| <b>5266</b>  |             |             |
| <b>Sarvay Residence Hall - Bill Fraley</b>                               |             |             |
| <b>Supervisor of Residence Halls</b>                                     |             | <b>5231</b> |
| <b>Wooddell Residence Hall - Bill Fraley</b>                             |             |             |
| <b>Supervisor of Residence Halls</b>                                     | <b>5231</b> |             |
| <b>Mill St. Hall - Bill Fraley</b>                                       |             |             |
| <b>Supervisor of Residence Halls</b>                                     |             | <b>5231</b> |
| <b>ALEF House I - Bill Fraley</b>  |             |             |
| <b>Supervisor of Residence Halls</b>                                     |             | <b>5231</b> |
| <b>ALEF House II - Bill Fraley</b>                                       |             |             |
| <b>Supervisor of Residence Halls</b>                                     |             | <b>5231</b> |

When the designated responsible person becomes aware of, or is contacted by, a student with a mobility impairment who needs access to a service housed in a building for which he or she is responsible, that person should work to provide meaningful access by offering the service to that student in an alternate, accessible, and appropriate location. If a confidential reason is needed for meeting space, please contact Nancy Ellison, Disability Services Coordinator at 6086.

6. If the student's need for access to the services housed in one of the inaccessible buildings is frequent, regular and ongoing, serious consideration should be given to the feasibility of a physical modification.
7. Requests for access to services should be addressed immediately and a solution provided within two working days (with the exception of solutions that require physical modifications).
8. Disabled students who anticipate the need for access to services in buildings that are inaccessible or partially inaccessible should make this need known as soon as possible to allow sufficient time for the designated responsible person to develop and implement a method of access.

9. Whenever the designated responsible person cannot promptly and easily identify a method of meaningful access, he or she should coordinate an appropriate response with Nancy Ellison, the campus Disability Services Coordinator at telephone number 304-384-6086, or by mail at Campus Box 86, P.O. Box 1000, Concord University, Athens, WV 24712.

### **Events**

1. Whenever possible, events will be scheduled in rooms and buildings that are accessible to those with disabilities.
2. Posted or distributed notices of events should include the name and number of the campus Disability Services Coordinator, who can arrange accommodations for those with disabilities.  
**Persons with a disability should contact Nancy Ellison, extension 6086, if special accommodations are required for events.**
3. The Disability Services Coordinator will give immediate attention to the request for accommodations. Events will be moved to accessible locations, preferential seating will be provided, and/or other reasonable accommodations will be made.
4. Those with a disability who anticipate the need for accommodations at campus events should make this need known as soon as possible to allow sufficient time for an accommodations to be developed and implemented.

### **Classes**

1. Most classes are held in accessible buildings and areas.
2. Disabled students should register for classes following standard University procedures.
3. If the student selects a class to meet in a location that is physically inaccessible to the student, he/she should certainly register for the class.
4. After registration, students with a disability should immediately deliver a copy of the Registrar's printout of their schedule to the Associate Dean of Academic Affairs' Office, A-240 on the second floor of Marsh Hall.
5. The Associate Academic Dean's Office, is responsible for arranging classroom locations and will address any physical accessibility issues apparent in the student's schedule, and if necessary, move classroom locations to accommodate the student.
6. The Associate Academic Dean's Office will notify the student of any changes in classroom locations, courses listing, so that

any later changes in the classroom locations will not be made without considering the presence of a student with a disability.

7. The student's timely registration, prompt delivery of the schedule to the Associate Academic Dean's Office, and notification of any apparent accessibility issues should allow sufficient time for the necessary accommodations to be arranged and also prevent later classroom changes that would impede the student's access to class.

### **Procedure for Administering Testing Accommodations**

1. Any student with a disability requesting academic accommodations must be registered with the Office of Disability Services (ODS), Student Center, ground floor, Room 107.
2. The student requesting accommodations must provide the Office of Disability Services (ODS) with documentation to verify disability diagnosis. Documentation must be from a physician, therapist, vocational rehabilitation counselor, or other professional qualified to make the diagnosis, and must meet the following requirements:
  - Be on letterhead stationery
  - State the specific diagnosis/disability
  - Include the professional's recommendation (if any) for accommodations needed to assist with the academic program
  - List any medications the student is taking for the disability
  - Be dated within the past 5 years or from a high school if an IEP
3. ODS will write a memo to faculty members detailing appropriate accommodations. The student is responsible for providing a copy to each professor(s) whom accommodation is being requested. The professor may meet with the student in private to discuss the accommodations and may address any concerns or questions to ODS.

**NOTE:** (a) student does not have to disclose any details about his/her disability to the faculty member, (b) the memo does not contain an accommodation ending date because once it is written, it is valid until changed and may be used as is until the student has graduated or is no longer enrolled at Concord, (c) concerns must be resolved immediately. Faculty must not refuse to provide accommodations; instead, the faculty member should postpone the situation in question (e.g. testing) and

- discuss his/her concern with ODS.
4. When a professor announces an upcoming test, or the student sees on the syllabus that one is approaching, the student should speak with the professor to remind him/her of the testing accommodation and the need to either deliver a copy of the test to ODS or arrange for alternative testing accommodations. The student is also required to speak with his/her disability service provider in ODS to schedule the test.
  5. A disability service provider from ODS will contact the professor to confirm the test date, time and delivery method.
  6. The professor is responsible for delivering the test to ODS whether in person, or through campus mail, e-mail, or a responsible student worker. The professor should include any instructions important to the administration of the test (for example, what materials, if any, the student may use, such as dictionary, books, handouts, calculators, etc.).
  7. Every effort will be made to administer the test at the same time as it is scheduled for the class except if the student's schedule for other classes before and/or after the test would interfere with the accommodation of extra time. The only other exception would be if several other tests have already been scheduled at the same time in ODS and there is no room for the student to work in a quiet environment. In these cases, the test may be given shortly before or after the regular time.
  8. Professional staff in ODS cannot be free to continually proctor the student throughout the exam. However, the student is not allowed to bring his/her backpack or materials (other than those the professor specified as acceptable) into the exam space, and any paper required is provided by ODS. ODS staff will periodically check on the student during the test and a camera may be used to monitor their behavior. Any irregularities will be reported to the professor.
  9. Once the student has completed the test, ODS will return it to the professor as soon as possible either in person or in a sealed-signed envelope. Professors should notify the disability service provider of any preference in return procedures (for example, under the door of the office, in the Division mailbox or with the Division secretary if the professor is not available).
  10. Professors who prefer to provide the testing accommodations themselves should consult with ODS to ensure that the appropriate accommodations are delivered in a suitable fashion.

**\*\*As a final note to both students and professors, we ask your cooperation in following these procedures. You must remember how many there are of you, and yet only one professional on campus providing this service. With your assistance, in fulfilling your responsibilities, we can smoothly meet the University's obligation to provide special testing accommodations.**

### **Disability Restrooms**

Disability restrooms are found in the following buildings:

1. North Tower Residence Hall - The unisex ADA compliant restroom is located in the main lobby, immediately to your right upon entering the building.
2. Jerry L. Beasley Student Center - There are two compliant restrooms, one male and one female, located on the 2nd floor of this building.
3. Marsh Library - There are two compliant restrooms, one male and one female, located on the ground floor of the Marsh Library. Use the disability entrance on the provided disability pathway to access the restrooms.
4. Marsh Hall (admin. building) - There are six ADA compliant restrooms, three male and three female in Marsh Hall. One male and one female compliant restrooms are located on each of three floors.
5. Science Hall - The ADA compliant restrooms (1 male and 1 female) are located on the ground floor of the Science Hall.
6. Fine Arts Building - There are two compliant restrooms, one male and one female, located on the main floor of this building. Follow the disability pathway, enter at the automatic disability door, the bathrooms will be immediately on your right.
7. Carter Center - ADA compliant restrooms are located off the main entrance, in the Athletic Office's area.
8. Rahall Technology Center - This building has an accessible bathroom on each floor.

### **Disability-Access Map**

For information referencing accessible pathways, and entrances, please consult the Concord University Campus Access Maps, located in the Concord University Student Handbook, and on the campus signs located in front of the Student Center. A printed map detailing pathways of accessibility can be obtained from the Student Center Main Office, or the Office of Admissions. The Campus Access Plan is also available in Braille and can be obtained at the Office of Disability Services.

## **CONCORD UNIVERSITY GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES COVERED UNDER SECTION 504/ADA**

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging an action prohibited by the Americans with Disabilities Act (ADA) and by the Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S. 794). Section 504 states, in part, that “no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

### **Campus Process**

Student-related 504/ADA complaints should be addressed to Dr. Kendra Boggess, Vice President and Academic Dean, P.O. Box 1000, Concord University, Athens, West Virginia, 24712-1000 (304-384-5241), who has been designated administrative responsibility for student-related 504/ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name, address, and contact information of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of complaint. The investigation will be conducted by the Vice President and Academic Dean or his/her designee(s). These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the investigator and a copy forwarded to the complainant within 30 working days after its filing, unless the investigation is delayed by special circumstances beyond the University's control.
5. The Vice President and Academic Dean will maintain the files and records of Concord University relating to the complaints

filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 20 working days to Dr. Gregory Aloia, President of Concord University.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or ADA complaint with a federal or state department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies, although complainants are encouraged to make use of internal resolution processes at the campus level.
8. These rules will be construed to protect the substantive rights of the interested persons, meet appropriate due process standards and assure that Concord University complies with the ADA, Section 504 and their implementing regulations.

### **External Process**

The United States Office for Civil Rights (OCR) is the federal agency responsible for addressing complaints related to discrimination on the basis of disability. Complaints must be filed in a timely manner with OCR. The U.S. Office for Civil Rights can be reached by phone at (215) 596-6772 (Voice) or 596-6794 (TTY). OCR's policies and procedures may change over time, so please contact the regional office directly with questions and for deadlines for filing.

### **Helpful Techniques**

Effective techniques to problem resolution involve clearly stating the problem and expected outcomes and identifying those who can assist with the issue. Be certain that you have focused your concerns around issues that can be addressed. Furthermore, analyze alternative solutions to determine those that are acceptable and unacceptable. Articulate reasons for the choices you make. In situations that are heavy with emotion, it is often helpful to write an outline of concerns so that you have clear focus of the issues you are trying to resolve. Keep summary notes on your interactions in order to more accurately recall the sequence of events related to the situation.



## **CONCORD UNIVERSITY**

### **TITLE IX GRIEVANCE PROCEDURE**

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 which states, in part, that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

#### **Campus Process**

Title IX complaints should be addressed to Dr. Marjie Flanigan, Vice President of Student Affairs and Dean of Students, P.O. Box 1000, Concord University, Athens, West Virginia 24712-1000 (304-384-6035), who has been designated administrative responsibility for Title IX compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name, address and contact information of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 working days after the complainant becomes aware of the alleged violation.  
(Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of complaint. The investigation will be conducted by the Vice President for Student Affairs or her designee(s). These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the investigator and a copy forwarded to the complainant within 30 working days after its filing, unless the investigation is delayed by special circumstances beyond the University's control.
5. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 20 working days to Dr. Gregory Aloia, President of Concord University.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of Title IX complaint

with a federal or state department or agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies, although complainants are encouraged to make use of internal resolution processes at the campus level.

7. These rules will be construed to protect the substantive rights of the interested persons, meet appropriate due process standards and assure that Concord University complies with Title IX of the Educational Amendments and its implementing regulations.

### **External Process**

The United States Office for Civil Rights (OCR) is the federal agency responsible for addressing complaints related to discrimination on the basis of sex. Complaints must be filed in a timely manner with OCR. The U.S. Office for Civil Rights can be reached by phone at (215) 596-6772 (Voice) or 596-6794 (TTY). OCR's policies and procedures may change over time, so please contact the regional office directly for deadlines for filing and with questions.

### **Helpful Techniques**

Effective techniques to problem resolution involve clearly stating the problem and expected outcomes and identifying those who can assist with the issue. Be certain that you have focused your concerns around issues that can be addressed. Furthermore analyze alternative solutions to determine those that are acceptable and unacceptable. Articulate reasons for the choices you make. In situations that are heavy with emotion, it is often helpful to write an outline of concerns so that you have clear focus of the issues you are trying to resolve. Keep summary notes on your interactions in order to more accurately recall the sequence of events related to the situation.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **ANNUAL NOTIFICATION**

The Family Educational Rights and Privacy Act or FERPA is a federal law that governs student and parent rights regarding educational records. Put simply, "educational records" are records kept by the school that relate to a specific student who has been accepted by the University. One example of an educational record would be a student's educational transcript. Another would be a student's

disciplinary records. Each student has the right to review his or her educational records and may request that any inaccuracies be corrected.

There are several notable exceptions to what constitutes a protected educational record. Any records obtained by a campus police unit are not considered confidential since police activity is a matter of public record. The University may also disclose a student's directory information, which as the name indicates, is the kind of information one would expect to see in a telephone directory. For student athletes, physical and athletic statistics are considered directory information.

Certain parties have access to educational records without the need for the student's consent. These parties include:

- The parents or guardians of dependent students: The parents or guardians of students who, for tax purposes, are considered dependent have the same access to a student's records as the student. The only exception to this is in the event of drug and alcohol violations. In these circumstances, the University has the right to notify parents regardless of tax status.
- University Employees: Persons employed by the University may view a student's educational records without prior consent. These officials are, required to keep any information gleaned from such records confidential from unauthorized parties.
- Any individual who has a right to view a record pursuant to a court order: If the University is served with a subpoena or other court order, the University is required to disclose educational records to the parties named within it.

In disciplinary proceedings where a violent crime or non-forcible sex offense (including sexual harassment) has been committed, the University may disclose the result to the victim. The University may also disclose the name, offense, and sanction received by a guilty student to the public.

Students who wish to inspect educational records must make a request to the Office of the Registrar. Once the request is received, the Registrar has forty-five (45) days to comply with the request. The University may redact parts of a student's educational records if those records contain information about other students. Exceptions to records that a student has a right to view are a parent's financial records and any letters of recommendation written on a student's

behalf.

Students have a right to correct inaccuracies contained within educational records. For example, if a record shows that a student received a C in a class when in fact the student received a higher grade, the student is allowed a hearing by an impartial board if such a hearing is necessary. Hearings will not be granted for students so that they may contest what grade was deserved, but to correct inaccuracies. If a student is not satisfied with the outcome of a hearing, the student has the right to submit a letter that explains the student's case.

Students may choose to consent to disclose educational records to third parties at their discretion. Consent is limited to particular instances, as allowed by the student and by law. To facilitate the consent process, students may complete an electronic FERPA release, granting consent to third parties. Students are encouraged to sign FERPA releases in advance for individuals who may need on-going permission, including parents; spouses; legal dependents; employers; and third-party agencies who may need financial aid or grade information. Students may rescind consent or change the type of information to be released through the same process as permitting consent. To allow the release of information electronically, students should follow the steps below:

1. Log into MyCU (<http://mycu.concord.edu>)
2. Click on the Student tab
3. Click on FERPA/Information Release under the Information box on the left side of the screen
4. Complete the form, assigning a PIN number for the individuals to whom you are granting permission for release of your indicated university information
5. Provide the PIN number to the person(s) to whom you are allowing information access. NOTE: Information will not be released to an authorized individual without the person knowing the PIN. This is for your protection.

## **POLICY STATEMENT REGARDING EMERGENCIES AT CONCORD UNIVERSITY**

Concord University recognizes that one of its primary responsibilities is protecting the health, welfare and safety of its students, staff,

faculty, and visitors. Toward this end Concord exercises every practical means to prevent emergencies from occurring. However, since emergencies still may occur, the University has established procedures for specific types of crises.

Although the general safety of the University community is primarily monitored by the Public Safety staff, administrative and supervisory personnel, all members of the University community must cooperate if this responsibility is to be fully met.

The University expects everyone in the University community to support its efforts to provide a safe, orderly, healthful environment. Such support is required for maximum safety and security. Therefore, Concord will not tolerate any act that interferes in any way with its efforts to provide for the general safety of the University community. The University will exercise appropriate disciplinary measures, including civil/criminal prosecution, against anyone who intentionally creates an emergency, who deliberately creates a false emergency, or who renders inoperative any fire alarm system or safety equipment. The University will apply the same measures to anyone who interferes with, or fails to cooperate with, university personnel at all levels, or with public safety personnel during the process of dealing with emergency, or when implementing any emergency procedure.

## CONCORD UNIVERSITY TOBACCO USE PROCEDURE

### **TOBACCO USE IS PROHIBITED:**

- Within all campus buildings, excluding residence halls
- In all public areas within residence halls, including (but not limited to): lobbies, lounges, elevators, restrooms, recreation rooms, laundry rooms, storage rooms, and kitchens
- Within twenty-five (25) feet of any entrance to any campus building including residence halls
- On tobacco-free floors and wings
- Within the confines of Callaghan Stadium and Anderson Field and within twenty-five (25) feet of the main entrances to Callaghan Stadium and Anderson Field, and Concord University may prohibit tobacco use at future outdoor athletic facilities of a similar nature at the discretion of the Athletic Director

**TOBACCO USE IS PERMITTED:**

- Within private rooms of students within residence halls with the consent of the roommates and suitemates, with the exclusion of rooms on tobacco-free floors or wings
- In other outdoor areas not otherwise prohibited by this policy or external binding laws or regulations

Concord University shall not prohibit tobacco use within private lounges held by campus organizations. Additionally, this policy should not be construed as a prohibition of the possession of tobacco products. Where disputes among roommates or suitemates exist regarding tobacco use in private residential rooms, the Office of Housing and Residence Life shall work to resolve the issue by reassigning students or guests to other rooms, and in all cases, the Office of Housing and Residence Life shall side with the non-tobacco using roommates or suitemates. Concord University shall have the power to create other prohibitions on tobacco use on campus in addition to this policy.

## CAMPUS DIRECTORY

### ACADEMIC DIVISIONS:

|   |      |
|---|------|
| Division of Business . . . . .              | 5244 |
| Division of Education. . . . .              | 6038 |
| Department of Teacher Ed. .                 | 6038 |
| Library Science . . . . .                   | 6038 |
| Physical Education . . . . .                | 5347 |
| Division of Fine Arts . . . . .             | 5275 |
| Box Office . . . . .                        | 5101 |
| Music/Theatre . . . . .                     | 5275 |
| Div. of Language &<br>Literature. . . . .   | 5268 |
| Division of Natural Sciences                | 5327 |
| Biology . . . . .                           | 5299 |
| Mathematics . . . . .                       | 5217 |
| Physical Sciences . . . . .                 | 5169 |
| Division of Social Sciences                 | 5352 |
| Geography. . . . .                          | 5208 |
| History. . . . .                            | 5254 |
| Political Science . . . . .                 | 6061 |
| Psychology . . . . .                        | 5352 |
| Social Work . . . . .                       | 5353 |
| Sociology. . . . .                          | 5352 |
| Recreation & Tourism<br>Management. . . . . | 5263 |

### RESIDENCE HALLS

#### MAIN DESK:

|   |      |
|---|------|
| *South Tower/ALEF House I/<br>Mill St. Hall . . . . .     | 5133 |
| Resident Director. . . . .                                | 5139 |
| *Wilson Hall . . . . .                                    | 5136 |
| Sarvay Hall . . . . .                                     | 6200 |
| Resident Director. . . . .                                | 5140 |
| *Wooddell Hall/College Courts/<br>ALEF House II . . . . . | 5135 |
| Resident Director . . . . .                               | 5142 |
| *North Tower . . . . .                                    | 5132 |
| Security Sub-station . . . . .                            | 5132 |
| *(Midnight–6:00 a.m.)<br>Resident Director . . . . .      | 5138 |

### ON CAMPUS MEDIA:

|                              |           |
|------------------------------|-----------|
| Alumni News . . . . .        | 5348      |
| Concordian . . . . .         | 5364/5303 |
| Pine Tree Yearbook . . . . . | 6053      |
| Reflexes. . . . .            | 6085/5350 |
| WVCU Radio Station. . . . .  | 6044      |
| WMLT TV Station. . . . .     | 5363      |

### DIRECTORY

#### ASSISTANCE:

|                            |                |
|----------------------------|----------------|
| Local Information. . . . . | 1-411          |
| WV Long Distance           | 1-304-555-1212 |
| Out-of-State1-(area code)- | 555-1212       |

### OFFICES AND DEPARTMENTS:

|   |              |
|---|--------------|
| Academic Dean . . . . .                       | 5241         |
| Academic Success Center. . . . .              | 6074/6035    |
| Accounts Payable . . . . .                    | 5271         |
| Admissions . . . . .                          | 5248/5249    |
| Alumni Relations . . . . .                    | 5348         |
| ADA . . . . .                                 | 6086         |
| Aramark Food . . . . .                        | 5313/5312    |
| Archives. . . . .                             | 5109         |
| Artist-Lecture Series . . . . .               | 5360         |
| Assoc. Dean for Academic<br>Affairs . . . . . | 5220         |
| Assoc. VP for Development                     | 5257         |
| Beckley-Concord Erma Byrd<br>Center . . . . . | 304-256-0270 |
| Board of Regents Degree . .                   | 5220         |
| Bonner Scholars Program .                     | 6009         |
| Bookstore . . . . .                           | 5314         |
| Box Office (Tickets). . . . .                 | 5101         |
| Business Office . . . . .                     | 5212/5972    |
| Public Safety . . . . .                       | 5357         |
| Career Services . . . . .                     | 5325         |
| Catering Manager . . . . .                    | 5313         |
| Child Development Center . . . . .            | 5943/5386    |

|                                |           |                                    |              |
|--------------------------------|-----------|------------------------------------|--------------|
| Concord Room . . . . .         | 6012      | Sports Information Office . .      | 6259         |
| Concordian Newspaper . . .     | 5364      | Starbuck's Coffee . . . . .        | 5287         |
| Continuing Education . . . .   | 6279      | Student Activities Committee.      |              |
| Dean of Students. . . . .      | 5231      | (SAC) . . . . .                    | 5311         |
| Development Office. . . . .    | 5257      | Student Affairs Office . . . .     | 5256         |
| English Language Training      |           | Student Government. . . . .        | 5147         |
| Program . . . . .              | 6086      | Student Loan Office . . . . .      | 5210         |
| Entrepreneurial Studies . . .  | 6084      | Student Support Services. .        | 6088         |
| Foundation . . . . .           | 6267/5257 | Student Teaching Director. . . . . | 5252         |
| Faculty/Staff Housing . . . .  | 5231      | SUBWAY . . . . .                   | 5287         |
| Financial Aid Office . . . . . | 6069      | Summer Activities . . .            | 5310/5311    |
| Food Services . . . . .        | 5313/5312 | Summer Advising . . . . .          | 6046         |
| Foundation Office . . .        | 5257/6267 | Summer Conferencing . . .          | 5231         |
| Game Room, Student             |           | Switchboard . . . . .              | 5246         |
| Center . . . . .               | 5286      | Technology Services Help Desk      |              |
| Housing and Residence          |           | . . . . .                          | 5291         |
| Life Office . . . . .          | 5231      | (off campus) . . . .               | 304-716-0054 |
| Human Resources Office . .     | 5121      | Telephone Equipment Room           | 5199         |
| Information Desk. . . . .      | 5246      | Television Station (WMLT) . .      | 5363         |
| Instructional Systems Lab. .   | 5333      | Transcript Information . . . .     | 5237         |
| Intramurals. . . . .           | 6286      | Upward Bound Program . . . . .     | 304-301-4502 |
| Leslie R. and Ruby Webb        |           | Verification of Employment .       | 5121         |
| Carter Center . . . . .        | 5347      | Veteran's Affairs. . . . .         | 6300         |
| Library . . . . .              | 5371      | Vice President/Academic Dean. .    | 5241         |
| Library Conference Room . .    | 5110      | . . . . .                          |              |
| Lost and Found. . . . .        | 5246      | Vice President for Admissions/     |              |
| Mail Room. . . . .             | 5285      | Financial Aid . . . . .            | 5316         |
| Maintenance . . . . .          | 5224/5354 | Vice President for Finance         |              |
| McNair. . . . .                | 6019      | . . . . .                          | 5334         |
| NCATE. . . . .                 | 6038      | Vice President for Student         |              |
| Office of Disability           |           | Affairs . . . . .                  | 6035         |
| Services . . . . .             | 6086      | WV Geographic Alliance . . .       | 6082         |
| Orientation. . . . .           | 5311      | Welcome Center . . . . .           | 6296         |
| President for Business         |           | Yearbook . . . . .                 | 6053         |
| & Finance . . . . .            | 5190      |                                    |              |
| Payroll Office. . . . .        | 5272      |                                    |              |
| President's Office . . . . .   | 5223      |                                    |              |
| Print Shop . . . . .           | 5250      |                                    |              |
| Purchasing. . . . .            | 5233      |                                    |              |
| Radio Station (WVCU) . . . .   | 6044      |                                    |              |
| Receiving Station (Inventory)  | 5166      |                                    |              |
| Registrar's Office. . . .      | 5236/5237 |                                    |              |



## ADMINISTRATIVE DIRECTORY

**LEGEND:** SC=Jerry L. Beasley - Student Center - MH=Marsh Hall  
 RTC=Rahall Technology Center - UP=University Point  
 MHO=Marsh House - CC=Carter Center - ML=Marsh Library  
 MB=Maintenance Building - BC=Beckley Center  
 ST=South Tower

| NAME                       | TITLE/BUILDING  | EXT.         |
|----------------------------|---|--------------|
| Dr. Gregory Aloia . . . .  | PRESIDENT/MARSH HALL. . . . .   | 5223         |
| Mr. William Bailey . . .   | Manager, Instructional Video/ML . . . . .   | 5152         |
| Ms. Sonya Baldwin . . .    | Admin. Associate Housing/SC . . . . .   | 5231         |
| Ms. Kathy Ball . . . . .   | Bonner Program Director/Bonner House . . . . .                                      | 6009         |
| Dr. Charles Becker. . .    | Vice President for Business & Finance/MH . . .                                      | 5190         |
| Ms. Alicia Besenyei . .    | Interim VP Advancement/UP . . . . .   | 6313         |
| Dr. Kendra Boggess . .     | Interim VP Academics/MH . . . . .   | 5243         |
| Ms. Katrina Bolin . . .    | Student Success/RTC. . . . .  | 6298         |
| Mr. Marshall Campbell      | Director of Human Resources/MH. . . . .   | 5276         |
| Ms. Mitzi Cline . . . . .  | Human Resources Representative/MH . . . . .   | 5121         |
| Ms. Carolyn Cox. . . .     | Registrar/MH. . . . .   | 5323         |
| Mr. Michael Craighead      | Counselor, Upward Bound/MHO . . . .   | 304-301-4504 |
| Ms. Sarah Dalton. . . .    | Public Relations Specialist/Media<br>. . . . . Relations/UP . . . . .               | 6312         |
| Mr. Chuck Elliot . . . .   | Chief Technology Officer. . . . .   | 5334         |
| Mr. Rick Dillon . . . . .  | VP Administration & Assoc. Dean of<br>Students/SC . . . . .                         | 5231         |
| Ms. Nancy Ellison. . . .   | Dir of Multicultural Affairs and Coordinator of<br>Disability Services/SC . . . . . | 6086         |
| Dr. Marjie Flanigan. . .   | VP of Student Affairs, Title IX<br>. . . . . Coordinator/SC. . . . .                | 6035         |
| Mr. Gerard Folio. . . . .  | Assistant Physical Plant Director/MB . . . . .                                      | 5114         |
| Mr. Billy Fraley . . . . . | Housing Operations Manager/SC . . . . .   | 5231         |
| Ms. Teresa Frey . . . . .  | RBA Academic Advisor/MH . . . . .   | 5226         |
| Mr. Kent J. Gamble . . .   | Director of Enrollment/MH . . . . .   | 5316         |
| Mr. Kevin Garrett . . .    | Athletic Director/CC . . . . .  | 5340         |
| Ms. Debbie Griffith . .    | Post Office/SC . . . . .  | 5285         |
| Ms. Anna Hardy. . . . .    | Dir. of Student Center/Stu.Activities/ SC . . . . .                                 | 5311         |
| Ms. Kati Hatfield . . . .  | Special Events Coordinator/SC . . . . .   | 6286         |
| Mr. Sid Hatfield . . . . . | Data Network Specialist III/RTC . . . . .   | 5125         |
| Mr. Will Hicks. . . . .    | Resident Director/SC . . . . .  | 5378/5139    |
| Ms. Lynnis Hill . . . . .  | Special Events Assistant/SC. . . . .  | 5310         |
| Mr. Gary Hylton . . . . .  | Interim Purchasing Agent/MH. . . . .  | 5233         |
| Mr. Scott Inghram . . .    | Director of Grants & Contracts/MH. . . . .  | 5271         |
| Ms. Cathryn Jarrell . .    | Exec. Director Child Development Center/ST. . .                                     | 5293         |
| Mr. Steve Jarvis. . . . .  | Student Success Center/RTC. . . . .   | 6074         |
| Mr. Randy Keaton . . .     | Director, Dining Service/SC . . . . .   | 5313         |
| Dr. Rodney Klein . . . .   | Director of McNair Program/SC . . . . .   | 6020         |
| Mr. C. Abe Lilly, Jr. . .  | Staff Librarian/Archivist/ML . . . . .  | 5374         |

| NAME                          | TITLE/BUILDING   | EXT.         |
|-------------------------------|--|--------------|
| Ms. Susie Lusk . . . . .      | Associate Registrar/MH . . . . .                               | 6256         |
| Ms. Sharon Manzo . . . . .    | Administrative Assistant to the<br>President/MH . . . . .      | 5224         |
| Mr. David Mckee . . . . .     | Director of International Admissions, MH . . . . .             | 6294         |
| Ms. Sherrie McMillan          | Switchboard Operator/SC . . . . .                              | 5246         |
| Ms. Pamela McPeak . . . . .   | Director of Classic Upward Bound/MHO . . . . .                 | 304-301-4505 |
| Mr. Steve Meadows. . . . .    | Network Manager/RTC . . . . .                                  | 5180         |
| Ms. Connie Michael. . . . .   | Public Safety/Police/RTC . . . . .                             | 5357         |
| Ms. Tammy Monk . . . . .      | Director of Career Services/UP . . . . .                       | 5325         |
| Ms. Beth Nelson . . . . .     | Student Support Services/RTC . . . . .                         | 6088         |
| Ms. Terri Philpott . . . . .  | Director of Student Support Services/RTC . . . . .             | 5282         |
| Mr. Terry Rotenberry          | Maintenance Supervisor/MB . . . . .                            | 6065         |
| Dr. Jennifer Robinette        | Beckley Center Coordinator/BC . . . . .                        | 304-256-0270 |
| Ms. Sharon Rowe . . . . .     | English as a Second Language/SC . . . . .                      | 6086         |
| Ms. Barbara Rush . . . . .    | Lead Counselor Upward Bound/MHO . . . . .                      | 304-301-4503 |
| Ms. Judy Sanders . . . . .    | Student Support Services Academic<br>Coordinator/RTC . . . . . | 5274         |
| Ms. Florence Sargent          | Child Development Center Director/ST . . . . .                 | 5386         |
| Mr. Jim Sawyers . . . . .     | Director of Housekeeping Services/MB . . . . .                 | 5511         |
| Ms. Connie Shumate. . . . .   | Interim Library Director/ML . . . . .                          | 5371         |
| Mr. Anthony Simms . . . . .   | Resident Director/SC . . . . .                                 | 5231/5142    |
| Mr. Chris Smallwood . . . . . | Intramurals Coordinator/ST . . . . .                           | 6275         |
| Ms. Dawn Rae Smith. . . . .   | Public Safety/SART Team/RTC . . . . .                          | 5965         |
| Mr. Mark Stella . . . . .     | Director of Public Safety/RTC . . . . .                        | 5356         |
| Mr. Andrew Sulgit . . . . .   | Associate Director of Admissions/MH . . . . .                  | 5112         |
| Ms. Lisa Spencer. . . . .     | Financial Aid/Veterans Affairs/MH . . . . .                    | 5339         |
| Mr. Delano Sweeney . . . . .  | Database Administrator/RTC . . . . .                           | 6270         |
| Ms. Andrea Tabor . . . . .    | Assoc. Director of Admissions/MH . . . . .                     | 6031         |
| Ms. Tara Taylor . . . . .     | Beckley Center/BC . . . . .                                    | 304-276-0270 |
| Dr. George Towers. . . . .    | Assoc. Academic Dean/MH . . . . .                              | 6036         |
| Ms. Debra Turner. . . . .     | Financial Aid Director/MH . . . . .                            | 5338         |
| Ms. Sarah Turner . . . . .    | Alumni Affairs Director/UP . . . . .                           | 5348         |
| Mr. Gerry VonVille . . . . .  | Director of Physical Plant/MB . . . . .                        | 5266         |
| Ms. Andrea Webb . . . . .     | Interim Payroll Accountant/MH . . . . .                        | 5272         |
| Mr. Alvin White. . . . .      | Media Specialist/Library. . . . .                              | 5106         |
| Ms. Lora Woolwine . . . . .   | Executive Secretary to the President/MH . . . . .              | 6292         |
| Ms. Khalilah Workfield        | Resident Director/SC . . . . .                                 | 5378/5138    |
| Mr. Keith Zimmerman           | Residence Hall Computer Technician/ SC . . . . .               | 5151         |

## DEPARTMENTAL AND DIVISIONAL CHAIRPERSONS

| <b>NAME, TITLE</b>   | <b>OFFICE</b>            | <b>EXT.</b> |
|--|--------------------------|-------------|
| Dr. Joseph L. Allen, Chair<br>Division of Natural Science          | Science Building, S-401C | 5238        |
| Dr. Jonathan Berkey, Chair<br>Division of Social Sciences          | Marsh Hall, 119          | 5263        |
| Dr. Charles Brichford, Chair<br>Division of Languages & Literature | Marsh Hall, 305          | 5294        |
| Dr. Darrell Crick, Chair<br>Department of Physical Science         | Science Building, S401A  | 5169        |
| Dr. H. David Campbell, Chair<br>Department of Human Performance    | Carter Center, 301K      | 5270        |
| Dr. Kathryn Liptak, Chair<br>Division of Education                 | Marsh Hall, 101B         | 5155        |
| Dr. Susan Robinette<br>Division of Business                        | Rahall Tech. Center, 216 | 5321        |
| Mr. Jack Sheffler, Chair<br>Division of Fine Arts                  | Fine Arts, M109          | 5350        |
| Mr. W. Randy Winfrey, Chair<br>Department of Mathematics           | Science Building, S-100C | 5217        |
| Dr. Thomas Ford, Chair<br>Department of Biology                    | Marsh Hall, 107A         | 5299        |

## FACULTY DIRECTORY

| <b>NAME, TITLE</b>   | <b>OFFICE</b>             | <b>EXT.</b> |
|--|---------------------------|-------------|
| Dr. Jessica Alexander<br>Assistant Professor of Psychology                         | Marsh Hall, 115           | 5232        |
| Dr. Alice Hawthorne-Allen<br>Assistant Professor of Physics                        | Science Building, S-302   | 6273        |
| Dr. Joseph L. Allen<br>Chair, Division of Natural Science<br>Professor of Geology  | Science Building, S-401C  | 5238        |
| Dr. Dana Alloway<br>Assistant Professor of Chemistry                               | Science Building, S-401-D | 5297        |
| Dr. John C. Baker<br>Professor of English  | Marsh Hall, 311           | 5207        |
| Mr. Douglas Becker<br>Instructor in Mathematics                                    | Science Building, 100D    | 6247        |
| Mr. Joseph Beckett<br>Professor of Athletic Training/Director of Athletic Training | Carter Center, 301H       | 6063        |
| Mr. Kevin Bennington<br>Assistant Professor of Art                                 | Carter Center, 401H       | 6285        |

| NAME, TITLE   | OFFICE                    | EXT. |
|---|---------------------------|------|
| Dr. Jonathan Berkey<br>Chair, Division of Social Sciences<br>Associate Professor of History       | Marsh Hall, 215           | 5200 |
| Mr. James Biggs<br>Gallery Director/Assistant Professor of Art                                    | Fine Arts, 203            | 5351 |
| Mr. Glen Blankenship<br>Instructor in Mathematics   | Carter Center, 2nd Floor  | 5295 |
| Dr. Kendra Boggess<br>Professor of Business   | Rahall Center, 332        | 5395 |
| Interim Vice President & Academic Dean/MH, 240  |                           | 5220 |
| Dr. Charles H. Brichford<br>Chair, Division of Language & Literature<br>Professor of English      | Marsh Hall, 305A          | 5294 |
| Dr. Nancy Burton<br>Associate Professor of Education  | Marsh Hall, 126           | 5273 |
| Ms. Andrea Campbell<br>Assistant Professor of Education   | Marsh Hall, 104A          | 5362 |
| Dr. H. David Campbell<br>Associate Professor of Education   | Carter Center, 407J       | 5331 |
| Dr. Hugh A. Campbell<br>Professor of Education  | Marsh Hall, 129           | 6039 |
| Dr. David Chambers<br>Associate Professor of Biology  | Science Building, 201-D   | 5239 |
| Dr. Kimberly Chambers<br>Physical Sciences  | Science Building          | 6281 |
| Dr. Linwood Clayton<br>Assistant Professor of Recreation Tourism Management                       | Marsh Hall, 120           | 5264 |
| Mr. Timothy Corrigan<br>Assistant Professor of Physics  | Science Building, 402C    | 6006 |
| Dr. Doug Creer<br>Associate Professor of Biology  | Science Building, 201-C   | 5328 |
| Dr. Darrell W. Crick<br>Chair, Department of Physical Science<br>Associate Professor of Chemistry | Science Building, 401A    | 5169 |
| Dr. Ellen C. Darden<br>Professor of Social Work   | Marsh Hall, 213           | 6083 |
| Ms. Lisa Darlington<br>Assistant Professor of Mathematics   | Science Building, S-100-F | 5284 |
| Mr. Fred Davidson<br>Associate Professor of Business  | Rahall Center, 207        | 5322 |
| Mr. Tom Davis<br>Adjunct Instructor of Biology  | Science Building, S-205   | 5134 |
| Dr. William Deck<br>Associate Professor of Marketing  | Rahall Center, 220        | 5393 |

| <b>NAME, TITLE</b>  | <b>OFFICE</b>                      | <b>EXT.</b> |
|---|------------------------------------|-------------|
| Dr. Bonnie Dorsey . . . . .<br>Professor of Social Work   | Marsh Hall, 210 . . . . .          | 5215        |
| Dr. Richard Druggish . . . . .<br>Associate Professor of Education<br>Coordinator of Clinical Experiences | Marsh Hall, 101C. . . . .          | 5107        |
| Dr. Carmen Marie-Therese Durrani . . . . .<br>Associate Professor of Foreign Language                     | Marsh Hall, 318 . . . . .          | 5225        |
| Dr. Angelique Edwards . . . . .<br>Professor of Physical Education  | Carter Center, 301C . . . . .      | 5270        |
| Dr. Eloise M. Elliott . . . . .<br>Professor of Health & Physical Education                               | Bonner House . . . . .             | 5345        |
| Mr. John Fazio . . . . .<br>Assistant Professor of Business   | Rahall Center, 223 . . . . .       | 5392        |
| Ms. Cecilia A. Fizer . . . . .<br>Developmental Math Coordinator  | Science Building, S-108 . . . . .  | 6029        |
| Dr. Thomas Ford . . . . .<br>Chair, Department of Biology<br>Associate Professor of Biology               | Science Building, 201E . . . . .   | 5214        |
| Dr. Franz Frye . . . . .<br>Assistant Professor of Chemistry  | Science Building, S-409 . . . . .  | 5157        |
| Dr. Thomas Gambill . . . . .<br>Professor of Communication Arts/Theatre Director                          | Fine Arts . . . . .                | 5259        |
| Dr. Michelle Gompf . . . . .<br>Associate Professor of English  | Marsh Hall, 327 . . . . .          | 6085        |
| Dr. Karen H. Griffiee . . . . .<br>Associate Professor of Psychology                                      | Marsh Hall, 118 . . . . .          | 5201        |
| Ms. Diane S. Grych . . . . .<br>Assistant Professor of Education  | Marsh Hall, 131 . . . . .          | 6077        |
| Dr. Beatrice Harris . . . . .<br>Assistant Professor of Education   | Marsh Hall, 130 . . . . .          | 6082        |
| Dr. Kathy J. Hawks . . . . .<br>Professor of Education  | Marsh Hall, 130 . . . . .          | 5399        |
| Dr. David D. Hill . . . . .<br>Associate Professor of Mathematics   | Science Building, S-100A . . . . . | 5388        |
| Dr. Sally Howard . . . . .<br>Associate Professor of Political Science                                    | Marsh Hall, 216 . . . . .          | 5149        |
| Dr. Muhammed Islam . . . . .<br>Professor of Finance  | Rahall Center, 219 . . . . .       | 5394        |
| Ms. Cathryn Jarrell . . . . .<br>Executive Director of Child Development Center                           | South Tower . . . . .              | 5293        |
| Mr. James Johnston . . . . .<br>Professor of Computer Science   | Science Building, S-100E . . . . . | 5391        |
| Dr. Cindi Khanlarian . . . . .<br>Associate Professor of Business   | Rahall, 212 . . . . .              | 5122        |

| NAME, TITLE  | OFFICE                        | EXT.      |
|--|-------------------------------|-----------|
| Dr. Rodney Klein . . . . .<br>Professor of Psychology<br>Director of McNair Scholars Program         | Marsh Hall, 114 . . . .       | 5222/6020 |
| Dr. Daniel Krider . . . . .<br>Professor of Mathematics  | Science Building, S-100G .    | 5329      |
| Dr. Steve Kuehn. . . . .<br>Research Assistant Professor   | Science Building, 106 . . . . | 6322      |
| Dr. P. Danette Light . . . . .<br>Professor of Sociology   | Marsh Hall, 209 . . . . .     | 5227      |
| Dr. Johnnie Linn, III . . . . .<br>Assistant Professor of Economics                                  | Rahall Center, 222 . . . . .  | 5337      |
| Dr. Kathryn L. Liptak . . . . .<br>Professor of Education  | Marsh Hall, 101 . . . . .     | 5155      |
| Ms. Mitzi L. Litton . . . . .<br>Instructor in English   | Marsh Hall, 316 . . . . .     | 5260      |
| Dr. Tracy Luff . . . . .<br>Associate Professor of Sociology   | Marsh Hall, 116 . . . . .     | 5242      |
| Dr. Timothy Mainland . . . . .<br>Professor of Music   | Fine Arts, M-109 . . . . .    | 5350      |
| Dr. Ameryl Malkovich. . . . .<br>Assistant Professor of English                                      | Marsh Hall, 313 . . . . .     | 5143      |
| Dr. Carol (Kaz) Manzione. . . . .<br>Professor of History  | Woodrum House . . . . .       | 5262      |
| Dr. Joseph Manzione. . . . .<br>Professor of History   | Marsh Hall, 211 . . . . .     | 5254      |
| Dr. Joseph Manzo . . . . .<br>Professor of Geography   | Marsh Hall, 125A. . . . .     | 5208      |
| Dr. David Matchen. . . . .<br>Associate Professor in Geology   | Science Building, 401B. . .   | 5315      |
| Ms. Cheryl Mays . . . . .<br>Instructor in English   | Marsh Hall, 329 . . . . .     | 6042      |
| Ms. Tracy McCallister . . . . .<br>Head Athletic Trainer<br>Assistant Professor of Athletic Training | Carter Center. . . . .        | 5954      |
| Dr. Christopher McClain . . . . .<br>Instructor of Mathematics                                       | Science Building, 100F . . .  | 5298      |
| Dr. Thomas McKenna . . . . .<br>Associate Professor of Philosophy & History                          | Marsh Hall, 117 . . . . .     | 5280      |
| Dr. Tonya McKinley . . . . .<br>Professor of Biology   | Science Building, S-201B .    | 5219      |
| Dr. Wesley Meeteer. . . . .<br>Assistant Professor of Human Performance                              | Carter Center, 301J. . . . .  | 5983      |
| Mr. Michael Miller . . . . .<br>Asst. Professor/Health & Physical Education                          | Carter Center, 301J. . . . .  | 6299      |

| <b>NAME, TITLE</b>  | <b>OFFICE</b>                | <b>EXT.</b> |
|---|------------------------------|-------------|
| Dr. Terry Mullins . . . . .<br>Associate Professor of Education   | Marsh Hall, A-104E . . . . . | 5381        |
| Dr. Willam Ofsa . . . . .<br>Professor of English   | Marsh Hall, 312 . . . . .    | 5123        |
| Dr. Delilah F. O'Haynes . . . . .<br>Professor of English   | Marsh Hall, 315 . . . . .    | 5261        |
| Ms. Rosalie S. Peck . . . . .<br>Instructor of English/Journalism   | Marsh Hall, 314 . . . . .    | 5281        |
| Dr. Joan Pendergast . . . . .<br>Assistant Professor of Social Work   | Marsh Hall, 229 . . . . .    | 5289        |
| Dr. Mohan Pokharel . . . . .<br>Assistant Professor of Management   | RTC, 225 . . . . .           | 5247        |
| Dr. Roy Ramthun . . . . .<br>Professor of Recreation & Tourism Management<br>Program Director Recreation & Tourism Management   | Marsh Hall, 119 . . . . .    | 5263        |
| Dr. Lauri Reidmiller . . . . .<br>Assistant Professor of Art  | Fine Arts, 203-D . . . . .   | 5206        |
| Ms. Anita Reynolds . . . . .<br>Associate Professor of Education  | Marsh Hall, 129 . . . . .    | 5292        |
| Dr. Gabriel Rieger . . . . .<br>Assistant Professor of English  | Marsh Hall, 317 . . . . .    | 5251        |
| Dr. Susan B. Robinett . . . . .<br>Associate Professor of Business<br>Chair, Division of Business                               | Rahall Center, 216 . . . . . | 5321        |
| Dr. Jennifer Robinette . . . . .<br>Assistant Professor of Communication and Public Relations<br>Director of Satellite Programs | Fine Arts M102 . . . . .     | 5302        |
| Dr. Elizabeth Roth . . . . .<br>Assistant Professor of English  | Marsh Hall, 314 . . . . .    | 5229        |
| Dr. Stephen Rowe . . . . .<br>Library Director<br>Professor of English  | Library, 119 . . . . .       | 5366        |
| Dr. John Saladyga . . . . .<br>Assistant Professor of Geography   | Marsh Hall, 125B . . . . .   | 6040        |
| Ms. Santina St. John . . . . .<br>Associate Professor of Education  | Marsh Hall-128 . . . . .     | 5209        |
| Mr. Kyle Schneider . . . . .<br>Instructor Athletic Training/Athletic Trainer   | Carter Center. . . . .       | 6264        |
| Mr. Jack D. Sheffler . . . . .<br>Professor of Art<br>Chair, Division of Fine Arts  | Fine Arts, 203 . . . . .     | 5203        |
| Mr. Tom Shelton . . . . .<br>Instructor of Accounting   | Rahall Center, 228 . . . . . | 5296        |
| Dr. Shimantini Shome . . . . .<br>Assistant Professor of Geography  | Marsh Hall, 122 . . . . .    | 6025        |

| NAME, TITLE  | OFFICE                             | EXT. |
|--|------------------------------------|------|
| Dr. Jane W. Smith . . . . .                                  | Fine Arts, M-106 . . . . .         | 5296 |
| Professor of Music   |                                    |      |
| Dr. John David Smith. . . . .                                | Marsh Hall, 240 . . . . .          | 5241 |
| Professor of Social Work, Legal Studies, and Pre-law         |                                    |      |
| Ms. Lethea Smith . . . . .                                   | Marsh Hall, 127 . . . . .          | 5300 |
| Assistant Professor of Education                             |                                    |      |
| Mr. Alan Smothers. . . . .                                   | Science Building, 100E . . . . .   | 5154 |
| Associate Professor of Computer Sciences                     |                                    |      |
| Dr. George W. Towers . . . . .                               | Marsh Hall, 125B. . . . .          | 6040 |
| Professor of Geography, Assoc. Academic Dean                 |                                    |      |
| Dr. Betsy Tretola . . . . .                                  | Rahall Center, 218. . . . .        | 5396 |
| Assoc. Prof. Marketing                                       |                                    |      |
| Dr. Cheryl Trull-Barnes . . . . .                            | Marsh Hall, 13. . . . .            | 5148 |
| Professor of Education, Interim Director of Graduate Studies |                                    |      |
| Dr. James White . . . . .                                    | Marsh Hall, 214 . . . . .          | 6061 |
| Professor of Political Science                               |                                    |      |
| Dr. Sarah Whittaker . . . . .                                | Marsh Hall, 212 . . . . .          | 5228 |
| Professor of Social Work                                     |                                    |      |
| Program Director of Social Work                              |                                    |      |
| Dr. Cory Williams . . . . .                                  | Fine Arts, M-02 . . . . .          | 6041 |
| Associate Professor Communication Arts                       |                                    |      |
| Dr. Susan Martin-Williams. . . . .                           | Marsh Hall, 121 . . . . .          | 6026 |
| Associate Professor of Recreation & Tourism Management       |                                    |      |
| Dr. William Williams . . . . .                               | Marsh Hall, A-101A. . . . .        | 6222 |
| Associate Professor of Education                             |                                    |      |
| Dr. William R. Winfrey. . . . .                              | Science Building, S-100C. . . . .  | 5217 |
| Professor of Mathematics, Chair, Mathematics Dept.           |                                    |      |
| Dr. Darla J. Wise . . . . .                                  | Science Building, S-201A . . . . . | 5283 |
| Professor of Biology   |                                    |      |
| Mr. Andrey Zagorchev. . . . .                                | Rahall Center, 202. . . . .        | 5998 |
| Assistant Professor of Finance                               |                                    |      |
| Ms. Laura Zamzow . . . . .                                   | Fine Arts, M115. . . . .           | 6090 |
| Assistant Professor of Music                                 |                                    |      |
| Director of Band   |                                    |      |



## 2012-2013 ACADEMIC PLANNING CALENDAR

|                   |  |
|-------------------|--|
| August 21, Tue.   | Registration and payment of fees 8:30 a.m.   |
| August 20, Wed.   | Freshman Univ. 100 class begins (Athens campus only) 11:00 a.m.  |
| August 22, Wed.   | Classes begin  |
| August 22, Wed.   | Late registration fee starts for on-campus courses   |
| August 28, Tues.  | Last day to drop a course without receiving a grade of "W"   |
| Sept. 3, Mon.     | Holiday - Labor Day  |
| Sept. 5, Wed.     | Last day to pay fees   |
| Sept. 7, Fri.     | Last day for registration or adding classes 4 p.m.   |
| Sept. 14, Fri.    | Last day to apply for Spring 2013 Student Teaching 4 p.m.  |
| Sept. 17, Mon.    | Graduation Fair Fall 2012  |
| Sept. 28, Fri.    | Last day to make application for December graduation 4 p.m.  |
| Oct. 6, Sat.      | HOMECOMING 2 p.m. Kickoff  |
| Oct. 10, Wed.     | Mid-semester reports of unsatisfactory grades submitted by faculty   |
| Oct. 11-12 (Th-F) | Fall Break   |
| Oct. 29-Nov. 9    | Advising for course selection for Spring 2013 semester   |
| Nov. 2, Fri.      | Last day for dropping a course with grade of "W" or changing course status to audit 4 p.m.                         |
| Nov. 5-15         | Course selection for Spring 2013 semester (for students presently enrolled)  |
| Nov 19-23 (M-F)   | Thanksgiving Recess  |
| Dec 3, Mon.       | Last day to withdraw from the University   |
| Dec 7, Fri.       | Last Class Day   |
| Dec. 10-14, (M-F) | Final Exams  |
| Dec. 15, Sat.     | Fall Commencement 11:00 a.m.   |
| Dec. 21, Fri.     | Last day for refunding room reservation fee for students who will not be resident students for the spring semester |
| Jan. 21, Mon.     | Holiday - Martin Luther King Jr. Day   |
| Jan. 22, Tues.    | Registration and payment of fees 8:30 a.m.   |
| Jan. 23, Wed.     | Classes begin  |
| Jan. 24, Thur.    | Late registration fee begins for on-campus courses   |
| Feb. 6, Wed.      | Last day to pay fees   |
| Feb. 8, Fri.      | Last day for registration or adding classes 4 p.m.   |
| Feb. 15, Fri.     | Last day to apply for Fall 2013 Student Teaching 4 p.m.  |
| Feb. 28, Thur.    | Last day for making application for May graduation 4 p.m.  |
| March 8, Fri.     | Mid-semester reports of unsatisfactory grades submitted by faculty   |
| Mar. 11-15, (M-F) | Spring Recess  |
| Mar. 18-April 5   | Advising for course selection for Summer and Fall 2013   |
| Mar. 26-April 5   | Course selection for Summer and Fall 2013  |
| Mar. 29, Fri.     | Last day for dropping a course with grade of "W" or changing course status from credit to audit 4 p.m.             |
| May 3, Fri.       | Last day to withdraw from the University   |
| May 10, Fri.      | Last class day   |
| May 13-17, (M-F)  | Final exams  |
| May 14, Sat.      | Spring Commencement 10:00 a.m. and 2:00 p.m.   |
| May 20, Mon.      | Classes begin for Summer Intersession Session  |
| May 27, Mon.      | Memorial Day Holiday - no classes  |
| June 1, Sat.      | Final Exams  |
| June 3, Mon.      | Classes begin, First Summer Session  |
| Jul. 3, Wed.      | Final exams, First Summer Session  |
| Jul. 8, Mon.      | Classes begin Second Summer Session  |
| Aug. 2, Fri.      | Final exams, Second Summer Session.  |

|             | S  | M  | T  | W  | T  | F  | S  |
|-------------|----|----|----|----|----|----|----|
| J<br>A<br>N | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
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| F<br>E<br>B |    |    |    | 1  | 2  | 3  | 4  |
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| M<br>A<br>R |    |    |    |    | 1  | 2  | 3  |
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| A<br>P<br>R | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
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| M<br>A<br>Y |    |    | 1  | 2  | 3  | 4  | 5  |
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| J<br>U<br>N |    |    |    |    | 1  | 2  |    |
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|    |    |    | 1  | 2  | 3  | 4  | A<br>U<br>G |
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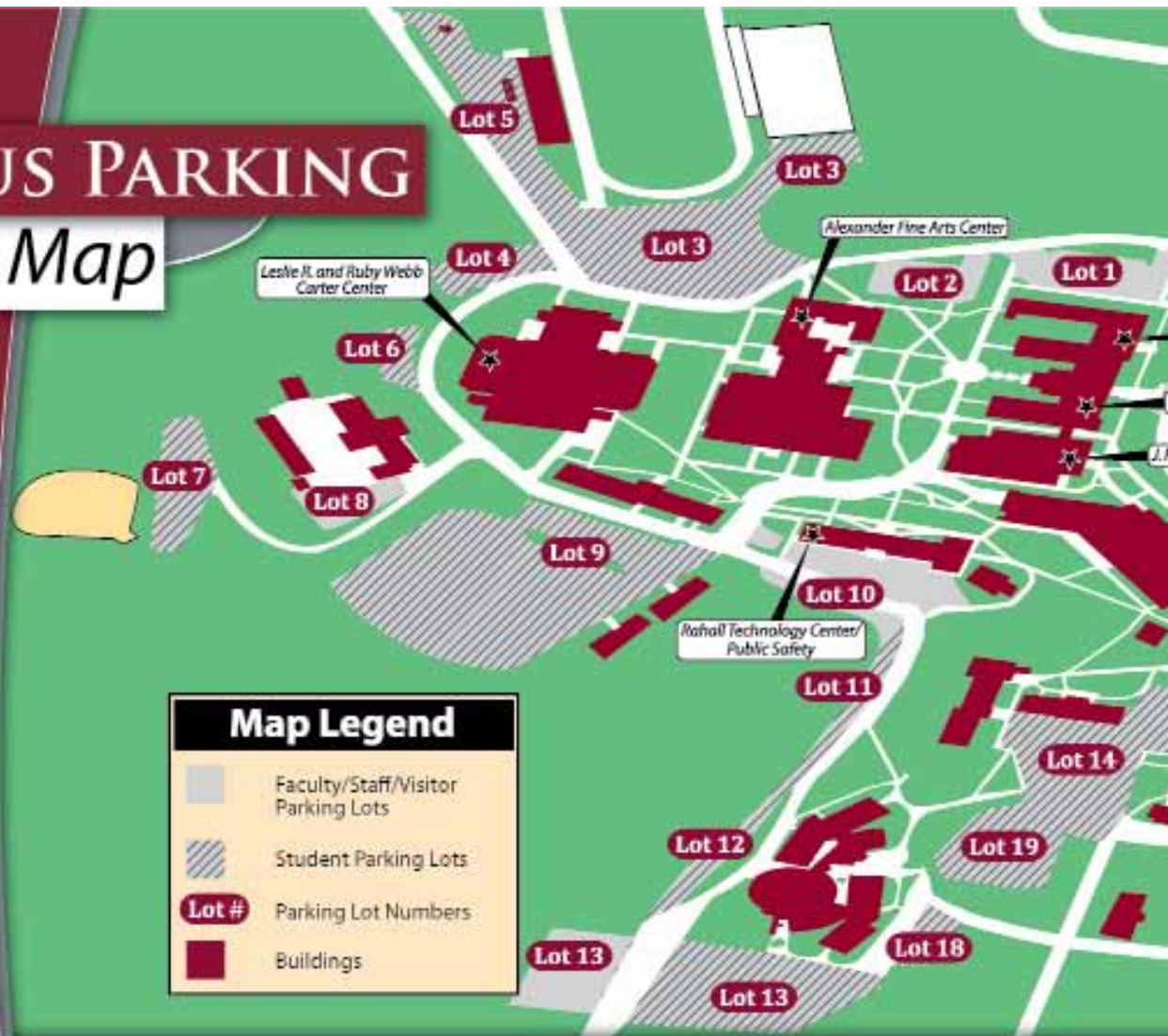
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| JAN |    |    |    |    | 1  | 2  | 3  | 4 |    |    |    | 1  | 2  | 3  | 4  | 5 | JUL |
|     | 5  | 6  | 7  | 8  | 9  | 10 | 11 |   | 6  | 7  | 8  | 9  | 10 | 11 | 12 |   |     |
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|     | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   | 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |     |
|     | 23 | 24 | 25 | 26 | 27 | 28 |    |   | 24 | 25 | 26 | 27 | 28 | 29 | 30 |   |     |
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| MAR |    |    |    |    |    |    | 1  |   |    | 1  | 2  | 3  | 4  | 5  | 6  |   | SEP |
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|     | 9  | 10 | 11 | 12 | 13 | 14 | 15 |   | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |     |
|     | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   | 21 | 22 | 23 | 24 | 25 | 26 | 27 |   |     |
|     | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   | 28 | 29 | 30 |    |    |    |    |   |     |
|     | 30 | 31 |    |    |    |    |    |   |    |    |    |    |    |    |    |   |     |
| APR |    |    |    | 1  | 2  | 3  | 4  | 5 |    |    |    |    | 1  | 2  | 3  | 4 | OCT |
|     | 6  | 7  | 8  | 9  | 10 | 11 | 12 |   | 5  | 6  | 7  | 8  | 9  | 10 | 11 |   |     |
|     | 13 | 14 | 15 | 16 | 17 | 18 | 19 |   | 12 | 13 | 14 | 15 | 16 | 17 | 18 |   |     |
|     | 20 | 21 | 22 | 23 | 24 | 25 | 26 |   | 19 | 20 | 21 | 22 | 23 | 24 | 25 |   |     |
|     | 27 | 28 | 29 | 30 |    |    |    |   | 26 | 27 | 28 | 29 | 30 | 31 |    |   |     |
| MAY |    |    |    |    | 1  | 2  | 3  |   |    |    |    |    |    |    | 1  |   | NOV |
|     | 4  | 5  | 6  | 7  | 8  | 9  | 10 |   | 2  | 3  | 4  | 5  | 6  | 7  | 8  |   |     |
|     | 11 | 12 | 13 | 14 | 15 | 16 | 17 |   | 9  | 10 | 11 | 12 | 13 | 14 | 15 |   |     |
|     | 18 | 19 | 20 | 21 | 22 | 23 | 24 |   | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   |     |
|     | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |     |
|     |    |    |    |    |    |    |    |   | 30 |    |    |    |    |    |    |   |     |
| JUN | 1  | 2  | 3  | 4  | 5  | 6  | 7  |   |    | 1  | 2  | 3  | 4  | 5  | 6  |   | DEC |
|     | 8  | 9  | 10 | 11 | 12 | 13 | 14 |   | 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |     |
|     | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |     |
|     | 22 | 23 | 24 | 25 | 26 | 27 | 28 |   | 21 | 22 | 23 | 24 | 25 | 26 | 27 |   |     |
|     | 29 | 30 |    |    |    |    |    |   | 28 | 29 | 30 | 31 |    |    |    |   |     |

|   | S  | M  | T  | W  | T  | F  | S  |  | S  | M  | T  | W  | T  | F  | S  |   |
|---|----|----|----|----|----|----|----|--|----|----|----|----|----|----|----|---|
| J |    |    |    |    | 1  | 2  | 3  |  |    |    |    | 1  | 2  | 3  | 4  | J |
| A | 4  | 5  | 6  | 7  | 8  | 9  | 10 |  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | U |
| N | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 | L |
|   | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |   |
|   | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | 26 | 27 | 28 | 29 | 30 | 31 |    |   |
| F | 1  | 2  | 3  | 4  | 5  | 6  | 7  |  |    |    |    |    |    |    | 1  | A |
| E | 8  | 9  | 10 | 11 | 12 | 13 | 14 |  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | U |
| B | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | G |
|   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |   |
|   |    |    |    |    |    |    |    |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |   |
|   |    |    |    |    |    |    |    |  | 30 | 31 |    |    |    |    |    |   |
| M | 1  | 2  | 3  | 4  | 5  | 6  | 7  |  |    |    | 1  | 2  | 3  | 4  | 5  | S |
| A | 8  | 9  | 10 | 11 | 12 | 13 | 14 |  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | E |
| R | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  | 13 | 14 | 15 | 16 | 17 | 18 | 19 | P |
|   | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 20 | 21 | 22 | 23 | 24 | 25 | 26 |   |
|   | 29 | 30 | 31 |    |    |    |    |  | 27 | 28 | 29 | 30 |    |    |    |   |
| A |    |    |    | 1  | 2  | 3  | 4  |  |    |    |    |    | 1  | 2  | 3  | O |
| P | 5  | 6  | 7  | 8  | 9  | 10 | 11 |  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | C |
| R | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 | T |
|   | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |   |
|   | 26 | 27 | 28 | 29 | 30 |    |    |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 |   |
| M |    |    |    |    | 1  | 2  |    |  |    |    |    |    |    |    |    | N |
| A | 3  | 4  | 5  | 6  | 7  | 8  | 9  |  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | O |
| Y | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | V |
|   | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |   |
|   | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |   |
|   | 31 |    |    |    |    |    |    |  | 29 | 30 |    |    |    |    |    |   |
| J |    | 1  | 2  | 3  | 4  | 5  | 6  |  |    |    | 1  | 2  | 3  | 4  | 5  | D |
| U | 7  | 8  | 9  | 10 | 11 | 12 | 13 |  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | E |
| N | 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 13 | 14 | 15 | 16 | 17 | 18 | 19 | C |
|   | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 20 | 21 | 22 | 23 | 24 | 25 | 26 |   |
|   | 28 | 29 | 30 |    |    |    |    |  | 27 | 28 | 29 | 30 | 31 |    |    |   |

# CAMPUS PARKING

## Map







# CONCORD UNIVERSITY

## BUILDINGS AND GROUNDS

- 1) Observatory
- 2) Callaghan Stadium (football)
- 3) Tennis Courts
- 4) Women's Softball Field
- 5) ALEF House II
- 6) Anderson Field (baseball, soccer)
- 7) Maintenance
- 8) Leslie R. and Ruby Webb Carter Center
- 9) Wooddell Residence Hall
- 10) Alexander Fine Arts Center
- 11) Gazebo
- 12) Science Hall
- 13) Marsh Hall (administration)
- 14) J. Frank Marsh Library
- 15) Nick Rahall Technology Center
- 16) Jerry L. Beasley Student Center
- 17) Valley Pavilion
- 18) Wilson Residence Hall
- 19) Sarvay Residence Hall
- 20) College Courts
- 21) Twin Towers Residence Halls (Fitness Center)
- 22) Child Care Center
- 23) ALEF House I
- 24) Mill Street Residence Hall
- 25) Athens Family Practice
- 26) Bonner House
- 27) Guest House
- 28) President's Home
- 29) Grant House
- 30) Marsh House
- 31) University Point

