A photograph of two young women sitting at a wooden desk in a classroom or library. The woman on the left is wearing a brown cardigan and has a laptop with several stickers on its lid, including one that says 'TEACHING IS MY JAM'. The woman on the right is wearing a blue t-shirt and is smiling while looking at the first woman. There are books and papers on the desk. The background is slightly blurred, showing what appears to be a bookshelf.

STUDENT HANDBOOK

2020 to 2022

CONCORD UNIVERSITY

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PRESIDENT'S MESSAGE

To Concord University Students:

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

Included within this handbook is information about our services, guidelines, and policies; 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,

Kendra Boggess

Dr. Kendra Boggess

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

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 PURPOSE OF CONCORD UNIVERSITY

Concord exists to improve the quality of life of the people and communities we serve.

THE VISION OF CONCORD UNIVERSITY

Concord, the university that transforms and enriches lives throughout Central Appalachia and beyond.

Concord University will expand its capacity to provide transformative educational experiences that empower students and alumni to enrich their lives and communities. Concord will increase its impact on the region and the world through the leadership and service of our informed and civic-minded students, alumni, faculty, and staff.

THE MISSION OF CONCORD UNIVERSITY

The mission of Concord University is to improve the lives of our students and communities, through innovative teaching and learning, intellectual and creative activities, and community service and civic engagement.

Concord University provides accessible, affordable, high-quality, and student-centered teaching and learning opportunities strengthened by integrated support services and co-curricular programs.

Concord's rigorous, market-driven programming provides current professional knowledge and essential communication, numerical, and critical thinking and reasoning skills, necessary for life-long success in a dynamic and culturally diverse world.

Concord's mission immerses people in intellectual inquiry to expand knowledge, encourages and supports creative activities and the arts, and contributes to community engagement and economic development to enhance the quality of life in the region and beyond.

Concord's mission will achieve our vision to transform lives, enrich our communities, and prepare leaders for service regionally, nationally and internationally.

ASSESSMENT: ASSESSMENT OF STUDENT LEARNING

The Concord University faculty has developed programs to assess the academic achievement of the University's students. The assessment program is linked to the University's mission and educational goals. Assessment at Concord has two important roles: institutional quality and accountability. To analyze and improve the quality of Concord's education programs, the University uses various measures to assess student attainment. These assessment measures are used in the continuing evaluation of curricular and instructional decisions that are aimed at improving student learning outcomes. An integral part of the program is the assessment of student learning in the major and general education programs. However, Concord strives to involve all educational support areas in the assessment process. All programs assess the learning environment and what changes might be made to maximize the learning experience. Assessment of student learning is ultimately the systematic collection, analysis, and use of information to improve student learning outcomes.

EDUCATIONAL GOALS

Concord University Goals Preamble

Concord University strives to ensure that students come away from their experience with knowledge and skills that will enable them to fulfill their personal and professional aspirations and awareness in respect to their chosen discipline. The learning goals and outcomes are derived from national research and best practices surrounding liberal arts education and Concord University's mission. The goals are a shared vision of what is expected of all Concord graduates. The educational programs of Concord University are designed to foster knowledge/mastery of content, critical thinking, communication, and personal, civic, cultural, and global competence.

General education, the core of all undergraduate curricula, is an essential element in an educational process designed around student learning expectations. Continuous improvement of courses, curricula, and programs is essential for institutions to ensure the improvement and sustainability of student learning and effective instruction. Assessment of general education is not only necessary to satisfy accrediting bodies and stakeholders, but to provide evidence to answer our own question – Did students learn what we wanted them to learn? (Assessing General Education Programs, Allen, 2006)

University Goals and Learning Outcomes

1. Knowledge/Mastery of Content

Students will demonstrate a depth of knowledge and apply the methods of inquiry in a discipline of their choosing, and they will demonstrate a breadth of knowledge across varied disciplines.

2. Critical Thinking

Student will demonstrate the ability to access, analyze, and interpret information, respond and adapt to changing situations, make complex decisions, solve problems, and evaluate actions.

3. Communication

Students will demonstrate the ability to communicate clearly and effectively.

4. Personal, Civic, Cultural, and Global Competence

Students will demonstrate awareness and understanding of the skills necessary to live and work in a diverse world.

A Statement on the Philosophy of Assessment and Our University Goals

Concord's mission is clear: to improve the lives of our students and communities, through innovative teaching and learning, intellectual and creative activities, and community service and civic engagement. Our university goals are the principal means to assess the effectiveness of our efforts to accomplish that mission. They provide a measurable, manageable, and efficient means of assessment. They render us accountable to our students, faculty, administrators, and as a public university, the wider community. They provide a comprehensive definition of the parameters of our mission. Finally, they are inclusive, applicable to all of Concord's academic programs, co-curricular and other activities (T.J. McKenna, 2018).

STUDENT PARTICIPATION IN ASSESSMENT

Active student engagement in assessment of learning is imperative to an effective, systematic approach to continuous improvement efforts of general education and programs. While most assessment activities are embedded assignments in courses and/or programs, students are also expected to voluntarily participate in other indirect measures of assessment, especially in completing surveys for the university's assessment activities. As freshman and seniors, students are expected to complete incoming and exit surveys regarding attitudes toward and development of the University's learning goals and University experiences. Periodically, the university may engage in a nationally normed or university-specific survey and request students to participate and complete.

As students, it is your responsibility and privilege to share with us your experiences at Concord University. We appreciate your cooperation with our assessment efforts!

THE 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.

Attending 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 and donors. In its responsibility for

this investment, the University has an obligation to maintain itself as a recognized institution of higher education, offering programs of high quality and awarding degrees that are respected both in and out of the state, as well as globally.

In accepting admission to Concord University, the student must realize that they are 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 within it an obligation to observe the regulations, practices, and goals of the University.

State Legislation establishes some of the University regulations in policies of the West Virginia Higher Education 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 rest the obligation to read, know, and observe the regulations of the University contained in the most current issue of the Concord University Academic Catalog, and this Handbook.

BRIEF HISTORY OF CONCORD UNIVERSITY

Concord University was established on February 28, 1872, by an Act of 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/ average low temperature: 22.1°F
Average July high temperature: 81.6°F/ average low temperature: 58.7°F
Average annual precipitation: 38.18 inches
Average annual snowfall: 33.8 inches

CONCORD UNIVERSITY BECKLEY HIGHER EDUCATION CENTER (ERMA BYRD HIGHER EDUCATION CENTER)

Concord University opened in Beckley over 40 years ago in commitment to offering access to higher education across the region. Today, Concord University joins a consortium of colleges and universities to deliver classes at the Erma Byrd Higher Education Center. The availability of off-campus day and evening classes provides commuter students flexibility in scheduling along with reduced travel and maximum choice.

Concord University Beckley Campus
Erma Byrd Higher Education Center
300 University Drive / Beaver, WV 25813
Phone: 304-384-5614
Fax: 304-256-0276
Email: beckley@concord.edu

TRADITIONS

Many traditions have developed over the years. Some of the currently observed traditions are:

- Service to community and campus
- Friendliness! Smile and say, "Hi!" to your fellow Mountain Lions and guests when you pass on the sidewalk, in hallways, and residence halls!
- Civility
- Freshmen tree planting
- Freshmen Convocation
- Homecoming parade and bonfire, week-long activities & celebration
- Alumni Banquets & Fundraisers
- Concord Color Fridays (Wear your Concord colors and apparel to show your CU spirit!)
- Founders Day Celebration
- Undergraduate Research Day
- Graduation Fairs
- Alumni gown steaming (for graduating students)
- Roth Scholarship 5K Walk/Run
- Athens Concord Town Social
- Late Night Finals Breakfast
- Earth Day Celebration
- Greek Week
- Spring Fling
- International Banquet
- Veteran-friendly
- Scholarship support by alumni and community for students (CU Foundation support)

THE CU CHOOSES CIVILITY PROJECT

Several years ago, Concord University initiated the *CU Chooses Civility Project* as a theme that continues each year. The CU Civility project asserts that:

A TRUE MOUNTAIN LION...

- Makes a Difference
- Stands Up for Others
- Is Open-Minded
- Listens
- Helps Those in Need
- Apologizes
- Respects Others and Their Beliefs
- Is a Good Friend
- Embraces Differences

“In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing.” Theodore Roosevelt

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

The Concord University Affirmative Action / Equal Employment Opportunity Officer actively monitors university practices and procedures for educational and employment opportunities. The university has Affirmative Action Plans for Women and Minorities, Protected Veterans, and Individuals with Disabilities and seeks to actively and intentionally comply with Federal and State Regulations regarding equal employment and education. The Director of Human Resources is the Affirmative Action / Equal Employment Officer and is located in Room 332 in Marsh Hall.

As an Equal Opportunity/Affirmative Action employer, Concord University affords all prospective and current members of the student body, faculty, and staff equal opportunity based on individual qualifications and merit without regard to race, color, religion, age, national or ethnic origin, sexual orientation, gender or gender identity, or disability as identified and defined by regulations and law. The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on these bases.

The University’s Board of Governors has adopted an Affirmative Action/Equal Opportunity Policy to affirm the University’s expectation for equal employment opportunity. The policy, Board of Governors’ Policy No. 47, can be found at <https://www.concord.edu/About/Administration/Board-of-Governors/BOG-Policies.aspx>.

The University complies with Federal Executive Order 11246 as amended, Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Sections 503 and 504 of the Rehabilitation Act of 1973, and other applicable laws and regulations. For complaints or concerns relating to Title IX, please see the Concord University Student Handbook for policies and protocols, or request copies from the Office of Student Affairs.

Section I. NON-DISCRIMINATION

Concord University is committed to fostering a learning environment that values the development of human potential, cultural and ethnic diversity, inclusion, justice, and employment. Students are considered for admission, employment, and access to programs based on individual merit. Concord University (CU) strives to promote equitable and fair treatment in every aspect of campus life for all persons, regardless of race, ethnicity, religion, gender (including pregnancy), sexual orientation, gender identity, national origin, age, marital status, veteran or military status, disability, or genetic information. This non-discrimination statement also applies to all educational programs including other related activities covered

under Title IX which prohibits gender discrimination in higher education. Students may contact the Title Coordinator 304-384-5289, the Vice President of Student Affairs and Dean of Students at 304-384-6035, their Academic Advisor, Resident Director, or the Counseling Center at 304-384-5290 if they have concerns or complaints regarding possible discrimination

Section II. CONCORD UNIVERSITY TITLE IX

2.1 U.S. Code, Title IX of the Higher Education Act (Amendments of 1972)

No person in the United States shall, on the basis of sex (gender), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

2.1 Gender Discrimination, Sexual Misconduct, and Harassment Complaints

Title IX of the Education Amendments and Concord University Policy prohibits discrimination in services or benefits offered by the University based upon gender.

Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Concord University will not and does not tolerate sexual harassment or sexual assault. 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.

The following are examples of types of conduct that may constitute sexual harassment and/or sexual assault:

- Inappropriate touching, patting or pinching
- Physical assault or coerced sexual activity
- Non-consensual sexual contact
- Demands or subtle pressure for sexual favors
- Obscene phone calls, texts, email, other social media, or gestures
- Bullying
- Stalking

Any person (student, faculty, staff, or guest) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible violations of Title IX with the Title Coordinator.

Section III. STUDENT 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.

3.1 Internal University Complaint Process

Title IX complaints should be addressed to Dr. Joan Pendergast, Title IX Coordinator, P.O. Box 1000, Concord University, Athens, West Virginia 24712-1000 (304-384-5289), who has the designated administrative responsibility for Title IX compliance efforts.

1. A complaint should be filed in writing, electronically (email or online complaint form) or verbally; contain the name, address and contact information of the person filing it; and briefly describe the alleged violation of the regulations. (See Concord University Board of Governors Policy No. 37 Section 7.3 regarding the filing of complaints.)
2. A complaint should be filed promptly, although there is no time limitation on the filing of reports, as long as the accused individual remains subject to Concord's jurisdiction.
3. The respondent (accused) will receive notification, in writing, of the charges including the level of policy elements which will be included in the investigation and will be apprised that no retaliation may occur.
4. The University may initiate measures to ensure the safety of the complainant and the campus community. If the respondent is removed from campus due to safety concerns, this decision may be appealed.
5. The respondent may file a written response to the complaint within five business days, whenever possible.
6. The respondent and the complainant will have the opportunity to meet separately with the Title IX Coordinator or designee to review the policy and procedure.
7. If criminal activity is involved, the Office of Public Safety will be notified.
8. Both the complainant and the respondent have the right to be accompanied by an advocate in all proceedings.
9. Both the complainant and the respondent have the right to submit evidence, including written materials. The burden of proof rests with the University, not the parties involved.
10. An investigation, as may be appropriate, will follow a complaint filing. The investigation will be conducted by individuals designated by the Title IX Coordinator or their designee(s). These investigators will gather any pertinent documentation materials and may interview the complainant, respondent, and any witnesses.
11. To the extent possible, confidentiality will be maintained. The respondent will be apprised to maintain confidentiality and the complainant will be encouraged to do so. However, some level of disclosure by the University and investigator(s) may be necessary to ensure a complete and fair investigation.
12. A written determination as to the findings and conclusions will be issued by the investigator(s). Both the complainant and respondent will be notified of the outcome of the resolution ideally within 15 working days of the investigators' report. The complainant and accused will be notified of any further action, and any University imposed sanctions, including referral to a University Hearing Board.
13. An appeal is required of any decision made.
14. Any acts of retaliation are strictly prohibited and may result in separate charges.
15. Upon filing of complaint, both parties will be provided supportive measures, including, but not limited to counseling.

3.1 External Complaint Process

The U.S. Department of Education's 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. Information on how to file a discrimination complaint with the [OCR](#) may be found online via <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

The U.S. Office for Civil Rights Regional Office in Philadelphia, PA can be reached by phone at 215-656-8541 (Voice) or 800-877-8339 (TDD); the OCR National Headquarters can be reached at 800-421-3481 (Voice) or 800-877-8339 (TDD). OCR's policies, procedures, and contact information may change over time, so please visit the website for the most current information.

STUDENT SERVICES

2020 to 2022

CONCORD UNIVERSITY

STUDENT SERVICES

Center for Academic and Career Development

Student Center, Suite 1

Telephone: (304) 384-6074 (academic), (304) 384-6292 (career)

<https://www.concord.edu/Student-Life/CACD.aspx>

cacd@concord.edu

careerservices@concord.edu

The Center for Academic and Career Development (CACD) is a “one-stop-shop” to help students succeed at Concord University. We are committed to assisting students throughout their time at Concord and with making the transition from academic pursuits to a successful career path. The CACD works in conjunction with many departments and offices at Concord, including the Office of Financial Aid, Business Office, Registrar’s Office, Counseling Center, Office of Disability Services, Student Support Services, Drop-in Tutoring, Housing and Residence Life, academic colleges and faculty, as well as community organizations. The CACD assists students with everything from choosing a major, registering for classes, locating a tutor, strengthening study skills, formulating a career plan, preparing professional documents, finding an on-campus job (Federal Work-Study or CU Connect), and connecting with internship opportunities, to helping with individual concerns. The Center for Academic and Career Development is open from 8 a.m. to 4 p.m., Monday through Friday. Additional appointments may be made by emailing cacd@concord.edu or careerservices@concord.edu. Students who attend classes at the Erma Byrd Center are also encouraged to contact us – we can provide services virtually or in-person on an as-needed basis.

ATHLETIC DEPARTMENT

Leslie R. and Ruby Webb Carter Center – MAIN

FLOOR Telephone: 304-384-5347

<http://www.cumountainlions.com/>

aproffitt@concord.edu

The Carter Center is a multi-use facility that serves as home to the Concord University Athletic Department, Concord University Sports Medicine, and the Department of Health, Physical Education, and Athletic Training. The main floor contains two gymnasiums, a dance studio, and departmental offices. The lobby features the Concord Athletic Department Hall of Fame. The fourth floor, accessible by exterior stairways or elevator (elevator is not handicap accessible in all cases, driving wheel-chairs do not fit in the elevator), features state of the art “Smart” classrooms and one office suite. The second floor is comprised of team locker rooms, training room, athletic training lab, laundry room, faculty locker room, varsity weight room, Student Athletic Clinic, and the Mountain Lion Room. Contact the athletic office for the Carter Center use policy.

Concord University sponsors 18 NCAA Division II Championship sports and cheerleading that include: Baseball, Men’s Basketball, Women’s Basketball, Softball, Volleyball, Football, Cheerleading, 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, and Women's Outdoor Track. Individuals interested in participating on a varsity team are advised to contact the Head Coach for try-out dates. Home athletic contest admission is free to all Concord University students, faculty and staff who present a valid university ID

Anderson Field

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

Callaghan Stadium-June O. Scott Field

Within the confines of this multi-use 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

<https://www.concord.edu/Financial-Aid/Scholarships/Bonner-Scholars-Program.aspx>
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 service 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 successful academically, will be at Concord University for a minimum for two more years, and have 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

bonner@concord.edu

Created through 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.

ALL students who have an interest in community service are welcome to explore opportunities available to them through the Center.

CHANGE

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

Wilson Residence Hall: Main Desk Ext. 5136
North Tower Residential Hall: Lobby Ext. 5132

There is a \$5.00 limit on change provided in the residence halls.

PLEASE NOTE: Coin change may also be obtained at First Community Bank located in Athens.

CHILD DEVELOPMENT CENTER (CDC)

South Tower, First Floor
Telephone: 304-384-5386/6095;
Office: 304-384-6335
Hours: Monday-Friday: 7:00 a.m. to 6:00
p.m.
morris@concord.edu

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 conveniently located in South Tower on campus. Drop off parking is available. The vision for CU CDC is to provide high quality, active, learning laboratory that develops and models best practices in early childhood education to serve the children, families, faculty, staff, students, Concord University, and the surrounding communities. The CU 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 7:00 a.m. to 6:00 p.m. and accommodates 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.

Per Federal Law and U.S. Department of Agriculture policy, the Child Development Center is prohibited from discrimination based on color, race, national origin, sex, age, or disability. The CDC 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 CONCORD UNIVERSITY CAMPUS STORE

THE M.N. "MIKE PASHION" BOOKSTORE

Jerry and Jean Beasley Student Center, Lower Level, Room 101

Regular Hours:

Monday – Thursday 7:45 a.m. – 5:00 p.m.

Friday 7:45 a.m. – 4:00 p.m.

Telephone: 304-384-5314

Fax: 304-384-3096

Website: <http://www.concord.bkstr.com>

Email: concord@bkstr.com or

conners@concord.edu

The Follett Concord University Campus Store is located on the ground floor of the Jerry & Jean Beasley Student Center. Concord Students can purchase all textbooks and course materials, school supplies, and art supplies needed for courses taught at the University. Students, Alumni, and friends are welcome to purchase our wide variety of gifts, authentic clothing, residence hall supplies, health and beauty aids, snacks, and leisure reading selections.

Campus Store Textbook Options

Follett offers textbooks in a variety of formats:

- New and Used for purchase
- New and Used for Rent
- Digital

The Campus Store can special order textbooks and general reading books at no extra cost to customers.

Textbook Rental

We offer Textbook Rental on several required, recommended, and digital textbooks. Please see a store associate or the website (concord.bkstr.com) for details on our Rental program.

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 by the original receipt. 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. Textbooks purchased during the week of Finals are non-refundable. Non-textbook items may be returned within 30 days of purchase. *All returns must be accompanied by a valid ID and an original receipt.*

Refund Policy

It is the Campus 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 website (concord.bkstr.com). Alternatively, the third party may deposit the funds on to your Student ID Card.

Textbook Buyback

Follett provides textbook buyback all year long at current market prices. Buybacks may have higher value during periods when the bookstore is acquiring materials for future semesters. Textbooks must be in re-sellable condition to be considered for Buy-Back. Damaged textbooks cannot be bought back. It is the sole discretion of a Campus Store associate to determine if a textbook is not in re-sellable condition.

The Campus Store is unable to buyback instructor copies, loose-leaf texts, books that require you to write in them, and one-time-use materials.

COUNSELING CENTER

Jerry and Jean Beasley Student Center Rooms 322-325

Campus Box 28

Telephone: 302-384-5290

Hours: 8:00 AM-4:00 PM

counseling@concord.edu

[https://www.concord.edu/Student-Life/Student-Health-Wellness/Counseling-Center-\(1\).aspx](https://www.concord.edu/Student-Life/Student-Health-Wellness/Counseling-Center-(1).aspx)
counseling@concord.edu

The Concord University Counseling Center provides FREE confidential counseling services and other resources for registered students. The Counseling Center is an on-campus resource and virtual (via a secure, HIPAA/FERPA compliant platform) for CU students who voluntarily seek assistance with personal and university-related issues. The goal of the center is to provide support and stability for students as they navigate the transition from home to university life, and respond to academic and personal challenges to maintain a positive college experience and optimal mental health. The Counseling Center works with the Student and University Conduct Boards as a resource. The Counseling Center also works in conjunction with the Social Work Department to provide field experience for students enrolled in their educational programs.

The center is staffed by master's level licensed mental health professionals with extensive experience in the provision of services. Referrals to other CU support services and community agencies are made on request or if deemed necessary by the counselor(s).

Services are available by appointment, referral, and emergency walk-in basis. Due to high volume appointments are strongly encouraged and may be made by visiting the Counseling Center, or by telephone or email.

TECHNOLOGY SERVICES

Computer services are available in various locations on campus. Computer labs are located in the J. Frank Marsh Library, Marsh Administration Building, Science Building, Nick Jo 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 policies before the use of University resources and to adhere to these policies/procedures. Policies are available online at <https://www.concord.edu/About/Important-Offices-Centers/Technology-Services.aspx>.

The Student Government Association has provided student computers in the Student Center Game Room for e-mail and surfing the internet. The material cannot be saved to these computers or printed. The material can be saved using USB drives.

DINING SERVICES

Jerry and Jean Beasley Student Center, Main Floor

Telephone: 304-384-5312

<http://concord.campusdish.com/diningservices@concord.edu>

Concord University dining services are provided by [Aramark Higher Education](#) located in the Jerry and Jean Beasley Student Center. The Libby Alvis Dining Hall is conveniently located on the main floor of the Student Center and several other eateries, including Subway, Starbucks, and WingSpan, are found on the first floor. Dining Services offers three different meal plans for students. Commuter students may purchase a meal plan through the University dining services, too. "Flex Dollars" can be added to ID's to allow for purchases at on-campus retail outlets.

Residential students are required to purchase one of the three on-campus board plans through Campus Dining Services. Paid students can select their plan by visiting <https://apps.concord.edu/mealplan/> and logging in with your student username and password.

Dining services provided during Thanksgiving break, between term breaks and spring break are **not** included in the Board Plan; this will mean an additional cost if utilized. Refunds will not be made for missed meals. Only validated Concord identification cards may be used for entrance to the dining hall, at all times. Guests may purchase meals at the Dining Hall entrance desk. IDs or Board Plans 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.*

Elizabeth "Libby" Alvis Cafeteria Dining Hall Hours (Fall and Spring Terms Only)

MONDAY – FRIDAY* All listed hours are subject to change

Breakfast	7:15am - 10:30am
Lunch	10:45am – 3:30am
Dinner	
Monday - Thursday	4:00pm – 7:00pm
Friday	4:00pm – 6:00pm
SATURDAY	
Brunch	10:30am – 1:30pm
Dinner	4:00pm – 5:30pm
SUNDAY	
Brunch	10:30am – 1:30pm
Dinner	4:00pm – 7:00pm

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 – Thursday 7:30 a.m. – 10:30 p.m.
 Friday 7:30 a.m. – 1:30 p.m.
 Saturday – Sunday Closed

WING SPAN

Monday – Thursday 11:00am – 7:00 pm
 Friday 11:00am – 4:00 pm
 Saturday – Sunday Closed

ID CARDS

Temporary Student IDs are available in Room 204-Student Center Main Desk. You will receive your permanent ID card from BankMobile in the mail at the home address listed on your student account. If you receive your permanent ID card with “No Photo”, come to the Student Center Main Desk to have your picture taken and BankMobile will reissue your ID.

If you lose your ID card, you can secure a temporary card from the Student Center Office but you **MUST** apply online for a replacement card from BankMobile.

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

FOOD PANTRY

Located in the Nick Rahall Technology Center Atrium (next to the sand volleyball court), the CU Food Pantry is a free resource available 24/7 for those in need of assistance. The Concord community can either donate or utilize the following: non-perishable canned goods, college student school/office supplies, and toiletries. We simply ask that you don't take more than you need and that if possible, you donate some of the listed items to make certain we have a fully stocked pantry. The CU Food Pantry was begun in 2016, joining over 300 U.S. colleges addressing what the Agriculture Department calls "food insecurity on campus."

DISABILITY SERVICES

Jerry and Jean Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

Hours: Monday-Friday 8:00am -4:00pm

<https://www.concord.edu/Student-Life/Student-Health-Wellness/Disability-Services.aspx>

nellison@concord.edu

Concord is committed to making its programs, services, and activities accessible to students with disabilities. 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.

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 students. Services are available to all qualified students who have submitted appropriate disability documentation.

Disability Services may include:

- Laboratory assistance
- Enlarged print services
- Note-taking assistance
- Tutoring
- Reader services
- Accessible campus
- Accessible housing
- Counseling services
- Testing accommodations
- Recorded textbooks

FAX

Fax service is accessible to the campus community, including students and student organizations, at the Business Office, main floor, Marsh Administration Building, free of charge. The Business Office telephone number is 304-384-5145.

FITNESS CENTER/CONCORD TRACK

North Towers, Fitness Center

Telephone: 304-384-6275

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. Changes in regularly scheduled hours may occur and are communicated via the University email listservs. Visit the following websites to find up to date times and information.

<https://www.concord.edu/Student-Life/Student-Health-Wellness/Fitness-Center.aspx>

<https://www.concord.edu/Student-Life/Student-Health-Wellness/Concord-Track.aspx>

<https://www.facebook.com/groups/concordfitness/>

HEALTH SERVICES (STUDENT HEALTH CENTER)

Wooddell Hall, First Floor

Telephone: 304-384-6355

Monday-Thursday: 8:30am-2:30pm

Friday: 8:30am-12:00pm

<https://www.concord.edu/Student-Life/Student-Health-Wellness/studenthealth.aspx>

The Student Health Center provides basic-level medical care for acute minor illness or injury, and the following services (fees required where indicated):

- PPD tuberculin testing (fee)
- Blood pressure monitoring
- Weight monitoring
- Loan of medical equipment: crutches or wheelchairs (fee if not returned)
- West Virginia Family Planning Services
- Testing and treatment of some sexually transmitted diseases
- Community referrals for more extensive medical needs
- Sexual assault counseling and referral
- Throat cultures for strep infections
- Emergency contraception - Plan B (morning-after pill)
- Self-care center
- Pregnancy tests

All students must present:

- a current validated Concord University ID
- medical card
- current medical insurance information
- physical examinations and immunization reports before enrollment.

Accidents or serious illnesses that occur during hours when the Student Health 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.

Emergency Numbers:

911

Princeton Community Hospital: 304-487-4700

Princeton Rescue Squad (ambulance): 304-425-3914

Reproductive Health

Students 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 Administration Building, Room 206

Telephone: 304-384-6243

<https://www.concord.edu/Admissions/International.aspx>
mmurrell@concord.edu

The Office of Admissions provides visa and immigration support for incoming students as part of the admission process. For more information, please contact Marcus Murrell or visit <https://www.concord.edu/Admissions/International.aspx>.

INTERNATIONAL STUDENT SERVICES

Jerry and Jean Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

Hours: Monday- Friday 8:00am-4:00pm

<https://www.concord.edu/Student-Life/Multicultural-Affairs.aspx>
nellison@concord.edu

The International Student Services Office provides programs, services, and information to the University's international students. 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 Student Club*: Student-run organization with frequent events and trips; open to all Concord students.
- *Passport Services*: Across from the International Office is where you can apply for a passport. The Charles “Chuck” Marshall Post Office is certified through the U.S. Department of State as a Passport Acceptance Facility. Anyone wishing to apply for a passport may do so by scheduling an appointment at passports@concord.edu.

ESPORTS

Rahall, Ground Floor

Coach Austin Clay

akclay@concord.edu

<https://www.concord.edu/Student-Life/Esports.aspx>

Esports is a competitive, organized video gaming that attracts players and spectators from around the world. Concord was the first public college or university in West Virginia to offer varsity eSports to its students. “Not only will starting a varsity eSports team allow more students to compete on the collegiate level, the university hopes to use this as a springboard for future courses,” President Boggess says. Only seven colleges and universities had varsity eSports programs in July of 2016. By 2018, there were 63 institutions.

For more information, check out the Concord eSports page <https://www.concord.edu/Student-Life/Esports.aspx>

INTRAMURALS

Jerry and Jean Beasley Student Center, Room 207

Telephone: 304-384-6275

<https://www.concord.edu/Student-Life/Student-Health-Wellness/Intramural-Sports.aspx>

The mission of the Intramural Sports Program under the Department of Campus Recreation and Wellness at Concord University is to provide a wide range of individual and team activities at both a competitive and a recreational level to students, faculty, staff, and other members of the university community. Our purpose is to provide exercise, recreation, and fun to our participants in a relaxed, yet structured environment. Intramural Sports promotes teamwork and personal accomplishment, mutual respect, and integrity, competition, and recreation, as well as skill and exercise. Everyone is encouraged to play to the best of his or her abilities; however, a win-at-all-costs attitude is inappropriate and strongly discouraged. The genuine value of Intramural Sports comes from playing, not from winning. Students should read their email for notices about intramural sign-ups.

J. FRANK MARSH LIBRARY

Telephone: 304-384-5371

<http://library.concord.edu>

library@concord.edu

The Library is named in honor of a former Concord College President, Joseph Franklin Marsh, Sr., and provides research materials for students, faculty, and staff. As the largest library south of Charleston, West Virginia, the Marsh Library provides access to over 165,000 items. Built-in 1941, the Library was expanded by an addition in 1980 and provides seating for 200.

Services available include reference assistance, an on-line catalog, Interlibrary Loan, photocopying, scanning, government document access, and a computer lab with printing for Concord students. The Library webpage features access to various electronic research resources as well as links to other websites that are useful for academic research. Marsh Library is home to the University Archive, preserving and displaying historical documents, photographs, and artifacts from Concord in all of its historical entities, as well as items about the history of the community of Athens. The University Archive also houses the Wells Goodykoontz Holograph Collection with photographs and signatures of numerous 18th, 19th, and 20th-century celebrities, politicians, and heads of state.

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	12:00pm- 4:00 p.m.
Sunday	12:00 p.m.- 8:00 p.m.

Summer Hours:

Monday-Friday 8:00 a.m.- 4:00 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 need to register your ID card at the circulation desk to allow lending privileges.

Never permit other students to borrow your id card or borrow library materials using your card.

Use of ID card in the Library:

1. Students are to present an ID card each time materials are borrowed.
2. Students may not borrow materials with a faculty member's card.

3. 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.
4. 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.

COPIER & SCANNER

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 use of the copy machine for scanning is free of charge. The main desk telephone number is 5371.

MCNAIR SCHOLARS PROGRAM

Jerry and Jean Beasley Student Center, Room 111

Telephone: 304-384-5153

[https://www.concord.edu/Student-](https://www.concord.edu/Student-Life/TRiO/McNair.aspx)

[Life/TRiO/McNair.aspx](https://www.concord.edu/Student-Life/TRiO/McNair.aspx)

vlhart@concord.edu

The McNair Scholars Program is a federally funded TRIO program that prepares undergraduate students to pursue a Doctoral Degree. The program provides access to training and resources designed to make the transition into a graduate school or professional program smooth and successful. Each scholar is required 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 application process and participate in a variety of personal and cultural enrichment activities. They also have the opportunity to attend a national 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 and Jean Beasley Student Center, Lower Level, Room 107

Telephone: 304-384-6086

[https://www.concord.edu/Student-](https://www.concord.edu/Student-Life/Multicultural-Affairs.aspx)

[Life/Multicultural-Affairs.aspx](https://www.concord.edu/Student-Life/Multicultural-Affairs.aspx)

nellison@concord.edu

The Office of Multicultural Affairs ensures a diverse and inclusive community of learners, works collaboratively with other university units, builds a capacity to recognize and value differences, 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

Nick Rahall Technology Center, First Floor, Room 105

All Emergencies: 911

Telephone: 304-384-5357

<https://www.concord.edu/Student-Life/Office-of-Public-Safety.aspx>
cupd@concord.edu

The Concord University Office of Public Safety & University Police exist to help maintain the safety and welfare of all members of the University community. Public Safety officers patrol campus grounds and buildings daily. Uniformed foot and vehicle patrols are utilized, and the University police vehicle is well marked for easy identification by all persons. If students observe a suspicious incident or person or become the victim of a crime, they should immediately notify Public Safety.

Emergency phones are in four locations on campus:

1. parking lot #9 (behind Wooddell Hall)
2. parking lot #13 (South Towers),
3. behind the Student Center facing north/Wilson Hall
4. near the end of Marsh Hall facing the northeast (close to the Library, and facing the Fine Arts Building).

Emergency telephones can be identified by blue light and provide the user with a direct link to Public Safety at the press of a button. In case of an emergency, call 911.

EMERGENCY NOTIFICATION SYSTEM

Concord University has a campus siren to inform the campus of an emergency. If the sirens are activated, immediately "shelter in place" and check your text messages and email for details.

Additionally, the CU Emergency Alert System allows communication with the CU community in case of inclement weather delays/closings and other security and safety notices. Visit <http://sms.concord.edu> for more information. The CU Community is also alerted through CU's website homepage, email, twitter, residence life, and local media. Follow Public Safety on Twitter at @cualert. Please contact the Technology Services Help Desk for further assistance at 304-384-5291.

VEHICLE BATTERY AND LOCKOUT SERVICE

Telephone: 304-384-5357

The Concord University Office of Public Safety & University Police will “jump-start” personal vehicles owned by campus community members when most circumstances permit. Also, 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 lockout services are provided free of charge. The Office of Public Safety & University Police will not be held responsible for damages. Contact them at 304-384-5357.

NOTARY PUBLIC

If you are required to have documents notarized, please see the following public notary: Lora Woolwine, 304-384- 5224, in the President’s Office. There is no charge for this service. Please note that you should not sign your documents ahead of time, the notary must witness you signing the documents in their presence. You will be required to provide a photo I.D.

STUDENT CENTER

STUDENT CENTER OFFICE

Jerry and Jean Beasley Student Center, Main Floor, Room 203A

Telephone: (on-campus) 304-384-5310

(local) 304-384-3115

(toll-free long distance) 1-800-344-6679

<http://www.concord.edu/Student-Life/Student-Center.aspx>
cworley@concord.edu

The primary purpose of the Student Activities/Student Center Office is to complement the academic program and enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs. We assist student organizations such as the Student Government Association and the Panhellenic and Interfraternity Councils. We manage the operation of the Switchboard, Welcome Center, Game Room, and Charles Marshall Post Office, Office of Special Events, Faculty and Staff Housing Management, and we direct the Move-In Day Activities at the beginning of each semester

Other student services provided by this office include personal check cashing, web calendar, 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** 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 8 a.m. to 4 p.m. Monday through Friday. **NOTE:** These hours are subject to change.
- Students can select a refund preference with BankMobile to cash work-study or personal checks. For more information, visit this link:
<http://bankmobiledisbursements.com/refundchoicesid/>.

The BankMobile ID Card is partially facilitated by this office. The BankMobile 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 requested online at <http://bankmobiledisbursements.com/refundchoicesid/>. A temporary card can be secured in this office until the official card is received for purposes of using the campus meal plan.

The ID card is used as your library card, as well as your meal card if you purchased a campus meal plan. The BankMobile ID card can also be used as a debit card. For more information about BankMobile, visit this link:
<http://bankmobiledisbursements.com/refundchoicesid/>.

All students must visit <http://www.CUMountainLionCard.com> to select a refund preference with BankMobile. To receive more information about the BankMobile ID Card, contact the Student Center Information Desk at 304-384-5310 or the Student Accounts Office at 304-384- 5212.

STUDENT CENTER BUILDING HOURS

The following hours of operation are in effect for the fall and spring semesters:

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

Saturday through Sunday: 10:00 a.m. – 11:00 p.m.

**During Thanksgiving/Winter/Spring breaks, the Center closes at 4 p.m. Operational hours are shortened during the summer months.*

ATM

Concord University provides ATMs serviced by BB&T and CardTronics. The ATMs are located on the ground floor of the Student Center. BB&T is located in Princeton.

There is a \$3.00 per transaction fee for those who do not bank with BB&T. The CardTronics ATM is used for the BankMobile Vibe checking account. The owner of this ATM CardTronics will charge US cardholders that are not BankMobile Vibe checking account holders a fee of \$3.00 for each cash withdrawal. This charge is in addition to any fees that may be assessed by your financial institution. The added charge will be included in your transaction amount and deducted from your account. Please call your financial institution with any questions about your transaction. To report operational problems, and/or suspicious activity, please call 1-800-786-9666.

COMMUTER LOUNGE

The commuter lounge is located on the ground floor of the Jerry and Jean Beasley Student Center in the Game Room. There are comfortable chairs, tables for studying, a TV, a fridge, etc. These accommodations are available for all commuter students during regular building hours of operation. Please be respectful of your fellow commuters as you share this facility.

GAME ROOM

The Game Room is on the ground floor of the Jerry and Jean Beasley 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. Check emails, flyers, and the University Calendar for special Game Room events. Normal Game Room hours of operation are from 10 a.m. until 10 p.m. Monday-Friday and limited hours on weekends. Times are subject to change.

LACTATION ROOM

Located in Room 321 of the Jerry and Jean Beasley Student Center (3rd floor), the Lactation Room is a comfortable, private room for breastfeeding mothers. Contact the Student Center Main Desk for admittance. The 3rd-floor hallway is equipped with security cameras for safety purposes.

POSTAL SERVICES

Charles “Chuck” Marshall Post Office

Telephone: 304-384-5285

CUMailOffice@concord.edu

The Post Office provides mailbox rentals and other mailing/shipping services. It is located on the Ground Floor of the Jerry and Jean Beasley Student Center. All students are encouraged to rent a mailbox, as it is required to receive packages. There is a \$7.50 fee per semester for this service, which is billed along with your tuition by the Business Office. Office hours are Monday through Friday, 8:00 am-3:45 pm. More info can be found at <https://www.concord.edu/mailservices>

PASSPORT SERVICES

Concord's Post Office is certified through the U.S. Department of State as a Passport Acceptance Facility. Anyone wishing to apply for a passport may do so by scheduling an appointment at passports@concord.edu. For more info, please visit <https://www.concord.edu/passportservices>

SWITCHBOARD & LOST AND FOUND

Telephone: 304-384-5422

A campus directory is available on Concord's website <https://www.concord.edu/Data/Employee-Directory.aspx>. If you are having difficulty accessing a telephone number, the Concord University switchboard operator will be happy to assist you. Call 304-384-5422.

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. If you have lost something, check with us to see if it has been turned in.

WELCOME CENTER

Jerry and Jean Beasley Student Center, Main Floor

The Welcome Center is designated as the general information center for the Concord community and its guests

Visitor Parking Permits may be obtained here between the hours of 8 a.m. – 4 p.m. Monday – Friday or at the Office of Public Safety & University Police (Nick Rahall Technology Center). Visitor passes are not available to students.

STUDENT SUPPORT SERVICES

Jerry and Jean Beasley Student Center, Main Floor, Room 202

Telephone: 304-384-6088

Monday through Friday 8:00am-4:00pm

<https://www.concord.edu/Student-Life/TRiO/Student-Support-Services.aspx>
support@concord.edu

Student Support Services (SSS) is a federally funded TRIO program that serves first-generation, income-eligible, 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 access; cultural/educational trips; peer mentoring; and study skills help.

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

TECHNOLOGY SERVICES

Nick Rahall Technology Center, Room 254

The Office of Technology Services, located in Nick Rahall Technology Center Room 254, provides students with the technological resources and support that they will need during their academic career here at Concord. All students are assigned a username and password when they are accepted to the university, which is used to access the majority of these resources. Your account information can be accessed by going to MyPass at <https://accounts.concord.edu/pm/>.

Technology resources and support include, but are not limited to:

- **MyCU.** This system is a student information portal that gives students access to important information about the university and themselves, as well as links to other resources such as email, Blackboard, CashCourse: Financial Help, Degree Works, and many more.

MyCU is also used for:

- Adding/Dropping Classes
 - Checking Midterm and Final Grades
 - Completing the FERPA Release Form
 - Meal Plan Selection
 - OneCard
 - Online Housing Forms
 - Registering for Classes
 - Student Loan Dashboard
 - Tracking Financial Aid
 - Viewing Academic Transcripts
 - Viewing Business Office Accounts
- **Email:** All students are given an email address through Microsoft Office 365. This email address stays with you throughout your time as a student. Your email can be checked in three ways:
 1. Inside of MyCU
 2. By going to <http://mail.office365.com>
 3. By synching it to your smartphone
 - **Blackboard:** This is our online learning management system. You can access it from the Quick Access link on the CU homepage, or by going to <https://elearn.concord.edu/>.
 - **Microsoft Office 365:** All enrolled students at Concord University are entitled to Office 365 software. For information on how to install it on your computer or mobile device visit <http://www.concord.edu/office365>.
 - **File storage:** All students are given space on our file server to store the documents that you work on for class, from any CU owned machine on the network. There are multiple labs and public computer areas on campus that when logged into from your account, will save your work in the documents folder within your account, that way you can log into a different machine on campus and still access your saved work.
 - **Emergency Alert System.** This is Concord's primary method for alerting the campus community to schedule changes, unplanned closures, or potential emergency situations. These messages can be sent out via text message, phone messages, email, and/or twitter feed, however, **you must sign up for the service** and select which delivery options are best for you.

You can sign up in two ways:

1. Go https://concord.omnilert.net/subscriber.php?command=show_signup.

2. Or, you can also sign up by sending a text message:
 - Text “cualert emerg other schedule” to 79516. Through this message, you are subscribing to Police Emergency (emerg), Police Non-Emergency (other), and Delays (schedule).

We recommend that you choose all three alert types. Every two years you will be reminded to renew your subscription to the Alert system. If you decide to opt-out of this service text OPTOUT to 79516.

HELP DESK

Nick Rahall Technology Center, Room 254

Telephone: 304-384-5291

<http://www.concord.edu/it>

Book an appointment with CU IT: <https://bit.ly/3d9IViE>

The Technology Services Help Desk is CU’s single point of contact for any technology-related issues that a student may encounter. Our support team consists of both IT personnel and student technicians from the various academic areas on campus. You can contact the IT Help Desk in any one of the following ways:

- **Phone support**
 - From on-campus phone extension dial 5291.
 - From a cell phone or off-campus phone dial 304-384-5291.
- **Email:** cuhelpdesk@concord.edu
- **Walk-In Location:** 2nd Floor of Rahall Technology Center, Room 254

Hours of operation:

Fall & Spring Semesters:

Monday-Friday 8:00a.m. to 4:00p.m.

Summer Terms & Semester Breaks:

Monday-Friday: 8:00 a.m. to 4:00p.m.

For current information regarding the Office of Technology Services, the status of many of our systems, our policies and procedures, and an FAQ section for the most commonly asked questions, please visit our website at <http://www.concord.edu/it>.

VETERAN SERVICES

Nick Rahall Technology Center, Room 246

Telephone: 1-888-384-VETS or 304-384-5339

<http://concord.edu/veterans>

veterans@concord.edu

Concord University thanks our veterans for their service to our country! We are committed to repaying our veterans for 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 that veterans' concerns are addressed. 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.

SERVICES TO OFF-CAMPUS STUDENTS

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

- **Computer Services:** All Concord students have access to Microsoft Office 365 email and calendaring system. The student email service can be accessed within your MyCU account, by going to <http://mail.office365.com> or by setting it up on your smartphones. See <https://www.concord.edu/About/Important-Offices-Centers/Technology-Services/Help-Desk-Support/FAQs/Concord-Email.aspx> for more information.
- **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 usually paid minimum wage for their services. Free virtual tutoring is available through our drop-in tutoring program. Visit <https://www.concord.edu/Student-Life/CACD/Academic-Success-Center/Tutoring-Services.aspx> for more information.
- **Student Photo Identification:** All Concord University students, including those attending off-campus locations or taking online classes, should have a valid Student Photo ID card. Students attending the Beckley campus (Erma Byrd Higher Education Center) may have a photo taken in the CU office. Others should contact the Student Center Office at 304-384-5310 for instructions.
- **Campus Store:** In addition to class textbooks, Concord sweatshirts, caps, Mountain Lion apparel, pens and pencils, supplies and other logo items are available.

ACADEMIC SERVICES AND POLICIES

Information regarding academic policies and procedures of Concord University is found in the Academic Catalog. Current and archived copies are available online at <http://catalog.concord.edu>.

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 before registration, and they 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 Center for Academic and Career Development (CACD) (Student Center Suite 1; 304-384-6074; cacd@concord.edu)

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

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. **Contact your instructor if you will be unable to attend the first class meeting to not drop you from the course.**

ADDING AND DROPPING CLASSES

Students may not add a class that has already met for a total of four instructional hours, or after the beginning of the second instructional week of the class, whichever comes first. Forms for adding courses can be obtained from the Registrar's Office. Students fill out the form, obtain approval from their academic adviser and the instructors of the courses involved, and return the completed form to the Registrar's Office.

Classes may be dropped by filling out the form obtained in the Registrar's Office. Courses dropped will not appear on the student's transcript, provided the course(s) are dropped by the end of the fifth instructional day of a semester or the third instructional day of a summer term. Students will not be charged for classes dropped within the first five days of the regular semester or first three days of a summer term. Financial aid will be determined on enrollment status at the end of business on the fifth day of a regular semester or third day of a summer term.

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 third class meeting. The deadline for dropping during a summer term will be based on the same ratio as the ninth week of a regular semester.

A student dismissed from class for disruptive behavior will receive a grade of F and may not subsequently withdraw from the class. Each student who remains enrolled in the course past any of the above deadlines must be assigned a grade from the following: A, B, C, D, F, I, or P.

A student who does not attend the first session of a class for which they are registered/wait-listed or stops attending a course within the first five days of a regular semester (first three days of a summer term) may be removed from the course by instructor request for non-attendance. However, it is ultimately the student's responsibility to ensure the proper addition/deletion of courses within their semester schedule.

Any student who wishes to withdraw from all courses of enrollment for a semester/term should refer to the following section: [Withdrawal from the University](#).

WITHDRAWAL FROM THE UNIVERSITY

A student withdrawing from the University during any semester or summer term will be given grades of W in all courses provided that the student has completed withdrawal procedures prior to the beginning of the last week of classes for that semester or term. In summer terms only, no grade will appear on his or her transcript, provided the withdrawal is made before the end of the third instructional day. If withdrawal is completed after these deadlines, one of the following grades will be assigned in each course in which the student was enrolled: A, B, C, D, F, I, or P.

Refunds for withdrawal from the University will be based upon the student's last verified date of attendance and the appropriate percentage rate associate with that date. Students should refer to the [Refunds](#) section of Tuition, Fees and Expenses for additional information.

Students who wish to only withdraw from a course or selected courses rather than the entire semester should refer to the [Adding/Dropping Courses](#) section of the Academic Catalog.

STUDENT INITIATED WITHDRAWAL PROCESS

To withdraw from the University a student must complete the Center for Academic and Career Development's on-line [Withdrawal Form](#). Students are strongly encouraged to contact their faculty advisor or the Center for Academic and Career Development prior to completing the form. 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.

FEDERAL UNOFFICIAL WITHDRAWAL POLICY

Federal regulations state that if a student began attendance and has not officially withdrawn fails to earn a passing grade in at least one course over an entire enrollment period, the institution must assume (for federal aid purposes) that the student has unofficially withdrawn, unless the institution can document that the student completed the period.

Concord University is not required to take attendance. Per federal regulations, the withdrawal date for an unofficial withdrawal for institutions not required to take attendance is the midpoint of the period of enrollment or the last date of an academically related activity that the student participated. The Registrar's Office has asked faculty to enter a last date of attendance for students receiving an F grade. For students identified as not earning a passing grade (any combination of F, I, W) for the semester, the midpoint of the enrollment period will be used if there is no date listed by an instructor in a course in a program of study. If an instructor provides a last date of attendance, that date will be used to determine if a [refund](#) must be performed. If more than one instructor provides a date, the later date will be used as long as it is prior to the last published date to withdraw from the University for the semester. Concord University will transmit the last date of attendance to The National Student Clearinghouse. Loan repayment will be based upon the last of date attendance; not the end of the term.

Students subject to the Federal Unofficial Withdrawal Policy will be notified of the withdrawal date, the percentage of refund adjustment used in the calculation and any balance due to the University after adjustments to institutional charges and financial aid payments. The student is informed that they can appeal the date used by providing written documentation from one instructor that they earned the F grade or attended past the refund period. Upon receipt of written documentation, the Registrar, Business Office and Financial Aid offices will review to determine if a revised calculation needs to be performed. If appeal is approved, all prior grades and end of term academic standing will be reinstated. Withdrawals and changes to academic standing may affect your eligibility for financial aid under the Satisfactory Academic Progress Policy.

Note: A student dismissed from class for disruptive behavior will receive a grade of F and may not subsequently withdraw from the class.

ACADEMIC INTEGRITY

All members of the Concord community are expected to adhere to the University Honor Code and 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 the assignment, failure of course, loss of institutional privileges, or dismissal from the University.”

A failing course grade as a result of academic dishonesty will be recorded as an F on the final grade report, and the instructor will inform, in writing, the division chair, and the Vice President/Academic Dean who notifies, in writing, the Registrar’s Office and the student. Course grades affected by academic dishonesty are not subject to the D/F replacement rule and a student who is to receive a failing grade due to proven academic dishonesty may not drop the failed course with a grade of W.

Any recommendation by the instructor beyond an F in the course must be submitted, in writing, to the student, to the division chair, and the Vice President/Academic Dean for transmittal to the Judicial Steering Committee which will then initiate a judicial procedure. Any failing course grade or dismissal that results solely from academic dishonesty will be identified as such on the student transcript.”

For additional information, visit <http://catalog.concord.edu>.

ACADEMIC ADVISING

Upon admission to the University, students are assigned an Academic Advisor who is a faculty member in their major field of study. Undecided majors are also assigned a faculty advisor. The Academic Advisor guides students through required and elective coursework, program specifics, general guidance for student success, and they also focus on degree completion, and post-baccalaureate goals. The advisor ideally is one of the student’s first mentors at Concord.

As noted in the Faculty Handbook, the advisor's role is not limited to course selection assistance and interpretation of General Studies and requirements for the academic major. The advisor is the student's primary "official" contact point with the University and is knowledgeable about University operations and organization. Thus, the advisor can help students understand and interpret the University's academic policies and procedures. The advisor will refer students to the appropriate person or University office for assistance when needed.

No student should register for courses or expect to drop a course without the approval of their advisor. Dropping a class may significantly impact academic progress and financial aid, so it is required that students first understand the repercussions of doing so. While it is the student's responsibility to fully research the impact of a schedule change through appropriate offices (e.g. Financial Aid, Registrar), the academic advisor can assist the student in understanding the effect on degree progression.

When registering for classes, students should arrive on time at the advising meeting with a trial schedule and up-to-date progression sheet. Because each advisor has many student advisees, it is important for the student to arrive at the appointment prepared and on-time. Students are expected to contact the advisor in advance if an appointment must be rescheduled. Progression sheets for each major are available at <https://www.concord.edu/Academics/Registrar/Progression-Sheets.aspx>.

Students obtain their Personal Identification Number, or PIN, from their advisor. The PIN is needed to register online via the [MyCU](#) Student tab. Please note that the PIN is only available from a student's assigned academic advisor. Be advised that a deviation from the appropriate progression sheet can result in a delay in completing all degree requirements and increase the time to graduation. [Four Year Plans](#) to insure timely graduation are available. The Concord University website contains up-to-date information on the applicable academic catalog, advising information, and a campus directory for contacting faculty, staff, and administrative offices.

DegreeWorks, an electronic degree audit program, is available on the web. On the main page of www.concord.edu select MyCU and log in, click on the student tab and select DegreeWorks from the menu. You must have a declared major. There is a [FAQ](#) available to answer most of your questions about DegreeWorks.

Advisors receive mid-term grade reports for each advisee whose grade in any course is less than a "C" and a list of their advisees who are on academic probation. Thus, it is best for any student who receives a midterm grade to schedule an appointment with their advisor to discuss strategies for improving class performance. This advising appointment is not a substitute for the student also meeting with their course instructors. Also, advisors will meet with most advisees at least once each semester during the pre-registration period.

Advisors are expected to be available during their posted weekly office hours. Appointments can also be made to meet with advisors outside of these times by telephoning or emailing the

advisor. An up-to-date schedule of office hours should be available to all advisees. Advisors should be relied upon to help counsel students with academic and career choices.

Students have a responsibility to contact their advisors, minimally, once per semester. Because advisors and students may not have similar schedules, students should phone or email the advisor for an appointment. Many advisors post an appointment schedule outside their door during the advising period. Faculty/staff contact information is located on the Concord University Directory on the University website.

DISABILITY ACCOMMODATIONS

If you have a diagnosed condition covered under the Americans with Disabilities Act, you are strongly encouraged to register with the [Office of Disability Services](#). If the diagnosed condition warrants special housing accommodations, please notify the Director of Housing and Residence Life as soon as possible after you have been officially accepted to Concord University. Please see the Student Handbook section titled, “Concord University: Protocol and Procedures for Serving Students with Disabilities Covered Under Section 504/ADA” (p. 104)

WEATHER PROCEDURE

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 the Inclement Weather Schedule;
2. Cancel classes before the end of the class day;
3. Cancel classes for an entire day or days;
4. Close the University with notification to the Chancellor of the West Virginia Higher Education Policy Commission.

Individual instructors will establish inclement weather meeting times if a class does not meet at one of the regular times noted above. In inclement weather situations, final examinations will begin two hours later than the regularly scheduled starting time.

The Director of the Beckley Center will determine the status of off-campus classes in Raleigh County. If a decision to cancel classes is made, the media, faculty, and appropriate University offices will be notified. Students should subscribe to the Emergency Alert System via <https://www.concord.edu/Student-Life/Office-of-Public-Safety/Alert-Systems.aspx> to receive notifications.

The late schedule affects classes only. Other University operations are expected to follow normal routines, although the University encourages its employees to use discretion to ensure safety in traveling on weather-affected roadways.

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 are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service via <https://www.concord.edu/Student-Life/Office-of-Public-Safety/Alert-Systems.aspx>.

Take note that unless a cancellation announcement is made, classes will be held.

OPERATING ON AN INCLEMENT WEATHER DELAY

Under an Inclement Weather Delay, all 8 a.m. classes will start at 10 a.m., 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 website, in the Academic Catalog, and is posted throughout campus. Students are expected to be familiar with the Inclement Weather Schedule.

INCLEMENT WEATHER SCHEDULE

Mon/Wed/Fri Classes		Tues/Thurs Classes	
<i>Regular Hours</i>	<i>Inclement Weather</i>	<i>Regular Hours</i>	<i>Inclement Weather</i>
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 canceled.

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

SPECIAL EVENTS DAY SCHEDULE

Monday/Wednesday/Friday Classes

Regular	Special Events
8:00-8:50	8:00-8:40
9:00-9:50	8:45-9:25
10:00-10:50	9:30-10:10
11:00-11:50	10:15-10:55
12:00-12:50	11:00-11:40
1:00-1:50	11:45-12:25
2:00-2:50	12:30-1:10
3:00-3:50	1:15-1:55

Tuesday/Thursday Classes

Regular	Special Events
8:00-9:15	8:00-9:00
9:30-10:45	9:05-10:05
11:00-12:15	10:10-11:10
12:30-1:45	11:15-12:15
2:00-3:15	12:20-1:20
3:30-4:45	1:25-2:25

POLICIES REGARDING DISBURSEMENT OF STUDENT AID FUNDS TO STUDENTS

FINANCIAL AID

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, it is registered with the Selective Service.

SATISFACTORY ACADEMIC PROGRESS (SAP)

For further information, visit <https://www.concord.edu/Financial-Aid.aspx>. Federal regulations require Concord University 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 Concord University 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 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 an additional degree. The 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 Concord University academic catalog and website. All periods of enrollment at Concord University 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 Concord University's 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 Concord University's 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 Concord University's 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, they 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 Concord University's 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.

GAP FUND

The CU Gap Fund is a small, emergency grant of a maximum of \$250 for students who find themselves in a financial situation that may lead to quitting school. To qualify, students must be a currently enrolled undergraduate in at least 12 credit hours; complete a short application explaining the need for the funds (e.g. medical, texts, transportation, childcare, etc.); and provide documentation, if requested. There is an individual lifetime limit of \$1,000. To apply, visit <https://goo.gl/WpVuGM> or contact Student Affairs at 304-384-6035 or studentaffairs@concord.edu.

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 Concord University website at <https://www.concord.edu/Financial-Aid/Verification-Forms-and-FAQ.aspx>. Requests for reinstatement of eligibility must be submitted to the appropriate Concord University 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 they 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 a reinstatement of their federal student aid for one semester only. Sitting out a semester is not sufficient to reestablish eligibility for federal student aid.

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 Academic Progress (SAP) policy stated earlier.

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 the 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 returned to the original sources, the excess will go to the student. This policy is based on Federal regulations.

CAMPUS CONDUCT

In classrooms, buildings, residence halls, and during any University activities, students are expected to observe 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.

Students should refer to the Academic Catalog for information on Classroom Conduct. A student suspended or expelled from the University for unacceptable conduct outside of the classroom shall have a grade of W recorded permanently for all coursework during the semester of the suspension or expulsion.

STUDENT CONDUCT

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 actions and those of their guests, at all times and places on campus. Also, the student's behavioral record may 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.

Students should be familiar with the Board of Governors Policies relating to students as well as the Student Code of Conduct and Student Life Policies found later in this handbook.

SAFETY

Concord University, the Office of Public Safety and University Police, 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.

Students are encouraged to exercise common sense regarding personal safety. Each student must take an active part in their own safety and the safety of other community members.

Public Safety Officers work closely with professional and paraprofessional Housing and Residence Life staff personnel. Both the Officers and the Student Life staff members 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 (when the victim allows us to report the crime).

What YOU can do to enhance YOUR personal safety.

Personal Safety:

1. Avoid walking alone, especially at night.
2. Walk in well-lighted areas.
3. Walk clear of any area with heavy foliage.
4. Be alert and aware of your surroundings; even though phone calls might make you feel safer; they distract your attention.
5. Refrain from propping open residential hall doors.
6. Use the viewing porthole provided in each residence hall door.
7. Have strangers identify themselves before unlocking any room door.

Personal Property Safety:

1. Secure valuables left in your room.
2. Print your name on valuables and register items like tablets, laptops, TVs, DVRs, bikes, etc., when appropriate.
3. Remember to lock the door(s) and window(s) to your personal room each time you leave and when you are sleeping.
4. Lock your room door when you are in the bathroom (traditional halls).
5. Pre-plan a course of action in the event of lost or stolen credit cards, checks or money
6. Do not leave your property unattended

Vehicle Security:

1. Remove property from plain view.
2. Roll up vehicle windows.
3. Remove keys.
4. Keep your car locked, whether you're in it or not.
5. Park in a well-lit area whenever possible.

Sexual Assault Prevention Tips:

1. You should always carry room keys with you, be aware of where you are going, and know a quick and safe way home whenever practical.
2. Be aware of an unknown attacker on the street does not always perpetrate sexual assaults.
About 90% of sexual assault victims are familiar with the perpetrator.
3. Have a friend go with you so 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.
5. Know alcohol and drugs can impair the ability to make good decisions. It can also lower inhibitions.
6. Know your sexual limits. Communicate them clearly and effectively.
7. Know that you have a right to say "No" to sexual activity.
8. Stop what you are doing if you receive unclear or conflicting messages.

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

STATE REGULATIONS STUDENTS SHOULD KNOW

The following are partially excerpted State Regulations enforced by Concord University Public Safety and University Police (CUPD). The citations are not intended to be exhaustive.

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

A person may not:

1. Appear in a public place in an intoxicated condition;
2. Drink alcoholic liquor in a public place;
3. Tender a drink of alcoholic liquor to another person in a public place.

Any person who violates subdivision (1), subsection (a) of this section is guilty of a misdemeanor and, upon conviction thereof, shall be sentenced by a judicial officer in accordance with the following options:

(1) Upon a first offense, a fine of not less than \$5 nor more than \$100. If the individual, prior to conviction, agrees to voluntarily attend an alcohol education program of not more than six hours duration at the nearest community mental health-mental retardation center, the judicial officer may delay sentencing until the program is completed and upon completion may dismiss the charges;

(2) Upon conviction for a second offense, a fine of not less than \$5 nor more than \$100 and not more than sixty days in jail or completion of not less than five hours of alcoholism counseling at the nearest community mental health-mental retardation center.

§ 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.

(1) "Impaired State" means a person:

- (A) Is under the influence of alcohol;
- (B) Is under the influence of any controlled substance;
- (C) Is under the influence of any other drug;
- (D) Is under the combined influence of alcohol and any controlled substance or any other drug; or
- (E) Has an alcohol concentration in his or her blood of eight-hundredths of one percent or more, by weight.

(b) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes the death of any person is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than three nor more than fifteen years and shall be fined not less than \$1,000 nor more than \$3,000: *Provided*, that any death charged under this subsection must occur within one year of the offense.

(c) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes serious bodily injury to any person other than himself or herself, is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility for not less than two nor more than ten years and shall be fined not less than \$1,000 nor more than \$3,000.

(d) Any person who drives a vehicle in this state while he or she is in an impaired state and such impaired state proximately causes a bodily injury to any person other than himself or herself, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than one day more than one year and shall be fined not less than \$200 nor more than \$1,000: *Provided*, that such jail term shall include actual confinement of not less than twenty-four hours: *Provided, however*, that a person sentenced pursuant to this subsection shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(e) Any person who drives a vehicle in this state while he or she is in an impaired state, but has an alcohol concentration in his or her blood of less than fifteen-hundredths of one percent by weight, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for up to six months and shall be fined not less than \$100 nor more than \$500: *Provided*, that a person

sentenced pursuant to this subsection shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

(f) Any person who drives a vehicle in this state while he or she has an alcohol concentration in his or her blood of fifteen-hundredths of one percent or more, by weight, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not less than two days nor more than six months, which jail term is to include actual confinement of not less than twenty-four hours, and shall be fined not less than \$200 nor more than \$1,000. A person sentenced pursuant to this subdivision shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

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

- 1) A person is guilty of sexual abuse in the first degree when:
 - a) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or
 - b) Such person subjects another person to sexual contact who is physically helpless; or
 - c) ...

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.

§17C-14-15. Prohibited use of an electronic communications device driving without handheld features

(a) Except as provided in subsection (c) of this section, a person may not drive or operate a motor vehicle on a public street or highway while:

- (1) Texting; or
- (2) Using a cell phone or other electronic communications device, unless the use is accomplished by hands-free equipment.

(g) Driving or operating a motor vehicle on a public street or highway while texting shall be enforced as a primary offense. Driving or operating a motor vehicle on a public street or highway while using a cell phone or other electronic communication device without hands-free equipment will be enforced as a primary offense for purposes of citation.

PARKING REGULATIONS GENERAL INFORMATION

REGISTRATION

All motor vehicles belonging to or operated by faculty, full-time or part-time students, or staff, parked on the campus of Concord University **AT ANY TIME** shall be registered with the Office of Public Safety and University Police. Registration normally will be accomplished at the beginning of each semester or summer term on regular registration days and/or during the first three days of classes.

To register for parking, visit <https://apps.concord.edu/forms/view.php?id=110635>.

To register a vehicle, the following information must be provided:

1. Vehicle license number and state of registration
2. Social Security Number
3. Make, type, and year of the vehicle registered
4. Emergency contact number

Upon registering a vehicle, the registrant will be issued a parking permit as evidence of proper registration. This permit must be affixed to and clearly displayed on the rearview mirror of the vehicle at all times. Permits also must be validated each semester for all students.

REGISTRATION FEES

Student Fees are included in tuition. The following schedule of fees shall be charged for the registration of motor vehicles:

- One Semester - \$25
- Full Year - \$50 (Faculty/Staff only)

ELIGIBILITY

All faculty, staff, and students are eligible to register their vehicles on the Concord University Campus.

AUTHORIZED PARKING AREAS, CLASSIFICATION, AND VISITOR PARKING

Currently, there are 21 parking areas to serve the needs of the University. Although we have a designated area for visitors, they may overflow into any of the parking areas on campus.

UNAUTHORIZED PARKING

Unauthorized areas identified by "No Parking" signs, all yellow curbs, crosswalks, driveways, loading docks, fire hydrants, and fire lanes. Parking is not permitted at any time in the service driveways or loading docks serving any building. Parallel parking along the curb of the roadway in front of Nick Rahall Technology Center is not permitted.

PENALTIES FOR PARKING VIOLATIONS

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. This official will be located in the Public Safety Office at the Rahall Technology Center and shall have exclusive jurisdiction of the offense during the ten (10) day period. Any person cited may plead no contest to the offense and, by so pleading, shall be subject to a civil penalty often of ten (10) dollars. Upon the expiration of the ten (10) days, or upon a pleading of not guilty before the designated college official, a magistrate of Mercer County may have jurisdiction of the offense.

Flagrant violators will have their names placed on a tow list when they receive their third ticket in the same semester. The Office of Public Safety and University Police may tow their vehicle when the individual receives their fourth ticket in the semester. The Office of Public Safety and University Police will notify the person when their name is placed on the tow list. There will not be prior notification of towing to individuals parking in fire lanes, handicap spaces, or loading docks or vehicles blocking the normal flow of traffic and blocking parked vehicles. Offenders will be responsible for towing and storage fees as well as all outstanding tickets

Any vehicle parked illegally in a handicap space could result in a state parking citation. The cost is \$100.00 under state code §17C-13-6.

For more information on Vehicle Registration and Parking Regulations, visit <https://www.concord.edu/Student-Life/Office-of-Public-Safety/Vehicle-Registration-Parking-Regulations.aspx>.

CAMPUS ACTIVITIES



2020 to 2022

CONCORD UNIVERSITY

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:

- Being in line.
- Running or marching.
- Wearing the same clothing for more than one day.
- Carrying bricks, cinder blocks, etc.
- 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 events. Rush events are given so that potential new members 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, Greeks sponsor their traditional Formal Rush Week, with several days of sign up for the formal rush. The new member period then becomes an exciting and meaningful time for new members 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 Social Sororities on Concord’s campus: Sigma Sigma Sigma, Delta Zeta, Alpha Sigma Alpha, and Alpha Sigma Tau. There is one social local sorority: Nu Zeta Chi. There are three national Social fraternities on campus: Tau Kappa Epsilon, Sigma Tau Gamma, and Phi Sigma Phi. There are two Social local fraternities: Chi Omega Psi, and Phi Delta Pi. As a whole, Greek organizations seek to promote friendship, scholastic attainment, and the desire to add to and enrich the community they serve. Greeks also add excitement to the campus, especially during Homecoming Weekend and Greek Week. Each spring, individual sororities, and fraternities have their annual spring formals, which is the highlight of their year’s social functions.

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

Panhellenic Council is an organization that includes and speaks for all nationally recognized social Greek sororities. This organization promotes cooperation between sororities, meets to discuss plans for sorority rush, discusses common interests and activities, and works with University Administration to maintain high standards. Membership requirements include semester dues, attendance requirements, and registration as a campus organization.

ORGANIZATIONS & INTEREST CLUBS

A list of the organizations can be found online at <https://www.concord.edu/Student-Life/Student-Organizations.aspx>

PUBLICATIONS

The Concordian: Is a student-produced, weekly campus newspaper (hardcopy and online edition). 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. It is located in the Fine Arts building. *Membership:* Staff membership will be open to any student who attends a designated number of meetings and/or contributes to the paper regularly as determined by the staff at the beginning of the school year.

E-Mail: concordian@concord.edu Campus box C-45

Reflexes: 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 Campus Box C-40.

MUSIC ORGANIZATIONS AND PERFORMING GROUPS

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

STUDENT ACTIVITIES/CAMPUS ACTIVITIES

Jerry and Jean Beasley Student Center Main Floor, Room 203

Telephone: 304-384-5311

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 offer 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 Activities Director and the student members of SAC. SAC is open for all students to join.
- C. Recreation Activities:** Activities such as 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:** Equipment such as corn-hole, volleyballs, Frisbees, ladder ball, washer toss, and bocce ball are available at the Game Room.

Concord University Intramurals: 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, volleyball, basketball, archery, softball, dodgeball, and quidditch. Open to all registered students (enrolled in at least 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 and to coordinate events. Paperwork is required.
- 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. Activities are scheduled on a first-come, first-serve basis.
- 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 AND JEAN 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 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 organization's member and sponsor 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.

Jerry and Jean Beasley Student Center Policies and Procedures:

1. Alcoholic beverages are not permitted in the Student Center unless previously authorized by the President or their designee.
2. Gambling is not permitted.
3. Students are required to clean up all of their trash.
4. Animals are strictly prohibited by the order of the State Board of Health, with the exception of registered service animals.
5. Bicycles, bouncing basketballs, skates, skateboards, or roller blades, hoverboards, etc. are not permitted inside the Student Center.
6. All posters, flyers, announcements, and advertisements other than those advertising campus events or regulations may only be posted with the prior approval of the Student Center Staff 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 advertisements 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 and discarded immediately.
7. A Concord University ID is required for admission to scheduled activities in the Student Center and for cashing a check.
8. If you wish to bring a guest who is not a Concord Student 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 the ground and first floors and the stairwells of the Student Center for advertisements or notices.
10. Tobacco products are not permitted at any time in Concord University-owned facilities or 25 feet from building entrances.
11. No open flame candles are permitted in the Student Center.
12. Do not attempt to adjust the drapes or blinds in the ballroom. Contact a staff member to assist you.

13. Loud and unruly conduct or roughhousing will not be permitted, no sleeping on furniture, nor is any excessive display of affection allowed.

CAMPUS MEETING FACILITIES

Administration Building (Marsh Hall): Each campus organization is permitted the use of meeting facilities in the Marsh Administration Building during evening hours. Approval to use a specific classroom for meeting purposes must be obtained from the appropriate department or the office where the room is located. 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 and Jean Beasley Student Center: The Student Center has several conference rooms that can be reserved for meetings. They are available on a first-come-first-serve basis and can be reserved by completing an Activity and Contract form. To obtain and complete the form, contact the Student Center Office at 304-384-5310.

<https://apps.concord.edu/forms/view.php?id=198246>

Subway Stage Area

The Student Activities Committee presents a wide variety of entertainment including game shows, comedians, and musicians in the Subway Stage Area. Programs are presented at various times—both in the afternoon and in the evenings. Students are encouraged to watch for advertisements and read your MyCU email daily. The Subway Stage Area 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 Concord University that all members of the University community may, at their 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 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.”

Therefore, special approval must be obtained from the University President or his/her designee before any solicitation, donation, or any 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. **The 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.**

HOUSING & RESIDENCE LIFE



2020 to 2022

CONCORD UNIVERSITY

HOUSING AND RESIDENCE LIFE GUIDE

A meaningful part of 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 of a way as possible, and to make your living experience both educational and enjoyable.

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 and have completed the proper paperwork. Applications for a housing exception should be obtained from and must be submitted to, the Office of Housing and Residence Life (Student Center, Room 201). Applications will be reviewed by the Director of Residence Life and/or a designated committee that will evaluate the evidence of exemption criteria.

RESIDENCE LIFE STAFF

Assistant Dean of Students & Director of Housing

The Assistant Dean of Students & Director of Housing oversees the University Physical Plant and the Office of Housing and Residence Life, providing leadership, administration, and evaluation for the entire program, as well as assisting the Vice President of Student Affairs and Dean of Students in various Student Affairs functions across campus. The Assistant Dean of Students also hears all requested appeals for Off-Campus Requests that have been denied.

Assistant Director of Housing & Residence Life

The Assistant Director of Housing & Residence Life manages and coordinates the day-to-day operations of the Residence Life Office; providing leadership, administration, and evaluation for the entire program. He/she also directly manages one residence hall and is specially trained in communication, problem-solving, First Aid and CPR, conflict resolution, and other areas important to facilitating life in a residence hall.

Resident Directors

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

Resident Assistants

Every residence hall has a staff of Resident Assistants (RAs). The RAs are upper-class students, living on each floor, who have been trained in many areas to make the students' experience in the residence hall healthy, safe, fun, educational, and memorable.

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 or the Towers bathrooms. The residence halls are treated regularly by a pest control service to reduce or eliminate unwanted pests. To maintain health and safety standards and reduce the risks of pests, students are responsible for the care and cleaning of their rooms as well as for sharing in the cleanliness and upkeep of the hall.

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 call duty from 4:00 pm to 8:00 am daily. The RA on duty can be found at the front desk of his or her residence hall from 5:30 pm-12:00 am nightly. 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 in 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.

RESIDENCE HALL FRONT 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
- Pool and Ping-Pong equipment (North Tower only)
- Board games
- Pots and pans
- See the main desk for other varied items depending on the residence hall

Residence hall main desks are open between 5:30 pm and 12:00 am, daily. The Office of Housing & Residence Life Main Office (Student Center 201), is Monday-Friday 8:00 am-4:00 pm.

Residence Hall main desk numbers:

North Towers	5132
South Towers/ALEF Houses/Mill St.	5133
Wilson Hall	5136

RESIDENCE HALL AMENITIES

- Air Conditioning (Towers Only)
- High-Speed Internet (Direct and WiFi)
- Cable TV
- Laundry Facilities
- Study Lounges

- Computer Labs
- Vending Machines

YOUR ROOM

Furniture

Every double room is equipped with a bed, mattress, dresser, desk, desk chair, and closet or wardrobe for each occupant. Furniture provided in student rooms must remain in the room 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. 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. 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 Residence Hall Policies and Procedures below for a list of appliances and other items that are prohibited.

Walls

Masking tape and command strips are the only material approved for hanging items on residence halls walls. Nails, screws, and any other similar fasteners are prohibited in the residence halls. Please be aware that students are responsible for all damage to the walls and will be charged for repairs, regardless of the materials used.

Windows

Window dimensions for each residence hall are available on the Residence Life Webpage. Sheer window treatments are provided in North and South Tower, with an additional curtain rod available for personal curtains. The University does not provide window treatments in the traditional residence halls.

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 charged the replacement cost of said screen and any installation fees.

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 a safe and pleasant place to live.

Damages

Each occupant of a room is solely responsible for their 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).

Fire Safety / 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 all evacuation conditions. Failure to comply with any of the following procedures may result in disciplinary action.

1. It is illegal to tamper with fire hoses, fire extinguishers, standpipe, sprinkler heads, or fire alarms.
2. It is illegal to block, wedge, or otherwise prevent any fire door from closing.
3. When fire and emergency alarms sound, all persons will immediately proceed to the nearest exit in a quiet and orderly fashion.
4. If the nearest exit is blocked, proceed to an alternate exit.
5. Close all doors as you leave.
6. Upon exiting the facility, move away from the evacuated building.
7. Listen for directions.
8. Report observance of any fire or people who could be in danger to those individuals in charge.
9. Do not re-enter the building until instructed by staff to do so; silencing of the alarm is not a signal to re-enter.
10. Re-enter through the main entrance only.
11. 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. When the alarm sounds, assume an emergency exists and 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 the 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 Housing & Residence Life recognizes that glass bottles do represent a potential hazard for students, staff, and custodians. 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 public trash can.
2. Residents may not throw any object from a window.
3. Residents may not create any threat to the health or welfare of others (i.e. intentionally shattering glass objects).
4. Students may not litter on campus.

The Office of Housing & 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 & Obscene Calls, Messages, or Social Media Posts

Initiating abusive, harassing, or obscene telephone calls and other messaging is a violation of University policy under the Student Life Policy. Students who receive annoying, harassing or obscene messages should report it to the Residence Life Staff immediately.

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 are issued a room key and a suite door key (if in North or South Towers) during residence hall check-in. All keys remain the sole property of Concord University and may not be duplicated for any reason.
2. Students must report lost or stolen keys to housing immediately.
3. 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.

4. Students must pay a fee of \$25 to cover the cost of rotating the core of a lock and cutting new keys. Students will be charged the full cost of a replacement lock that if purposefully damaged.
5. Room and suite keys are required to be returned to Housing and Residence Life Staff between each semester and immediately upon discontinuing an academic relationship with the University.
6. Providing your residence hall room, suite, or building key to another person is strictly prohibited.

Microwaves

Microwaves may be no larger than 0.9 cubic feet. Per the WV Fire Marshal, microwaves must be plugged directly into a wall outlet; extension cords and/or surge protectors cannot be used for microwaves.

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 keep 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 (See the “Service and Assistance Animal Policy” of the Student Handbook for more information).

Prohibited Items

The following items are **NOT permitted** in any residence hall:

- Air conditioning units of any kind or window air cleaners
- Barbecue Grills
- Candles, Incense, Potpourri Burners
- Dart Board
- Displays made from alcohol containers and/or denoting illegal drug use
- Electric blankets
- Electric heaters
- Extension cords
- Halogen Lamps
- Hammer and Nails
- Heat lamps
- Holiday Lights that are not LED
- Pets
- Stoves/hot plates (including Coffee Makers with Hot Plates)
- Toaster ovens; toasters
- Weapons (Actual or Replica)
- Weightlifting equipment
- Wireless Router
- Any appliance not specified above that generates heat, electricity, or has an exposed heating element and/or is deemed by the Office of Housing & Residence Life as unsafe.
- Unauthorized University property.

The Residence Life Staff will remove all prohibited items during any authorized entry of rooms, and occupants will be subject to disciplinary action.

Refrigerators

Each residence hall room is permitted a total of two refrigerators that must be UL-approved with a three-pronged, un-frayed power cord. The maximum size for student refrigerators is 5.0 cubic feet. Per the WV Fire Marshal, refrigerators must be plugged directly into a wall outlet; extension cords and/or surge protectors cannot be used for refrigerators.

Repairs

Students are not authorized to make repairs themselves and will be billed for any damage incurred while attempting to do so. If repairs are needed, students should report work orders to their RA or notify the Office of Residence Life at 304-384-5231, or housing@concord.edu. All non-emergency maintenance requests will be handled Monday through Friday between the hours of 8:00 a.m. and 2:00 p.m. Maintenance personnel will be dispatched as quickly as possible in response to emergency situations.

Restrooms in Traditional Residence Halls (Wilson/Wooddell/Sarvay)

Opposite sex visitors may use the community bathrooms on all floors in the traditional residence 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 host 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.

Room Care

To maintain health and safety standards and reduce the risks of pests, students are responsible for the care and cleaning of their rooms as well as for sharing in the cleanliness and upkeep of the hall. Rooms must be kept sanitary and free of obstructions to entrance and evacuation. Regularly scheduled room inspections will be made each semester, including during every official closing when classes are not in session. Responsibility for the care of the room and its furnishings also include refraining from defacing any University-owned property by use of paints, nails, cellophane tape, decals, glue, screws, etc.

Please note, the University reserves the right of entry into any room for announced inspections, repairs, disciplinary action, and maintenance work without notice when the health, welfare, and/or safety of persons and/or property may be threatened.

The Housekeeping Staff is responsible for maintaining all public areas. They are required/obligated to report student damages and violations of University property to the Resident Director or Director of Residence Life.

Solicitation

No door-to-door solicitation without the prior approval of the Director of Residence Life, either from on or off-campus groups, is permitted in the residence halls.

Smoking/Tobacco

The use of all tobacco products (Smokeless tobacco, smoking, and vaping) is prohibited in residence halls. Residents are required to observe this policy at all times. The entire campus is tobacco-free, except for designated tobacco use areas.

Visitation/Escort

Open Visitation of the opposite gender is permitted in every residence hall, with roommate's consent, every night that the residence halls are officially open. Guests wishing to stay beyond midnight, or overnight, must present a valid ID and sign in at the front desk of the residence hall they will be staying in **between 5:30 pm and midnight** the night they plan to stay (Sign-in must occur each night someone is staying). Guests arriving after midnight will not be permitted to stay.

The main lobby entrance is the primary avenue for entry and exit to all residence halls. The main entrance is the **ONLY** avenue of access permitted for non-residents except when checking into or out of the residence hall. Each visitor of the opposite sex, and any non-Concord student(s), must be accompanied by the host within the residence hall they are visiting at all times. Residents can only serve as a host in the residence hall in which they live. Each resident may escort up to two visitors at a time and must stay with their guests while in the building. Each resident is held accountable for her/his guest's on-campus behavior under University policies and procedures.

In roommate conflicts over excessive visitation, the University will always side with the complainant. 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.

While visitation is open in all residence halls, there are restrictions to the number of nights guests can stay to prevent "squatting", subletting, and other prolonged stays by persons not contractually responsible for the room. Guests (regardless of gender) may stay only 2 consecutive nights when class is in session the following day (i.e. Sunday-Thursday). If found in violation of this policy, and the guest is a Concord Student, both students will be subject to disciplinary action and the visiting student will be charged \$20.00 per night (the Concord Affiliate Guest Rate) for each night he/she is in violation. If the guest is not a Concord Student, the resident will face disciplinary action and be charged guest fees of \$26.00 per night (Non-Concord Affiliate Guest Rate), and the guest will be banned from Concord University Residence Halls.

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 Director of Residence Life, Resident Director, a University Police 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 HALL CONTRACT TERMS & FEES

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 contract entered into by the student and University for said student's use of the University-owned residence hall.

Subletting of any portion of the room, or allowing someone to reside for free, is not permitted.

The room is to be used as a living unit only and no commercial operation shall be carried on therein.

Eligibility to occupy the premises is limited to full-time (12 or more credit hours) undergraduates who are appropriately registered for course work. Student occupancy of residence hall rooms is solely an 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 canceled 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.

Room Reservation Fee

When applying for a University residence hall room, each student must submit a \$50.00 room deposit. 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; it must be paid by the student directly. There are NO exceptions to this policy.

The balance of this deposit is refundable at the end of any academic term if the student is not returning to the residence hall the following semester; students who leave during an academic term will forfeit their deposit.

The room deposit is a damage deposit and any damages that are charged to the resident will be deducted from this \$50.00. 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.

Refund of Room and Board Fees

Room fees are refunded at the same rate as tuition, based upon the official withdrawal date and reflected in the Concord University Academic Catalog. Board fees are refunded per day based upon the last day of official occupancy in the residence hall.

Refunds shall be pro-rated based upon the date the resident has signed out of the residence hall on the Record of Residence, returned his/her room key, and removed personal items from the room. 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 upper-class check-in. Students receiving financial aid from Concord 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 Assignments

The University reserves the right to make room assignments 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 dollars (\$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 AND the \$50.00 deposited are both received 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 a single room rate. When two students are permitted to occupy a triple room, each student will typically pay the double room rate plus one-half the additional single room fee.

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 from his/her Resident Director. Unauthorized room changes will result in an administrative charge of \$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.

Check-In/Check-Out Requirements

Upon moving into or out of a room, each resident must sign for her/his keys, or sign saying he/she has returned the keys to the Residence Life Staff. Failing to check-out of one's room officially will result in a \$5.00 charge. Failure to return one's room key immediately upon check-out is a charge of \$25.00 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.

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 four weeks of checkout, the University will dispose of said belongings.

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 single occupancy. You will be notified by the Resident Director to arrange for the correction of your occupancy. The Resident Director will explain the various options available to you. 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. It is ultimately your responsibility to correct your room status. The deadline for completing consolidation is usually the end 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. In all consolidations, both residents involved will be given the opportunity to decide who will move, however, if an agreement cannot be reached the Resident Director will determine which resident moves based on the number of credit hours, GPA, and other building-related factors.

Consolidation means that a resident will be required to either move to another room or to accept a roommate. 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 designated areas. 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 for Fall Semester to create room for new members who need space in one of the organizational areas. Please contact the Office of Housing and Residence Life to discuss questions you may have about organizational housing.

Housing During Official University Closings

University residence halls are officially closed over extended breaks, however, all Residential Students have the opportunity to stay on campus, for an additional fee, over Thanksgiving, Winter, and Spring breaks. Applications for Break Housing can be obtained at the Office of Housing & Student Affairs (Student Center, Room 201) three weeks prior to the beginning of the break in question. For all breaks, a daily charge will be applicable and must be paid in advance.

Please be aware that for safety reasons Residence Hall Policies may change during break periods. Students will be notified of these changes upon applying for Break Housing. Any student found to violate University Policies and Procedures during a break may be required to vacate the residence halls for the remainder of the break, and will not be guaranteed permission to stay through future breaks.

Only authorized University personnel, or persons having permission from the Director of Residence Life, 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.

For those students leaving during breaks, the following applies:

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 before each closing. It is the student's and/or family's responsibility to abide by the conditions outlined in all closing notices and to follow check-in and check-out procedures and times.

Before vacating your room for official closings, you are required to do the following in conjunction with your roommate(s) and/or suitemates:

- Remove all trash and any other items that might attract roaches, ants, and pests.
- Remove perishable items from your refrigerator, clean, and unplug it, leaving the refrigerator door ajar.
- Close and lock all windows.
- Unplug everything but aquariums from room electrical outlets.
- Turn all lights off.
- In Towers only, shut off the water completely.

Note: The staff will perform routine room inspections at closings to ensure compliance of these and all other residence hall rules. Any procedures not followed will subject residents to applicable charges and/or disciplinary action.

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, Director of Residence Life, 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.

OFF-CAMPUS EXCEPTIONS / COMMUTING

All traditional-age undergraduate students are required to live on campus unless he/she has applied and been approved for an Off-Campus Exception, or Commuting Status. The Off-Campus Exception/Commuter Request Form can be found on the Residence Life webpage, as well as in the Office of Housing & Residence Life.

Students should never sign a lease for an off-campus dwelling until they have been approved to live off-campus. Signing a lease with another entity is NOT grounds for exception approval. Any student denied an off-campus exception will be charged room and board, regardless of having signed a lease for an off-campus dwelling. It is the student's responsibility to provide all required substantiating information. Students are subject to the conditions of the Residence Hall Room Contract and Student Handbook residential policy will have to justify being relieved of the contract.

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 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. This exception is limited to living with immediate relatives, defined as Siblings, Grandparents, Aunts, and Uncles.
5. Residing on the Work Site - your physical presence is required for the fulfillment of job responsibilities.
6. Age and/or Experience - 23 years of age or older; three years of full-time military experience; married; or have dependent children.

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 checklist), 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.

Deadlines for Applications:

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

STUDENT LIFE POLICIES



2020 to 2022

CONCORD UNIVERSITY

STUDENT CODE OF CONDUCT

ARTICLE I INTRODUCTION

Concord University has developed the following regulations and procedures 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 while creating an atmosphere conducive to fulfilling the University's mission.

Similar to an academic record, a student's behavioral record may 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 or student conduct violations involving the student. Therefore, every student should be conscientious of both behavioral and academic records while enrolled at Concord University.

ARTICLE II SCOPE, LIMITATIONS, AND APPLICABILITY

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 many aspects of University life. Developed as a supplement to University policy and State of West Virginia statutes, the Code does not replace, limit, or otherwise alter Board of Governors' policies or state law. The Code will be subject to periodic review and updating so that it will remain appropriate to current conditions on campus.

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

This Code shall apply to all students or non-students subject to discipline by a University conduct panel. It does not apply to faculty, staff, or administrative personnel of Concord University. This Code shall be in effect on all campuses of the University, including online students; for undergraduate and graduate students; and at University-sanctioned off-campus events. In certain circumstances where conduct occurring off-campus represents a possible threat to persons or property 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 forcible 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 should be assumed.

ARTICLE III DEFINITIONS

The following terms are referenced in the Student Code of Conduct and are defined as follows:

1. **Alcoholic Beverage:** refers to any “non-intoxicating beverage” as defined by West Virginia Law. **NOTE:** At the time of this publication a non-intoxicating beverage is one which has a percentage of alcohol by volume of less than or equal to twelve percent (12%). Beverages containing more than 12% alcohol (spirits) are not permitted on campus, except as provided by ARAMARK via its ABC license or by special permission of the President or his/her designee.
2. **Bullying:** means repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a Protected Category.
3. **Complainant:** means any current employee, student or applicant to Concord University (regardless of whether he or she is applying for employment or for admission as a student), vendor or contractor representative, or visitor, who reports an alleged violation under this policy. The complainant is not required to be the person who allegedly suffered the discriminatory or harassing treatment; rather, could be a witness to the events or a Mandatory Reporter.
4. **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.
5. **Emergency Suspension:** refers to the act of temporarily removing a student who poses a threat to safety or the rights, welfare, or property of another, including the University, pending an investigation.
6. **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.
7. **Habitual Offender** Any student found in violation of offenses set forth in Article IV of the Student Code of Conduct on four (4) occasions in one (1) academic year, five (5) occasions in two (2) academic years, or six (6) occasions during enrollment at the University, regardless of whether enrollment is continuous, shall be considered a habitual offender.
8. **Hazing:** any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, ostracizes, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.
9. **Resident:** A person who resides in a Concord University residence hall or University-owned house pursuant to a valid contract between the Office of Housing and Residence Life and the student.
10. **Respondent:** any person who is accused by a complainant or the University of a violation.
11. **University Employee:** For the purposes of this Article, there are four classes of University employees, each having different official capacities.
 - a. **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.
 - b. **Graduate Assistant:** “Graduate Assistant” includes an individual who serves in a support role at the University on a part-time basis who has completed his/her undergraduate degree. Such individuals are considered to be acting in an official

capacity when fulfilling their assigned job duties. Graduate Assistants may be enrolled in post-baccalaureate study at the University or another institution.

- c. **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 and Residence Life. 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 and throughout a campus emergency.
- d. **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.

ARTICLE IV VIOLATIONS

The following constitutes behaviors that are considered violations of the Student Code of Conduct. In addition to the listed violations, violations of the Concord University Board of Governors’ policies may be considered as part of the student’s conduct record, as well as violations of an academic nature, as stipulated in the most current edition of the Academic Catalog.

1. **Academic Dishonesty:** Any student who engages in academic dishonesty as described in the University Academic Dishonesty Policy as outlined in the Concord University Academic Catalog shall be found in violation of this section.
2. **Accessory**
 - a. Any student who aids, abets, or compels another individual to violate a criminal statute as defined in Article IV Section 5 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 Article IV Section 5 shall be found in violation of this section.
 - c. If more than six (6) students are present and aware of an act for which another student is violating any section listed in Article IV of the Student Conduct Policy, they may be found in violation of this section.
3. **Alcoholic Beverages** - NOTE: The President of the University or his/her designee shall have the right to approve written procedures 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 1 shall be found in violation of this section.
 - c. **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 Article III Section 1 in his/her possession while in a residence hall shall be found in violation of this section.
 - d. **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 shall 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 Article III Section 1 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.
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 immediate 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. **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 charged with the offense under another provision of the Student Code of Conduct.
6. **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.
7. **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.
8. **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.
9. **Failure to Comply:** Any student who commits any of the following acts shall be found in violation of this section:

- a. Failure to obey the instructions of any University or Student Conduct hearing panel, or members acting on behalf of the hearing panel, or failure to comply with or perform applied sanctions may be found in violation of this section.
 - b. Failure to answer a University summons or request to appear when such notice is sent at least seventy-two (72) hours in advance.
 - c. Any act which substantially hinders the function of any University or Student Conduct panel.
10. **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 11a, 11b, 11c, and 11d 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 11a, in his/her presence while the official is executing his/her duties shall be found in violation of this section.
11. **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.
12. **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.
13. **Gambling:** Any student who engages in any gambling behavior as defined in Article III Section 6 shall be found in violation of this section.
14. **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.
15. **Hazing:** Any group, person, or persons in a group who engage in hazing as defined in Article III Section 8 shall be found in violation of this section.
16. **Littering:** Any person who disposes of waste in a place other than a designated container such as a trash can or recycling bin shall be found in violation of this section.
17. **Obstruction**
- a. **Obstruction:** Any student who prevents or attempts to prevent evidence from being offered in any University conduct hearing shall be found in violation of this section.
 - b. **False Testimony:** Any student who deliberately lies or offers false testimony before any University or Student conduct hearing shall be found in violation of this section.
18. **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 Code of Conduct.
19. **Possession of Keys:** Any person found to be in possession of any key to the University in which that person is not authorized by the University to have access to shall be found in violation of this section.
20. **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.

21. **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 Code of Conduct shall be found in violation of this section.
22. **Retaliation:** Any adverse action that was taken against a person who makes a good faith reporting of alleged improper or wrongful activity shall be found in violation of this section.
23. **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 or who issues a credible threat as defined in Article III Section 4 against another shall be found in violation of this section.
 - b. Any student who misuses, tampers with, intentionally or falsely activates, or otherwise disturbs any fire or safety equipment including but not limited to fire extinguishers, fire alarms, fire hoses, thermal detectors, or carbon monoxide 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 who 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.
24. **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 an appropriate University official to avoid disciplinary action.
25. **Technology Misuse:** Any student found to be in violation of any Concord University Computing Policy shall be found in violation of this section.
26. **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 the 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.
27. **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.
28. **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.
29. **Weapons**
 - a. **Possession of a Lethal Weapon:** Any person found to be in possession of firearms, ammunition, fireworks, explosives, electroshock weapons, bladed arrowheads, or any article calculated to seriously injure or seriously 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. **NOTE:** No concealed weapons permit supersedes this section.

- b. **Use of a Weapon:** Any person who uses or discharges any weapon or article conforming to the criteria established in Article IV Section 28(a) or 28(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. **Possession of a Non-Lethal Weapon:** Any person found to be in possession of a weapon that is not intended to kill a living target, such as a paintball or airsoft gun, kitchen knife and/or a pocket knife with a blade exceeding three and one half (3½) inches, is in violation of this section.
- e. **Replica Weapons:** Any person in possession of an object that is designed to resemble a weapon as outlined in Article IV Section 29a, but is non-functional shall be found in violation of this section.

Exceptions to this provision include possession of self-defense spray and/or other implements used for their intended purpose or in self-defense, including a pocket knife with maximum three and one half (3 1/2) inch blade and/or household or kitchen implements unless brandished or used pursuant to Article IV Section 28(b) or (c).

ARTICLE V

SANCTIONS

The range of University 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 and the student's disciplinary history. Consistent penalties will be applied in similar cases, but each case will be considered according to the circumstances of the offense. Sanctions other than those listed below may also be applied, but in all cases, the University will strive to have sanctions fit, and be proportional to, the nature and severity of the violation(s). Sanctions will go into effect immediately upon notification to the student unless the decision is under appeal.

1. **Warning Letter:** A Warning Letter is a written statement from the Student Conduct or University Hearing Board or a University Administrator officially warning a student or organization about behavior unacceptable to the University. A copy of the warning is placed in the student's or organization's file in the Office of Student Affairs. The warning may or may not establish a probationary period, during which the student may not commit any offense or violate any University policy without facing added sanctions.
2. **Community Service:** Community Service involves volunteer activities that are performed for the benefit of others, including individuals, organizations, or communities. Community Service completed as a sanction must be pre-approved by the Vice President of Student Affairs and Dean of Students or his/her designee. It is the sanctioned student's responsibility to obtain official documentation of completion of volunteer activity. Failure

to provide approved, official documentation of the completion of community service will render the community service as inapplicable to the imposed sanction.

3. **Assessment and Counseling:** Students may be required to participate in assessments and counseling through an Office of Student Affairs approved service. Typically, such assessment and counseling are available free of charge to students through the University Counseling service, but students may opt to complete the assessment through a mutually agreed upon private or public service provider; 3rd party assessment and counseling must be pre-approved by the Office of Student Affairs and at the expense of the student.
4. **Student Conduct Education:** Student Conduct Education may be conducted by a member of the Student Conduct Board or a University official. Student Conduct Education is intended to familiarize students with the Student Conduct Policy and other institutional rules and regulations, including possible sanctions and potential consequences of non-compliance. The sanction is intended to be instructional, rather than punitive, so that future violations are avoided.
5. **Restitution:** Monetary restitution or replacement of lost, stolen, or damaged property may be allowed, pending approval by the Vice President of Student Affairs and Dean of Students or his/her designee. The amount of restitution should not exceed the replacement cost of the property, including any labor costs that may be incurred by the University. Replacement should be of an equal or greater value of the item or property.
6. **Discretionary Sanctions:** Discretionary sanctions may be assigned in lieu of or in addition to other sanctions and may include a letter of apology, essay, oral presentation, or other appropriate educational activity that directly relates to the violation.
7. **Organizational Sanctions:** Any of the sanctions included in the Student Code of Conduct may be applied to an organization. Members of the organization may be subject to individual sanctions for the same violation. Organizations may be placed on probation, during which time their activities are restricted to regular meetings with no social functions, public meetings, or activities other than those involving community service or sanction-assigned.
8. **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 one of the University hearing boards determines the sanction necessary. Notice of Probation is kept on file in the Office of Student Affairs. If further disciplinary action becomes necessary during the probationary period, the University may suspend or expel the student who violated the terms of his/her probation. Restriction of visitation privileges, a prohibition from participation in University-sanctioned activities, and limitation of access to University facilities are all examples of special restrictions that may be applied as a part of 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 except pre-approved community service. (Article IV Section 8)
9. **Restrictions:** Restrictions may be full or partial. Full restrictions limit student activities to class attendance, dining in the cafeteria, residing in the residence halls, using Library facilities, and participation in anything for which a student will receive academic credit. For a student or organization on full restrictions, 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 on full restrictions who is a member of an athletic team may participate in activities required

by the Coach, such as practice, games or scheduled events, community service, or other team requirements. 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 residence hall.
- c. Visit any residential student in any residence hall area other than the main lobbies.
- d. Attend any University-sponsored social activities on or off-campus (e.g. parties, dances, movies).
- e. Pledge or participate in social activities with any recognized University organization on or off-campus.
- f. 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.

10. **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 may also be sent to the parents/guardians. After the student is suspended, he/she is not allowed on campus except with the prior consent of the Vice President of Student Affairs and Dean of Students, the Director of Public Safety and University Police, or their designee to conduct business with an officer of the University. A student who has been suspended from the University may apply for readmission at the end of a specified period. Readmission, however, is not automatic.
11. **Emergency Suspension:** The University reserves the right to immediately remove any student who poses a threat to safety or the rights, welfare, or property of another, including the University.
12. **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 or has waived his/her FERPA protection to allow notification to occur. The University reserves the right to notify parents in the case of dependent students. 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 permitted on campus except with the prior consent of the Vice President of Student Affairs and Dean of Students, the Director of the Office of Public Safety and University Police, or their designee. As the most severe penalty imposed, expulsion carries the presumption of finality; however, the possibility of readmission, 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.

Termination of Sanctions Provision

At the termination of two-thirds (2/3) of a student's sanction, other than suspension or expulsion, 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 and Dean of Students, who may then forward 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 and Dean of Students. The student is notified of the decision made in regard to his or her petition or a release from the remainder of his or her sanctions.

ARTICLE VI 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 and Dean of Students.

The University Hearing Board was created in compliance with the Board of Governors' policies calling for the University to establish a primary disciplinary body. The University Hearing Board has original jurisdiction in disciplinary matters. Members of the University Hearing Board are appointed by the Vice President of Student Affairs and Dean of Students or his/her designee.

The Student Conduct Board¹ was created as part of the Constitution of the Student Government Association. It allows for the processing and sanctioning of student offenses in a hearing comprised of students. The Student Conduct Officer² of the Student Government Association (SGA) presents the cases before the Student Conduct Board, while the Student Advocate³ of the SGA advises and represents the student who is allegedly in violation of institutional regulations. For more information about the Student Conduct Board visit the Concord University Student Government Association Office.

¹ Previously termed Student Hearing Board

² Previously termed Attorney General

³ Previously termed Public Defender

The University Hearing and Student Conduct Boards use the Preponderance of Evidence standard in most instances for deciding whether or not an individual violated University policy or the Student Code of Conduct.

ARTICLE VII

PROCEDURES FOR STUDENT CONDUCT BOARD ON VIOLATIONS OF STUDENT LIFE POLICIES AND THE STUDENT CODE OF CONDUCT

1. Student Conduct Steering Committee⁴

- a. Alleged violations of the Student Code of Conduct or other Board of Governors' Policies must be reported to the Director of Housing and Residence Life and the Vice President of Student Affairs and Dean of Students. Residence Life staff members and Public Safety and University Police officers should, whenever possible, inform students that allegations are being brought against the student.
- b. The alleged violations will be screened by the institutional Student Conduct Steering Committee before they are directed to the appropriate hearing board. The Steering Committee will determine whether the case should be directed to the University Hearing Board or Student Conduct Board.
- c. The alleged violator may request to have his/her case heard in an Administrative Hearing. The Vice President of Student Affairs and Dean of Students or his/her designee will assign the University official who will hear the case.
- d. The student will then be notified of the impending disciplinary hearing by receiving a Notification of Allegations. A Notification of Allegations explains the available options to the student in the impending hearing process. If the alleged violator cannot attend the scheduled hearing, he/she must notify the appropriate contact listed on the Notification of Allegations at least twenty-four (24) hours in advance of the hearing.

2. University Hearing Board

- a. When the Student Conduct Steering Committee believes that the allegations, if upheld, may result in the student being suspended or expelled, the case is sent to the University Hearing Board. The student will be notified of the allegations 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 and Dean of Students, hears all cases that may result in suspension or expulsion if the student is found in violation.
- c. The University Hearing Board makes recommendations to the Vice President of Student Affairs and Dean of Students at the conclusion of the hearing.
- d. Decisions of the University Hearing Board may be appealed to the Appeals Committee, the Vice President of Student Affairs and Dean of Students, and then to the President of the University.

⁴ Previously termed Judicial Steering Committee

- e. If the student does not complete the sanctions issued by the University Hearing Board or is found to have committed 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 for a second hearing.

3. Student Conduct Board

- a. When the Student Conduct Steering Committee believes that the allegations, if upheld, would not likely result in the student being suspended or expelled, the case is sent to the Student Conduct Board.
- b. The Student Conduct 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 in violation.
- c. The Student Conduct Board shall issue sanctions if deemed appropriate.
- d. If the student does not respond to the Student Conduct Board or if the student pleads Not Responsible and does not appear before the Student Conduct Board, he/she may be found in violation of the alleged offenses and charged with Contempt (Article IV).
- e. The accused student reserves the right to appeal the Student Conduct Board's decision to a higher disciplinary channel such as the Appeals Committee and/or Vice President of Student Affairs and Dean of Students. (See Article VII Section 5 for Appeals Process)

4. Pleadings and Procedure

- a. Students whose cases will be heard by the University Hearing Board, Student Conduct Board, or by Administrative Hearing will receive a Notification of Allegations (also called Summons) and information about the hearing process.
 - i. The Notification of Allegations will include the time and place to appear before the appropriate board.
 - ii. The Notification of Allegations must be sent to the student at least three (3) class days prior to the hearing. The timeframe may be extended for extenuating circumstances, with notification to the student regarding the reason for the delay and anticipated decision date.
- b. There are three acceptable responses to a Notification of Allegations: "In Violation," "In Violation with Circumstances," and "Not in Violation."
- c. There are three acceptable responses to a Summons for Student Conduct Board: "Responsible," "Responsible with Circumstances," and "Not Responsible."
 - i. **In Violation:** The student may wish to enter an "In Violation" plea and waive the right to regular conduct proceedings if the student does not contest the allegations brought against him/her. If a student pleads in violation of University policy, sanctions will be determined by the appropriate authority.
 - ii. **In Violation with Circumstances:** The student may wish to enter an "In Violation with Circumstances" plea and waive the right to a hearing. "In Violation with Circumstances" is the proper plea when a student admits to wrongdoing but cannot reasonably comply with certain disciplinary sanctions that may be issued by the appropriate University authority or if

there are extenuating circumstances that the student wishes the hearing authority to consider when issuing sanctions.

- iii. **Not in Violation:** The student may wish to enter a “Not in Violation” plea if the student disputes the charges brought against him/her. If a “Not in Violation” plea is entered, the student must attend all University proceedings that address the allegations.
- d. Regardless of the plea entered, the student reserves the right to appear before the Student Conduct Board, University Hearing Board, or Administrative Hearing at the time and place stated on the Notification of Allegations.
- e. At the disciplinary hearing, there will be a presentation of evidence and testimony from witnesses. For the Student Conduct Board, the Student Conduct Officer will present the case and the Student Advocate will represent the accused 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 Student Advocate, or he/she may obtain any other representative, including but not limited to external legal counsel at the expense of the accused student.
- f. The student will receive the sanctions recommended by the Student Conduct or University Hearing Board either at the time of the hearing or by email following the hearing.
- g. The student may elect to have the case heard by Administrative Hearing. To exercise this option, the student must notify the Vice President of Student Affairs and Dean of Students at least 24 hours prior to the time stated on the Notification of Allegations for the student to appear before the Student Conduct Board. The Vice President of Student Affairs and Dean of Students will then schedule an Administrative Hearing. The decision of the Administrative Hearing can be appealed to the Appeals Committee, Vice President of Student Affairs and Dean of Students (or his/her designee), and in University Hearing Board cases to the President of the University or his/her designee.

5. Appeal Procedure

- a. A student found in violation of any disciplinary infraction has the right to file a written 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. In any case, the burden of proof is on the student to demonstrate that there are sufficient grounds for an appeal.
- c. An appeal of a finding or sanction of the Student Conduct Board or Administrative Hearing held in lieu of a Student Conduct Board may be heard by the Appeals Committee and/or the Vice President of Student Affairs and Dean of Students. The Appeals Committee consists of one administrator, one faculty member, and one student – all annually appointed by the President of the University, or his/her designee.
- d. An appeal of a finding or sanction by the University Hearing Board or an Administrative Hearing held in lieu of a University Hearing Board may be heard by the Appeals Committee, Vice President of Student Affairs, and the President of the University or his/her designee.

- e. Appeals must be reviewed within one (1) week of the request and a determination made as to whether or not to grant the appeal. The timeframe may be extended for extenuating circumstances, with notification to the student regarding the reason for the delay and anticipated decision date.
- f. Students wishing to appeal should contact the Office of Student Affairs.
- g. Sanctions will not be implemented if an appeal is made, pending the outcome of the appeal. If there is no appeal, the sanctions will go into effect immediately upon notification to the student. If the Appeals Committee and/or the Vice President of Student Affairs and Dean of Students deny the appeal, all sanctions will go into effect immediately. **The University reserves the right to initiate or retain temporary measures to ensure safety while the decision and/or sanctions are under appeal.**

ARTICLE VIII LESSER COURTS WITH RESTRICTED JURISDICTION

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

ARTICLE IX EXPUNGEMENT PROCEDURE

Certain Student Life Policy infractions, while important enough to merit disciplinary action, may adversely affect future employment, graduate school prospects, or professional licensure. Therefore, the Concord University Expungement Procedure was adopted to allow students to request the expungement of minor offenses, typically those that involve infractions of institutional policy, rather than matters of law. Expungement may be available to students after graduation from the University and in other limited cases. Any infraction that may result in suspension or expulsion from the University may not be expunged. Contact the Office of Student Affairs for more information.

NOTE: If at any point a Concord University Student Code of Conduct or Student Life Policy is found to be in conflict with a Concord University Board of Governor's Policy, the Board of Governor's Policy always supersedes the Student Code of Conduct of Student Life Policy.

CONCORD UNIVERSITY BOARD OF GOVERNORS POLICIES

Following is a list of Concord University Board of Governors (BOG) policies most often applicable to Concord University Hearing Boards and judicial processes and of interest to students. (Note: A full list of Concord University BOG policies is available online: <http://www.concord.edu/administration/board-governors/policies>):

Policy No. 15: Parking and Traffic Policy
Policy No. 20: Student Rights and Responsibilities
Policy No. 21: Policy on Use of Institutional Facilities
Policy No. 23: Policy on Alcoholic Beverages on the Concord University Campus
Policy No. 25: Student Academic Rights
Policy No. 29: Policy on Social Justice
Policy No. 36: Policy on Parental Notification of Student Offenses
Policy No. 37: Sexual Harassment Policy
Policy No. 45: Wireless Network Policy

**[THE CONCORD UNIVERSITY BOARD OF GOVERNORS POLICY No. 37:
Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment](#)** (Please click on
hyperlink to see BOG Policy No. 37)

SEXUAL VIOLENCE

Definitions and Procedures in Instances of Sexual Violence

Sexual Violence is any sexual act forced upon someone against their will and includes acts that are verbal, physical, attempted, or completed. West Virginia law defines sexual abuse as the intentional touching of a sexual nature. Sexual assault involves sexual penetration with another person without the consent of that person. Lack of consent may result from forcible compulsion or incapacity to consent.

Concord University policy 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 sanction-able as a sexual offense. Additionally, and separate from the disciplinary action of the University, the accused may be brought to trial under West Virginia state law and subject to action as directed by the court.

Sexual Assault Prevention

Concord University is committed to creating a safe environment free from discrimination, sexual harassment, and sexual misconduct. Report unwanted behavior to the Title IX Coordinator (titleix@concord.edu) or complete an online Referral Form (<https://apps.concord.edu/forms/view.php?id=77398>).

- Get verbal consent from your partner before engaging in any type of sexual activity
- Sexual assault includes a wide range of behaviors, including various types of unwanted sexual contact (e.g. inappropriate/nonconsensual touching, grabbing, fondling, kissing, etc.)
- Know your sexual limits and communicate them clearly and effectively.
- Be aware that 90% of sexual assault victims are familiar with the perpetrator.
- Practice Bystander Intervention. Don't be afraid to intervene, or ask others for help, if you are personally in an uncomfortable situation, or you see someone else

potentially in danger (e.g. leaving a party with a stranger, drinking too much, acting unusual, etc.).

In an emergency, call 911. If you have been a victim of Sexual Assault, on or off-campus, please contact the CU Police Department at 304-384-5357, Princeton Community Hospital at 304-487-7000, the Mercer County Rape Crisis Center at 304-645-6334 (24 Hour hotline) or a CU SART member. Names of SART members (see below), medical services, reporting agencies, and support services can be found at <https://www.concord.edu/Student-Life/Title-IX.aspx>.

Resources for Victims of Sexual Violence

Sexual Assault Response Team SART

To advocate for past or current victims of sexual violence, Concord University has an established Sexual Assault Response Team, or SART, composed of trained volunteers to assist you. Current members of the Concord University SART team are:

Ms. Khalilah Workfield	Day: 304-384-5230; Evening: 304-384-5138
Chief Mark Stella	Day: 304-384-5356
Sgt. Terry Moulder	Day: 304-384-6333
Ms. Terri Philpott, Chair	Day: 304-384-5282; Evening: 304-462-9082
Ms. Lauren Phillips	Day: 304-384-5230; Evening: 304-384-5140
Angela Fedele	Day: 304-716-0485
Dr. Susan Williams	Day: 304-384-6026

The Family Refuge Center and The Women’s Resource Center (WRC) are crisis resources for victims of sexual assault and domestic violence and their families. Professional staff and volunteers provide advocacy, information and referral, support, and counseling to abuse victims. Information on the agencies’ websites: Family Refuge Center <http://www.familyrefugecenter.org> and <http://www.wrcwv.org>. **24 Hour Hotlines: FRC 1-866-645-6334 and WRC 1-888-8257835.** Family Refuge Center serves Mercer (beginning fall 2016), Monroe, Greenbrier, and Pocahontas Counties; WRC serves Raleigh, Fayette, Summers, and Nicholas counties in West Virginia.

Other Rape Crisis Centers in West Virginia may be found via the **Foundation for Rape Information Services (FRIS)** website <http://www.fris.org/>. The FRIS website contains comprehensive information and resources regarding sexual violence/assault.

The **National Sexual Assault Hotline** telephone number is 800-656-4673(HOPE). The free hotline provides immediate assistance to victims of sexual violence.

[Southern Highlands Community Mental Health Center](#) in Princeton, West Virginia operates a free 24-hour crisis line. Phone: 800-615-0122. Counseling services are available.

<http://www.wv211.org/> This database allows you to browse hundreds of health and human services online, learn about specific programs, intake requirements, eligibility, operation hours and more. The database also has information on disaster related services. Phone: 211

This program is collaborative project of the United Ways of West Virginia.

The Concord University Office of Public Safety and University Police offers the following tips for preventing sexual assault:

1. Residential 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 plan to arrive home safely.
2. Carry a fully-charged cell phone with you at all times.
3. Be aware that sexual assaults are not often perpetrated by an unnamed attacker on the street. Usually, it's someone you know. About 90 percent of sexual assault victims are familiar with the perpetrator.
4. Have a friend go with you so you can watch out for each other.
5. Don't leave your drink unattended or allow others access to your drink due to the possibility of date rape drugs.
6. Beware of how much alcohol you and your date consume.
7. Avoid dates that have domineering or controlling personalities.
8. Clearly communicate and stand up for your rights; don't be pressured into doing something that you do not want to do.
9. Take a self-defense class. Most people who take self-defense courses feel empowered to handle more serious situations.

What to Do If You Are Sexually Assaulted

1. Get to a safe place.
2. If on campus, contact the Office of Public Safety and University Police, a responsible official (e.g. Resident Assistant or Director, advisor) or a friend or call 911.
3. Preserve evidence (e.g. do not shower, dispose of clothing or other evidence, etc.).
4. Seek medical attention (e.g. go to the hospital Emergency Room—in Athens, the closest ER is Princeton Community Hospital; request a forensic nurse or SANE).
5. Seek counseling (e.g. SART members, Concord Counseling Center, community or private mental health professionals, 24-hour crisis lines).

What to Do If a Friend is Sexually Assaulted

In addition to assisting your friend with the above:

- Be supportive. Don't be judgmental.
- Be reassuring and a good listener.
- Encourage your friend to report the sexual assault to a responsible official.

Although most sexual assaults involve male perpetrators and female victims, sexual assaults can involve same-sex couples or women perpetrators and male victims. The same tips, advice, and procedures should be followed regardless of the sex of the perpetrator or victim.

PREVENTION OF SEXUAL VIOLENCE

Bystander Intervention⁵

Active Bystander Intervention is acting to intervene in a potentially dangerous situation. Bystander intervention applies to many situations, including bullying, sexual assault, alcohol and drug abuse, and suicide prevention.

An Active Bystander helps address behaviors **BEFORE** violence occurs. **SAFELY** intervene when you see a potentially dangerous, undesirable, or pre-violent situation by doing some of the following:

- Distract the person who is acting inappropriately or aggressively
- Make certain that the potential victim makes it home safely
- Grab a friend or two to help you intervene
- Act as if you are with the potential victim, even if you are not
- Act as if you need to speak privately with the potential victim and lead them away to a public place

For more information on an active bystander's role in bullying, visit <https://au.reachout.com/bullying>. For more information on an active bystander's role in sexual assault, visit https://www.nsvrc.org/sites/default/files/2018-02/publications_nsvrc_tip-sheet_bystander-intervention-tips-and-strategies_1.pdf.

To take the pledge to end sexual violence, visit www.itsonus.org

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

⁵ From FRIS Violence Prevention Toolkit, Bystander Intervention Training Presentation

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 requests 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 in room 107 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 by contacting the Office of Disability Services), the student should make an appointment with the Disability Services Coordinator, who will 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, including 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 available at the discretion of the Office of Disability Services and other involved faculty, staff, and administrators. In the event the student claiming 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 period of time that is 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. Kathryn Liptak, Associate Provost.

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 Coordinators are Mr. Andrew Sulgit (as related to students), Assistant Dean of Students, and Mr. William Fraley (as related to facilities), Assistant Dean of Students. Andrew may be reached at telephone number 1-304-384-5311, or by mail at Campus Box D-134, P.O. Box 1000, Concord University, Athens, WV 24712. Mr. Sulgit may also be contacted by email: sulgit@concord.edu. Mr. Fraley may be reached at telephone number 1-304-384-5231, or by mail at Campus Box D-147, Box 1000, Concord University, Athens, WV 24712. Mr. Fraley may also be contacted by email: bfraley@concord.edu.

The campus 504 Coordinator is Dr. Kathryn Liptak, Associate Provost. She may be reached at telephone number 304-384-5155 or by e-mail: liptakka@concord.edu.

The University Disability Services Coordinator is Ms. Nancy Ellison. The Office of Disability Services is located in room 107 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. Ms. Ellison may also be contacted by e-mail: 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 mobility impairment.
 - a. **Bonner House**
 - b. **Observatory**
 - c. **Mill St. Hall**
 - d. **ALEF House I**
 - e. **ALEF House II**
3. The following buildings are partially accessible to persons with mobility impairment.
 - a. **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.
 - b. **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 are provided:

<u>Bonner House:</u> Kathy Ball (Director of Bonner Services)	6009/6080
<u>Carter Center:</u> Kevin Garret (Athletic Director) and Angie Proffitt (Administrative Assistant to the Athletic Director)	5347 5440
<u>Maintenance Building:</u> Gerry VonVille (Physical Plant Director)	5266
<u>Mill Street Hall:</u> Bill Fraley (Director of Housing and Residence Life)	5231
<u>ALEF House I:</u> Bill Fraley (Director of Housing and Residence Life)	5231
<u>ALEF House II:</u> Bill Fraley (Director of Housing and Residence Life)	5231

When the designated responsible person becomes aware of or is contacted by, a student with 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 (except for solutions that require physical modifications).
8. Students with disabilities 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 accommodations to be developed and implemented.

CLASSES

1. Most classes are held in accessible buildings and areas.
2. 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.
3. After registration, students with a disability should immediately deliver a copy of the Registrar's printout of their schedule to the Associate Provost, A240 on the second floor of Marsh Hall.
4. The Associate Provost'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.
5. The Associate Provost'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.
6. The student's timely registration, prompt delivery of the schedule to the Associate Provost'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 the class.

PROCEDURE FOR ADMINISTERING ACADEMIC 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:
 - a. Be on letterhead stationery
 - b. State the specific diagnosis/disability
 - c. Include the professional's recommendation (if any) for accommodations needed to assist with the academic program

- d. List any medications the student is taking for the disability
 - e. 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 a 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 is used to observe their behavior when not continuously monitored. 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 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 and Jean 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. There is a unisex ADA bathroom located on the main Library floor.
4. Marsh Hall (admin. building): There are six ADA compliant restrooms, three male and three female restrooms in Marsh Hall. One male and one female compliant restroom 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 unisex restrooms are located off the main entrance, in the Athletic Office's area.
8. Rahall Technology Center: This building has accessible bathrooms on each floor.
9. University Point: This building has accessible bathrooms 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 Jerry and Jean Beasley Student Center, behind Mill Street Residence Hall, at the entrance to the University behind Towers residence hall and the Nick Rahall Technology Center. A printed map detailing pathways of accessibility can be obtained from the Student Center Main Office, the Office of Admissions, or on the University webpage. The Campus Access Plan is also available in Braille and can be obtained at the Office of Disability Services.

SERVICE AND ASSISTANCE ANIMALS

Concord University is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the University community who seek reasonable accommodation for disabilities should contact the Office of Disability Services, located on the ground floor of the Jerry and Jean Beasley Student Center, Room 107. Students requesting to have service or assistance animals in the residence halls will also need to communicate with the Office of Housing and Residence Life or Student Affairs to receive permission and make

arrangements with the Director of Housing and Residence Life for the animal to reside in University-owned housing.

The following information includes various laws governing service or assistance animals, including definitions of service and assistance animals.

- Title II of the American Disability Act (ADA) applies to state and local governmental entities, including all public colleges/universities and states that public entities must modify policies, practices, or procedures to permit the use of a service animal by an individual with a disability. Under Title II, a service animal is defined as any dog that is individually trained to do work or perform tasks (directly related to the disability) for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II, the Department of Justice explicitly states that animals other than dogs are not defined as service animals, except for special provisions permitting miniature horses). Additionally, animals that serve solely as crime deterrents or provide emotional support, comfort, or companionship are not considered service animals under the DOJ's definition in Title II.
- Title III of the ADA applies to business and nonprofit entities that are "public accommodations" such as public and private colleges/universities and states that individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a place of public accommodation. As in Title II, the definition of a service animal is restricted and does not include animals other than dogs, animals that are not effectively controlled or housebroken, or animals that are emotional support animals.
- Section 504 of the Rehabilitation Act applies to any institution receiving federal financial assistance, which includes nearly all public and private colleges and universities and states that a college/university may not impose upon a student with disabilities any policy that has the effect of limiting the participation of the student with disabilities in the University's educational program or activity. The Department of Education's Office for Civil Rights has adopted the definition of service animal provided by Title II and Title III for its interpretation of Section 504 of the Rehabilitation Act.
- The Fair Housing Act applies to residential "dwellings", including "any building, structure, or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families." §42 U.S.C. 3602(b) and states that it is unlawful to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such a dwelling because of a disability of that person. To date, there has not been affirmation by the court system as to whether the FHA applies to residential dormitories as there is legal debate whether "family" includes a single individual according to the legal definition. The FHA applies only to residential dwellings and not to academic, administrative, and common areas on campus.

After reviewing the aforementioned laws, Concord University has developed the following Service and/or Assistance Animal policy:

- With respect to a request for a service or assistance animal, Concord University will determine, on a case by case basis, and under applicable laws and regulations, whether

such animal is a reasonable accommodation on campus. In doing so, the University must balance the needs of the individual with the impact of the animal on other campus community members.

- Where it is not clear that an animal is a service animal as defined by the ADA, Concord may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under disability legislation. The University may require any or all of the following:
 - 1) Documentation from a treating physician or mental health provider showing that the service or assistance animal is required for the student to be successful in completing his/her degree requirements, including how the animal assists the student.
 - 2) Documentation detailing or verifying the appropriate training of the service or assistance animal.
 - 3) Documentation from a veterinarian that the animal is current on vaccinations and all veterinary care, including flea and tick control.
 - 4) Documentation that said veterinary care is kept up to date throughout the animal's residency on campus.

For assistance animals which do not meet the requirements stated by Title II and Title III of ADA legislation, but which might meet requirements under the Fair Housing Act, and have been approved by the Director of Housing & Residence Life, the following policy will be enforced:

- Assistance animals will be permitted only in the residence hall in which the approved student resides and must be harnessed, leashed, or tethered when not in the resident's individual room. Assistance animals will not be permitted in academic buildings, administrative buildings, or residence halls in which they do not reside.
- In order to ensure the safety of others as well as the animal, assistance animals must be harnessed, leashed, or tethered at all times on University Property, with the exception of the resident's individual room. Assistance animals must also be kept in a cage or carrier in the room when the student is not present in the room.
 - For all residential students who are approved to have service or assistance animals living in their residence hall room, the following guidelines will be enforced.
 - Residents with service or assistance animals may be required to pay the additional private room fee unless they can provide a roommate who agrees to share a room with the service or assistance animal.
 - Residents may be subject to monthly health and safety inspections, in addition to the regular bi-semester inspections.
 - Residents with service or assistance animals will be required to complete additional documentation with the Office of Residence Life Staff as mentioned above.
 - Residents must read and sign the Service/Assistance Animal in Residence Hall Agreement.

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 any 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 the Associate 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 the complaint. The investigation will be conducted by the Associate 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 Associate 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. Kendra Boggess, 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 the 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 a clear focus on 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 (FERPA)

(from 2017-2018 Concord University Academic Catalog)

The Family Educational Rights and Privacy Act or FERPA is a federal law that affords students certain rights concerning their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students must submit written requests to our office that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want to be changed, and specify what it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or concerns of health and safety. A school official is a person employed by the university in an administrative, supervisor, academic or research, or support staff position (such as health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Concord to comply with the requirements of FERPA.

Directory Information: FERPA allows for the designation of certain academic record information as "directory information" [academic record information not requiring written permission prior to release]. Concord defines directory information as follows:

- Student's name
- Local and Permanent address
- Telephone Number(s)
- Major field of study (including second majors, minors, etc.)
- Whether a student is currently enrolled
- Enrollment status (full-time, half-time, etc.)
- Class (freshman, sophomore, etc.)
- Academic level (associate, undergraduate, graduate, professional)
- Anticipated graduation date
- Certification of application for degree
- Dates of enrollment
- Degree(s) earned, including date, honors, and level of distinction
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Directory information will be withheld if requested by the student. To withhold directory information, the student should contact the University Registrar's Office, Room A-202, Marsh Hall, 304-384-5236.

FERPA DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA) requires that the student authorize the University prior to the release of any academic record information to a third party. Students may 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 that 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 FERPA Release
 3. Enter your Username and Password
 4. Complete the form, assigning a PIN number for the individuals to whom you are granting permission for the 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.

Concord University will release academic information on tax dependent students to their parents. This requirement is allowable with the guidelines of FERPA. Documentation must be presented prior to the information being shared. Any records obtained by a campus police unit are not considered confidential since police activity is a matter of public record. 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.

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.

Required Demographic Information

Concord University procedures require the annual collection of specific demographic data for each student: local mailing address and emergency contact confirmation.

PROCEDURE 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 Office of Public Safety and University Police 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 an emergency, or when implementing any emergency procedure.

EVACUATION PROCEDURES FOR STRUCTURAL FIRES

1. Always heed the fire alarm. If you don't, you're risking your life and others who may need to rescue you.
2. Know at least two escapes routes.
3. Only take personal items (e.g. cellphone, purses, etc.)
4. When exiting a room, close the door behind you. Walk calmly but quickly to the nearest emergency exit.
5. If there are a fire and no alarm, pull the closest fire alarm on your way out.
6. If the hallway is filled with smoke, drop low to the ground, cover your nose and mouth with a damp cloth, if possible, and crawl quickly to the nearest exit. If the smoke is overwhelming or fills the entire hallway, return to and remain in your room, and follow the procedures in the section below.
7. Never use the elevator during a fire alarm; always use the stairs.
8. Always ask someone requiring additional assistance on how you can help before attempting any emergency evacuation assistance. Ask how he/she can be best assisted or moved, and whether there are any special considerations or items that need to come with the person.
9. Proceed to the designated Emergency Assembly Area as instructed by Emergency Personnel.
10. Faculty in active classes should conduct a headcount of students while in EAA.
11. Never reenter a building for any reason; wait until you get the "all clear" from the CUPD, University stage member (i.e. housing, maintenance, etc), or fire department. **If you are not able to get out due to thick smoke and fire, you will need to "shelter in place."**
 1. If you are able, move to a room with an outside window.
 2. Call 911 if possible and let them know where you are trapped.
 3. Block the cracks around the door to prevent smoke from coming in.
 4. Stay by a window where rescuers can see you; rescue in large buildings may take some time.

ACTIVE SHOOTER SITUATIONS

Response to an Active Shooter:

1. If in a room, lockdown and collect information. If possible, evacuate; if not, attempt to further secure the room.

2. If outside, move off-campus and continue to move away from the threat until you feel safe. Remain off campus until Emergency Personnel advise you it is safe to return.
3. Do not use your vehicle. This may result in a traffic jam and will slow the Emergency Personnel response time.
4. If you are in the immediate area, contact 911 with the information (location and description of the shooter).

For training in Active Shooter Situations, visit the Alice Training Institute at www.alicetraining.com. The Office of University Police Department (304-384-5357) will schedule a class for your group/organization.

CONCORD UNIVERSITY TOBACCO USE

Tobacco use, including smokeless tobacco and vaping products, is prohibited in all campus buildings. The following outdoor spaces have been identified as designated tobacco use areas:

- The covered area behind the J. Frank Marsh Library
- The gazebo located between Marsh Hall and the Fine Arts Building
- The gazebo located between Wilson Hall and North Towers
- The Carter Center covered patio, away from entrances

Tobacco use is prohibited in all other outdoor spaces on campus.

FACULTY AND STAFF DIRECTORY

An up-to-date list of Concord University faculty and staff are found on the Concord University website <http://www.concord.edu/fsdirectory.php>

EMERGENCY NUMBERS

(Numbers are subject to change. Please check the CU website and local directories for updates.)

Athens Medical Center	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 and University Police-Non--Emergency	304-384-5356, 5357,5965,6333, 304-333-1243 (night cell)
County Emergency Dispatch	911
Director of Housing and Residence Life	304-384-5231

S.A.F.E. (Victim's Advocate Beeper)	304-384-7820
Sexual Assault Response Team (8am-4:30pm)	304-384-5282
Southern Highland 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 (long distance call)	304-255-2559
24hr Rape Crisis Center (24-hour hotline—toll free)	866-399-7273 800-656-HOPE

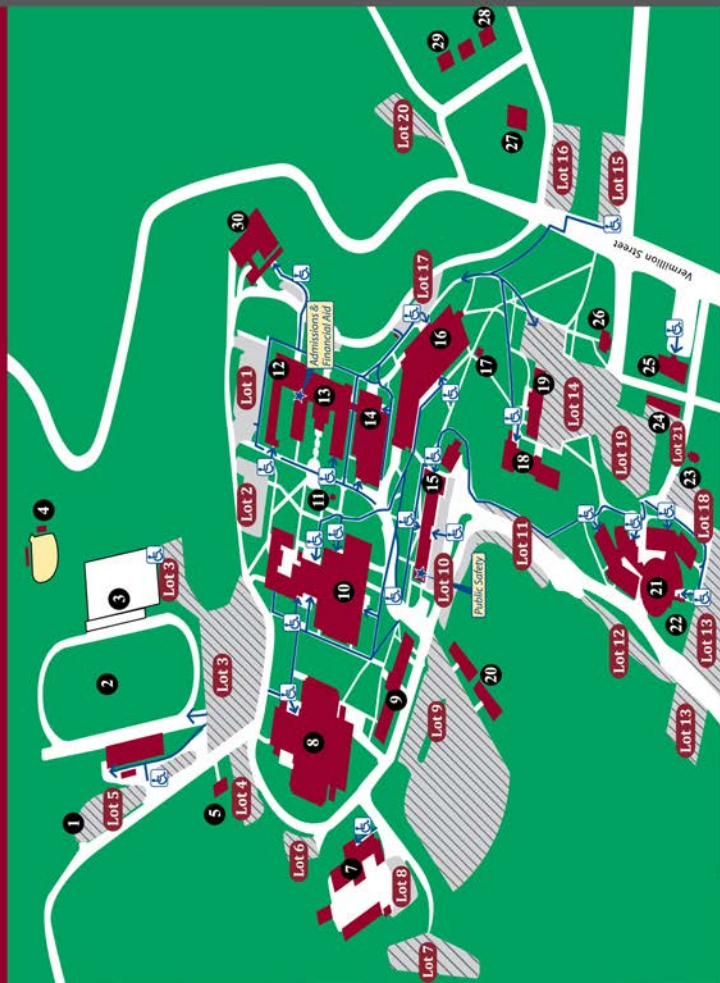
RESIDENT DIRECTORS	HOME	MAIN DESK
North Tower	304-384-5138	304-384-5132
South Tower/Mill Street Hall/ALEF House I	304-384-5139	304-384-5133
Wilson ALEF House III	304-384-5140	304-384-5136/ 304-384-6200
ALEF House II	304-384-5142	304-384-5135

OTHER IMPORTANT NUMBERS	
ADA/504 Academic Compliance Issues-Office of Disability Services	304-384-6086
Center for Academic and Career Development	304-384-6074
Counseling Center	304-384-5290
Concord University Switchboard/Lost & Found/Info Desk	304-384-5246
CVS Pharmacy	304-384-7851
Jerry & Jean Beasley Student Center Office	304-384-5310
Mercer County Health Department Clinic	304-324-8851
Athens Post Office	304-384-7056
Athens Town Hall	304-384-3525
Deli Mart	304-384-9057
First Community Bank	304-384-9010
Gino's Restaurant	304-384-7970
Moe's Pizza	304-384-8247

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.

CAMPUS 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 & Jean 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 & Counseling Center
- 27) President's Home
- 28) Grant House
- 29) Upward Bound House
- 30) University Point

LEGEND

- Staff/Visitor
- Parking Lots
- Numbers
- accessible
- handicap-accessible buildings

PARKING- Note: (#) indicates number of regular and handicap parking spaces

- Lot 1) Faculty, Staff, and Visitors: Science Hall (48, 16 HP)
- Lot 2) Faculty Staff, and Visitors: Fine Arts (48)
- Lot 3) Football Field (Commuter) (200, 2 HP)
- Lot 4) Small P.E. Lot (Commuter) (36)
- Lot 5) Observatory (Commuter) (52)
- Lot 6) Above Maintenance (Commuter) (10)
- Lot 7) Baseball Field (Commuter) (50)
- Lot 8) Maintenance Lot (Staff) (37)
- Lot 9) Behind Wooddell Hall (Wooddell, Faculty/Staff, Commuters) (277)
- Lot 10) Bahall (Faculty, Staff) (33, 2 HP)
- Lot 11) Behind Wilson (Wilson Hall, Commuters) (58)
- Lot 12) Behind North Towers (North Towers Residents) (22)
- Lot 13) South Towers (North and South Towers Residents (270, 2 HP)
- Lot 14) Wilson/Sarvay (Wilson/Sarvay Residents (88, 4 HP)
- Lot 15) Hohroyd Lot (Commuter) (31)
- Lot 16) C.E.A. Lot (Commuter) (58)
- Lot 17) Jerry & Jean Beasley Student Center (VISITOR ONLY) (16, 2 HP)
- Lot 18) North Towers Lot (North Towers Residents) (28)
- Lot 19) North Towers Lot (North Towers Residents (49)
- Lot 20) Commuter Overflow Lot (Witherspoon Dr.) (40)
- Lot 21) Mill Street Apartments Lots