

STUDENT LIFE HANDBOOK



FAIRMONT STATE
UNIVERSITY™

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PRESIDENT'S WELCOME

This is an exciting time to be a Falcon! Our academic programs continue to gain praise, our athletic teams are on the hunt for more league championships, and the atmosphere on campus is electric. Whether you are a first-year student, a transfer student or a returning student, I know that you will find your place and chart your future here at Fairmont State University!

Fairmont State is a place where you will find academic and personal support to help you soar. The entire campus is committed to helping you find your passion, and then giving you the tools to turn that passion into reality. At Fairmont State, you will make friendships that will last a lifetime and join a cast (the collective noun for a group of falcons) of alumni, student, faculty, and staff that will support you for a lifetime.

A college campus is designed to help you thrive and at Fairmont State we have developed resources to guide you during your college career, from tutoring and honing study skills to resources that ensure your mental and physical wellness. We are here to support you every day and our people are ready to help you grow into the best version of yourself. But here's the catch—you have to let us know when you need help. I encourage you to seek out help as soon as you find yourself struggling in any area. Our caring faculty and staff are eager to support you any way they can.

Like many of you, I am new to campus this year and I am excited (and even a bit nervous) to find my way around, learn about Fairmont State's traditions, and form new bonds. However, I already know that I have a wonderful network of people who will be there to support me every step of the way. So, I hope that, like me, you will get involved and immerse yourself in everything that the campus has to offer. Explore our clubs and organizations, and take part in campus life. I hope to see you at an athletic event, a fine and performing arts event, or even just eating in the Falcon Center.

If you see me around make sure you say hi – I am eager to get to know every Falcon and figure out how to build a Fairmont State that is committed to helping all of us thrive.

Dr. Mike Davis
President
Fairmont State University



CAMPUS INFORMATION

CAMPUS DIRECTORY

[Click here for our online Campus Directory](#)

COLLEGES AND SCHOOLS

Department	Contacts	Location	Phone
College of Business & Aviation	Interim Dean: Rebecca Giorcelli	111 JH	304-367-4239
College of Education, Health and Human Performance	Dean: Amanda Metcalf	351 ED	304-333-3679
College of Liberal Arts	Dean: Christopher Kast	315 HB	304-367-4136
College of Nursing	Dean: Laura Clayton	245 ED	304-367-4074
College of Science & Technology	Dean: Steven Roof	328B HH	304-367-3712

BUILDING CODES

Building Name	Code	Building Name	Code
Bryant Place	BP	Jaynes Hall	JH
Charles Pointe	CP	Library	LI
Colebank Hall	CH	Morrow Hall	MOR
Erickson Alumni Center	EC	Merchant Street Facility	MSF
Education & Health Careers	ED	Robert C Byrd Aerospace Center	MT
Engineering & Technology Building	ET	Pence Hall	PEN
Falcon Center	FAL	Physical Plant	PP
Feaster Center	FC	Prichard Hall	PRI
Hardway Hall	HB	Turley Student Services Center	TC
Hunt Haught Hall	HH	Wallman Hall	WH

Housing and Residence Life

Jeremiah Kibler, Associate Director of Housing and Residential
Life Turley Center Suite 317
(304) 367-4216

Haley Cochran, Housing Operations Manager
Turley Center Suite 317, (304)-367-4917

Housing Options

- Bryant Place: co-ed by suite
- Morrow Hall: co-ed by floor/wing
- Pence Hall: co-ed by floor/wing
- Prichard Hall: co-ed by floor/wing
- University Terrace West Building: co-ed by semi-suite: freshman permitted
- University Terrace East/North & West Building: studio singles, double and quad apartments, upperclassmen students only.

Meal Plan Requirements

A meal plan is mandatory for all students living on-campus with the exception of those residing in University Terrace Apartments. Meal Plans are available for apartment residents and commuter students. Special dietary needs will be accommodated upon request. For a list of meal plans for the 2023-2024 academic year, [click here](#).

Residence Off-Campus Policy

Students attending at least one class on the main campus are required to live on campus for *four consecutive semesters*. If a student has a documented need through the Office of Accessibility, every effort will be made to provide the most appropriate on-campus housing assignment.

Students can apply for a housing exemption if they meet any of the following criteria:

- You are married.
- You are a single parent with custody of your child/children.
- You have documented medical circumstances that cannot be accommodated on campus.
- You are a commuter student who lives within 50-mile driving distance of the Fairmont campus and live at the home of a parent or legal guardian.
- You are 21 years of age or older by the start of the semester for which you are attending.

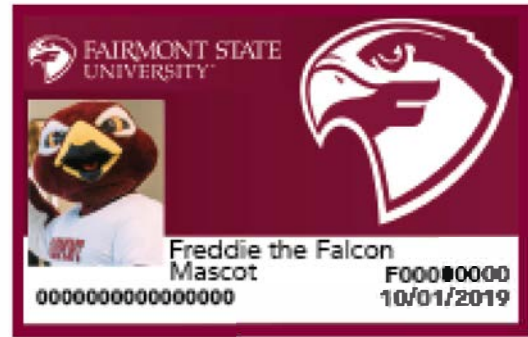
[Click here](#) to find the exemption process.

[Click here](#) to access the Residential Life website.

Identification Cards

Shana Bock, Campus Card Services
129D Colebank Hall
Shana.Bock@fairmontstate.edu
(304) 368-7227

Your Student ID card is the official Fairmont State University identification. For more information, visit our website.



Intramurals and Club Sports

John "J.R." Lowery
315 Colebank Hall
John.Lowery@fairmontstate.edu
304-333-3776

Intramural Sports offers students, faculty & staff at Fairmont State the opportunity to participate in many organized sports and activities on a competitive and/or recreation level. Its mission is to encourage, promote and develop active living and healthy lifestyles, as well as personal growth through competition and recreation. All skill levels are welcome and there is no fee to participate. Students must be currently enrolled in on-campus classes and/or have admission to the Falcon Center, and employees must be currently working on campus. Our goal is to provide a structured environment that maintains competition, camaraderie, physical fitness and fun while promoting sportsmanship and respect for competition among participants and spectators.

Events are organized for competitive play among groups, individuals and campus organizations in both semester long league sports as well as many different single-night events. Our single-night events include both tournament format and open play in such things as volleyball, dodgeball, ping pong, cornhole, Texas Hold'em, Knockerball, indoor soccer and many more. Intramural sport information can be found here:

<https://www.fairmontstate.edu/falconcenter/fitness-activities/intramural-sports> .

Several club sports are organized on campus and all Fairmont State students are eligible to participate. Current club sports include Men's and Women's Rugby, Cheerleading, Dance, Women's Volleyball and Track. Club Sports are 100% student supported with guidance from the Intramural Department. Any person interested in organizing a new club sport program can find details on our web page. Contact information for our current club sports teams can be found here: <https://www.fairmontstate.edu/falconcenter/fitness-activities/club-sports> .

Student Activities and Greek Life

Justin Rader, Associate Director of Orientation & Transition Programs

Sara Davis, Coordinator of Student Organizations and Greek Life

Turley Center Suite 317

(304) 367-4216

A vital and necessary part of a well-rounded education is the inclusion of co-curricular activities in the schedule of every student. Every effort has been made to reach the interest of all individuals by offering a wide and varied field of student organizations to provide this phase of co-curricular life.

The Office of Student Activities and Greek Life oversees a wide range of student events that aims to enhance the students' college experience while broadening their views of the world around them. Fairmont State University offers over 50 different student organizations, including national Greek Life chapters, that provide additional academic, community service, leadership, and social opportunities to students who seek to be actively involved on campus.

Falcon Center

Spencer Flanagan, Director

317 Colebank Hall

spencer.Flanagan@fairmontstate.edu

(304) 367-4705

The Falcon Center is our state-of-the-art student center. You can exercise, play intramural sports, shop at the bookstore or grab a bite to eat. Hanging out between classes has never been so fun. Also, be sure to check out one of the many events hosted in the building throughout the semester. The building features a four-lane lap pool, whirlpool hot tub and sauna; three large gymnasiums; 7,000 square feet of fitness equipment ; along with a computer lab, Falcon Wellness and Mental Health Services, "Bound for Success" bookstore, The NEST food bank, and the Student Government Office. The Falcon Center offers sit-down dining in the Dining Hall, and retail offerings: Chick-fil-a and Starbucks.

Dining Services

Jeff Swaim, Food Services Director

swaim@aladdinfood.com

(304) 367-4119

Dining Hall

The Fairmont State University Dining Hall is conveniently located on the 3rd floor of the Falcon Center and offers a buffet style menu with a variety of food options. Students on meal plans must swipe their student ID card each time they come and enjoy the services.

Chick-fil-A

We are pleased to partner with Chick-fil-A to bring you chicken with no added fillers or hormones and that is breaded by hand. Devoted to serving the local communities in which its franchised restaurants operate, and known for its original chicken sandwich, Chick-fil-A serves freshly prepared food on the 2nd Floor of the Falcon Center.

Starbucks

Starbucks Corporation partnered with Fairmont State to provide our students with high-quality whole bean coffees along with fresh, rich-brewed coffees, Italian-style espresso beverages, cold blended beverages, a variety of complementary food items, coffee-related accessories and equipment, and a selection of premium teas. Our Starbucks is located on the 2nd Floor of the Falcon Center.

Fairmont State University Bookstore, Bound for Success

Derek Cortez, Store Manager

3rd Floor Falcon Center

(304) 333-3636

<https://www.bkstr.com/fairmontstatestore/home>

In addition to selling and renting textbooks (including textbooks in digital format), a wide variety of school supplies such as study aids, general reading books and test prep books are available. Clothing, gift items, bookstore gift cards, computer supplies, and imprinted Fairmont State items are also available.

Falcon Wellness and Mental Health Services

3rd Floor Falcon Center

(304) 367-4155

Falcon Wellness and Mental Health Services strives to support physical and emotional health and personal growth while a student at Fairmont State University. Our mission is to ensure all students have convenient and equal access to timely, high quality, affordable services regardless of age; gender identity; marital status; race/ethnicity; religious, spiritual, or cultural identity; sexual orientation; socioeconomic status; disability; and veteran status. Additionally, our goal is to evaluate and treat illness and injury as appropriate. Early care of acute illness and a healthy lifestyle can prevent serious illness, reduce time lost from classes, and keep students looking and feeling well. The Falcon Wellness Center requires no additional charges and does not bill insurance.

The mental health services staff offers education, intervention, outreach, consultation, and referral to other resources when necessary. Licensed and supervised mental health professionals provide these services in confidential context. If affected by a crisis (e.g. serious injury; death; family problems) the Falcon Wellness and Mental Health Services Department will work to assist you in dealing with these crises and their aftermath.

Athletics

Greg Bamberger, Athletic Director
3rd Floor Feaster Center
(304) 333-4220
fightingfalcons.com

Fairmont State University is a member of the Mountain East Conference in Division II. Our current athletic teams include:

Men's Sports:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Swimming
- Tennis
- Wrestling

Women's Sports:

- Acrobatics & Tumbling
- Basketball
- Cross Country
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Volleyball

Veteran's Services

Carla Marshall
201 Hardway Hall
(304) 368-7258

The Veteran Services Office and Lounge is new and improved at Fairmont State University. The office can be utilized to assist student veterans and dependents with their GI Bill Education Benefits, Financial Aid, or just as a place to hang out. The lounge has a TV, couch, and two recliners. There is also a study area with computers for students who need a place to study or to just print something off. The office provides snacks, coffee, and cold water to veterans and dependents.

The Columns

<https://columnsfairmontstate.com/>

Fairmont State University's campus newspaper, *The Columns*, allows students to gain experience as staff reporters/writers, page designers, photographers, cartoonists, or editors. As the students' newspaper, it focuses on innovative timely issues that are relevant to campus, national and world issues. We strive to provide our campus and surrounding community with factual information that reveals the truth about public concerns. We are a student publication, so most importantly, this is a learning experience for all of our staff members. It is our goal to improve journalistic knowledge, writing and reporting techniques. Interested in joining *The Columns* may be expressed by contacting the Humanities Office, located in 311 Jaynes Hall.

The Mound

Fairmont State University's campus yearbook is a historical record that depicts the progress and expansion of Fairmont State University. *The Mound* is an excellent educational tool and provides marketable skills that will be useful in the workplace following graduation. Students on staff intermingle with the student body in a professional manner, working alongside other students, staff and faculty alike to obtain the necessary information to accurately depict the university as a whole. The yearbook allows students the opportunity to engage in a content management system, promoting multimedia storytelling by incorporating photography, layout design, journalism skills, and communication skills via email, text, social media and telephone. *The Mound* documents school history that can be valued by alumni for years to come. This is a flexible publication opportunity for individuals of all majors. Interest in joining *The Mound* may be expressed by contacting the main office of the Department of Humanities, located in 311 Jaynes Hall.

Tracts

Dr. Michael Ransom
309 Hardway Hall
Michael.Ransom@fairmontstate.edu

This program focuses on publishing students' writings that are considered to be scholarly works. This distinction indicates that a student can submit writings such as research papers, reviews (of literature for example), master's thesis papers, from any field of study. We use the term scholarly works loosely and will be open to most any submission that fits our general guideline of Tracts, and that wouldn't be served better through a different student publication.

The publication process in Tracts is straightforward. Through Tracts, the student will submit their paper to the head student editor. The head student editor then reviews the work with the assistant student editor. Once reviewed the paper can be sent back to the student for final editing.

Once passed by student editors, papers are then reviewed by a member of the Fairmont State University Faculty from a field related to the contents of the papers. After the faculty reviewers sign off on the papers as being worthy of publication, they will be included in the next issue of *Tracts*.

Whetstone

Dr. Nathan Myers
317 Jaynes Hall
nmyers7@fairmontstate.edu

Whetstone is an award-winning undergraduate literary and art journal published annually. Students gain experience producing, editing, and/or publishing literary works, like short stories and poetry, and visual art. Submitters and editors work to create a journal that develops students' skills and an appreciation for creative expression.

Ruth Ann Musick Library

Sharon Mazure, Interim Library Director

Circulation Desk: (304) 367-4733

Reference Desk:(304)367-4121

library.fairmontstate.edu

Our library staff has broken the mold on what a traditional library is. At Fairmont State, we want it to be your home. Get help researching a project or writing a paper using over 120 academic databases. Relax on our comfy couches. Study in individual or group study rooms. Download audiobooks and e-books through the WVDeli. Do it all with the help of our fully-staffed library where you will be known by name and treated like family. Use the library over 80 hours a week during fall and spring semesters and over 40 hours a week during the summer sessions. Your student ID is your library card.

The LEAD Center

Bri DiBacco, Coordinator of The LEAD Center

2nd Floor of the Library

(304) 367-4722

The Learning Enrichment and Academic Development Center (LEAD) offers a variety of learning support services free of charge to all Fairmont State students. Services include individual and group tutoring, writing support, placement testing, accessibility testing, skills workshops, and study space.

Information Technology Commons

139 Library

(304) 367-4810

help@fairmontstate.edu



The Tech Commons is the division of the Office of Information Technology that works directly with the campus community. For more information on services that the Tech Commons provides, visit us

www.fairmontstate.edu/it

Turley Student Services Center

Alicia Kalka, Interim Vice President of Student Success

306 Turley Student Services Center

(304) 367-4296

Created just for you, the Turley Center is designed to provide you a one-stop-shop for everything you will need to begin your college career, your semester or your postgraduate life.



Encova Career Development Center

248 Hardway Hall

(304) 367-4541

The mission of the Career Development Center dedicated to providing the students and alumni of Fairmont State University resources to assist in developing their path to contribute to a global society. There are 2 offices that reside in the center: the Office of Career Development and Civic Engagement.

The Office of Career Development will provide support and resources to equip students and alumni for lifelong professional and career development.

Services include:

- Personalized career coaching that focuses on students' skills and interest.
- Provide students FREE access to an online job database, called Handshake, covering full and part-time job opportunities and internships.
- Find suitable career path or graduate school programs.
- Offer Hiration platform to all students which includes, resume writing/critiques, cover letters, job search matches to students resume-salary negotiation, interview skills, connect with professional social networks.
- Organizes a variety of events including workshops on career development topics
- Hosts an annual Career Fair in the spring semester
- Facilitates relationships with employers for on-campus recruitment, on-campus Mock Interviews and informational sessions.

The Office of Civic Engagement is committed to providing beneficial, educational and memorable community outreach experiences for students, faculty and staff.

Services include:

- Partners with Learning Options Inc. to participate in the Oliver Street Community Garden
- Partners with community organizations and non-profit groups
- Tracks your hours to meet civic engagement requirements
- Offers community service-learning experiences.
- Organizes campus-wide service campaigns

Financial Aid, Scholarships, and Student Employment

Tresa Weimer, Assistant Vice President for Student Success

303 Turley Student Services Center

(304) 367-4141

Financial Aid Services and Regulations:

-Financial Aid, in the form of scholarships, grants, loans, and employment is made available to eligible students to assist in meeting educational expenses.

-Financial Aid counselors are available to see students and families on the 3rd floor of the Turley Student Services Center on a walk-in or appointment basis.

-Eligible applicants must be admitted as degree seeking students.

-Eligibility is determined after evaluation of the Free Application for Student Aid (FAFSA), which is submitted annually, prior to March 1st.

-Detailed information describing specific Fairmont State financial aid programs can be found online at <http://www.fairmontstate.edu/finaid/>.

-Financial aid recipients who are adjusting their semester credit hour load or who are withdrawing from Fairmont State should meet with a Financial Aid counselor to determine what impact that action may have on current and future eligibility. Students who completely withdraw after the start of the semester may be responsible for returning a portion of their federal and state funding.

-Financial aid programs require satisfactory academic progress, measured in terms of grade point average and the percentage of all successfully completed hours versus all attempted hours, in order to maintain eligibility. Academic scholarship information can be found at <https://www.fairmontstate.edu/finaid/funding/scholarships>.

Miwa Edwards

Student Employment Advisor

303F Turley Student Services Center

(304) 367-4836

The Office of Student Employment coordinates all students working on campus through Federal Work-Study and Auxiliary Programs. By providing our students a chance to explore the professional world of work, this office encourages the eventual transition from student to professional.

The Federal Work-Study Program is funded through the Federal Government and Fairmont State University, and the funding for this program is evaluated based on financial need. The Auxiliary Program is funded directly by the institution, and it is not a need base program. Job locations are varied and include almost every segment of the institution: administrative and academic departmental offices, laboratories, athletics, library, residence halls, recreation center and public safety.

Students can work up to a total of 20 hours a week while attending classes and a total of 29 hours a week during non-class periods.

For more information on student employment including how to apply for on-campus positions, please visit <https://fairmontstate.peopleadmin.com/>

Honors Program

Dr. Robin Payne

231 Turley Student Service Center

(304) 367-4197

The Honors Program serves high-achieving and ambitious students at Fairmont State University. Honors students at Fairmont State benefit from participating in a deeply enriching intellectual environment, have the opportunity to form strong community bonds with their classmates and professors and are able to tailor their educational experience to best fit their academic and career goals. Regardless of your anticipated career path, you'll find that participating in the Honors Program provides you with a strong foundation upon which you can build towards your goals – whether that involves pursuing advanced studies at the graduate level, stepping straight into your dream job when you've completed your degree, and/or becoming an engaged citizen of the global community.

Admission Requirements:

- -First-Time Freshmen who earn an ACT Composite score of 26 or higher and/or an SAT score of 1180 or higher are automatically eligible for admission.
- Students who do not meet the minimum test score requirements, may apply for provisional admission to the Honors Program if one or more of the following are true:
 - o Transfer students with 24 or more hours from an accredited university earned after high school graduation with a GPA of 3.4 or higher.
 - o Applicant has a minimum high school GPA of 3.7 (unweighted) or 4.0 (weighted);
 - o There are extenuating circumstances that have prevented the student from meeting the minimum requirements for ACT, SAT, and/or GPA; however, the applicant feels they are capable of meeting the Honors requirements and can provide a letter of support from someone familiar with their academic work.

Educational Pathways for International Centers and Students (EPICS)

Sarah E. Sakaguchi, Assistant Director of EPICS

311 Turley Student Services Center

(304) 367-4490

Fairmont State University finds tremendous value in its international partnerships, which reach across the globe to connect students with exciting opportunities. With the university's commitment to internationalization, the EPICS Office provides opportunities for students to have meaningfully engaging cultural experiences through education not only at home in Fairmont but also abroad. The EPICS Office provides support services to Fairmont State students wishing to travel abroad as well as to International Students joining the Falcon family. These support services guide "International Falcons" through the various processes involved in immigration, academia, acculturation, and basic adjustment while developing understanding of new norms and values. Students are frequently told the world is at their fingertips, but it is the objective of the EPICS Office at Fairmont State University to navigate students to reach out further and grasp a world of unlimited possibilities! For more information, visit our website.

Fairmont State University Exploratory Advising Center

248 HardwayHall

(304) 367-4709

The Office of Exploratory Advising serves Fairmont State University undecided students who have not yet selected majors and pre-nursing students who are working toward meeting the Nursing Program admissions requirements. We are also available to help students who are unsure of their current majors with major exploration and to advise high school students taking college classes as well as undergraduate, non-degree seeking students. Our advisors partner with students to develop educational plans that are compatible with their life goals and with developing the skills and habits necessary to succeed in college and in life after college.

Office of Accessibility Services

Abby Franks, Accessibility Services Coordinator

303-O Turley Center

(304) 367-4543

The Office of Accessibility Services aims to ensure equal educational access and opportunity for students who qualify as someone with a disability under the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act. The OAS provides the support necessary to help students with disabilities achieve their academic goals while promoting independence and self-advocacy. It is the student's responsibility to contact this office and provide appropriate documentation of their disability that might interfere with their educational pursuit. Reasonable academic accommodations are determined on an individual basis through a collaborative process taking into account the students request while ensuring that accommodations do not fundamentally alter essential components of the course, program, activity, or experience. Any requirement an instructor demonstrates as essential to a program or course of instruction cannot be altered.

For more information, please visit our website, contact us by phone at (304) 367-4543, by email at access@fairmontstate.edu, or stop by our office in 237 Hardway Hall.

Office of Student Success

The Office of Student Success serves Fairmont State University as a student advocacy center, informational and support resource, and case management center for students in need. It provides "just in time" outreach to the student population regarding important dates and deadlines, connects campus resources to individuals in need, and coordinates events and activities on campus intended to improve student outcomes.

Department of Public Safety

Bill McGhan, Interim Chief of Police
113 Pence Hall
(304) 367-4157

Overview

The department serves a diverse population of students, faculty and staff with an emphasis on the philosophy of community-oriented policing. In addition to Law Enforcement and Parking control, the department is also responsible for Emergency Management preparedness efforts and is tasked with the University's Emergency Operations Plan that would be activated should a natural or man-made incident strike the campus. Coordination of the institutions' Clery program is also provided by the Campus Safety Department. The department is staffed with full and part time sworn and non-sworn officers. All sworn police personnel are certified by the State of West Virginia as law enforcement officers and exercise full arrest powers.

Mutual Aid

The campus is within the city limits of Fairmont which allows the Campus Police to work closely with the City of Fairmont Police Department through a Mutual Aid agreement that enables both departments to work together in one another's jurisdictions upon request.

Services

The Department of Campus Safety also provides various other services to the campus community including:

- unlocking and jump-starting vehicles
- security escorts
- traffic enforcement
- locking and unlocking of buildings
- event security
- constant security patrols throughout the campus.

One member of the staff is a certified Emergency Medical Responder who, in addition to also responding to medical emergencies on campus, coordinates the campus AED (automated external defibrillator) program and in-service emergency medical training for other police and security staff within the department.

Programs and Projects

The Department of Campus Safety employs a Program Specialist and a Part Time Project Coordinator who are professional and highly motivated individuals dedicated to promoting a safe, secure and orderly learning environment for our students, employees, and visitors. These employees are also responsible for processing parking tickets, taking payments, processing appeals and temporary parking decals. The Program Specialist also serves as a "Victim Advocate" for persons affected by the criminal actions of others and also aids officers investigating offenses concerning crimes against persons.

Questions concerning the Department of Campus Safety call (304) 367-4157 or visit our website.

WALLMAN HALL

James D. Brooks Art Gallery

The gallery is located on the fourth floor of Wallman Hall. Exhibits of student, faculty, and visiting artists' works are on display. Fine arts exhibitions are free and open to the public.

Recital Hall

Many recitals and concerts are in the recital hall in Wallman Hall 229. The hall includes a small stage and also serves as the practice room for the Fairmont State University Marching Band, Wind Ensemble, Collegiate Singers, and Chamber Choir.

Studio Theatre

This flexible theatre, located in Wallman Hall 314, allows for different seating arrangements. Theatre in the round, thrust and conventional proscenium arrangements can all be arranged. Used for student projects, one-act plays, improvisation, and theatre classes.

Wallman Hall Theatre

The theatre is located on the fourth floor of Wallman Hall. Its home to a large variety of activities throughout the year. The Masquers, a student theatre production organization, produces several shows annually. The Town & Gown Players produces a show during the summer. Student ID must be shown at Box Office for tickets.

STUDENT RESOURCES

COMPUTER RESOURCES

Campus-Wide Computing Facilities

All facilities are connected to the Fairmont State network with Wi-Fi access. The largest computing facility is the Ruth Ann Musick Library with 130 stations.

Each student is responsible for activating their Unified Computer Account (UCA) as well as changing the password. The account provides access to all campus Information Technology services.

Campus Wireless network and cloud computing infrastructure allow:

- Students to connect their own devices (laptops, tablets, smartphones, etc.) to campus network.
- Access to campus software and other resources.

The creation or transmission of threatening, indecent, or obscene material in any form is prohibited. Harassment and hate e-mail are illegal and will be subject to disciplinary action.

Blackboard

Fairmont State University uses Blackboard as our learning management system. It provides a variety of online tools to facilitate a web-based learning environment. Blackboard can be used to check grades, communicate with instructors and classmates, and participate in class activities.

For assistance with Blackboard, contact the Information Technology Commons at (304) 367-4810, or help@fairmontstate.edu.

Computer Lab Locations and Hours

OPEN COMPUTER LABS			
Building	Room	Qty.	Hours
Falcon Center	305*	21	Follows Falcon Center Hours of Operation
Library	Starbucks*	24	Follow Library Hours of Operation
Library	2nd Floor*	120	-----
Library	3rd Floor*	30	-----
Wallman Hall	232	21	Only open intermittently. Call for availability: 304-367-4219
*Hours vary depending upon the time of the semester. Up-to-date information is posted online			

INSTITUTIONAL TESTING

Information is available regarding various standardized comprehensive tests that may be required for specific students. The tests include, but are not limited to, the following:

American College Test (ACT) including Residual ACT

Charley Hively, Test Administrator

Ruth Ann Musick Library

(304) 367-4617

Required of all applicants, unless you have graduated high school or completed GED requirements more than five years prior to seeking admission. Scores used for determining student placement in English and mathematics courses, scholarships, loans, and academic advising purposes.

Placement Testing

Bri DiBacco

Coordinator of The LEAD Center

(304) 367-4722

We offer placement testing for students that do not have valid test scores. The tests we use are self-adaptive, computer-based exams. Placement scores can be used to identify the level of English and/or Math into which a student place. Students may benefit from taking the placement testing if one of the following apply: if there are no ACT/SAT scores on file, if the ACT/SAT scores on file are 5/+ years old, or if the placement scores on file are 2/+ years old. To reserve a seat and obtain study resources, call The LEAD Center at (304) 367-4722.

EVENT PLANNING

Justin Rader, Associate Director of Orientation & Transitional Programs

Sara Davis, Coordinator of Student Organizations and Greek Life

Turley Center Suite 317

(304) 367-4216

All RSO reservations are processed through the Office of Residential & Student Life by filling out this form: <https://www.fairmontstate.edu/forms/event-registration-booking-request-form>

Any RSO, committee, board, or department of Fairmont State University may plan an activity and publicize an event on campus. In such cases, a Fairmont State University facility may be reserved by that organization or department for such activities. Advanced planning and scheduling are necessary to avoid several organizations requesting to use a facility at the same time. Fairmont State University has established policies and procedures for those wishing to schedule activities on campus.

Only RSO Presidents and/or RSO Advisors, or a designated member of a recognized student organization on campus should make requests for any facilities on campus. This can be done by utilizing the Event Registration/Booking Request Form that can be found on the Student Organization website. Please submit this form at least two weeks prior to any event/meeting.

Requests for space/equipment reservations should include:

- Name of RSO reserving room
- Name, email & phone number of primary contact
- Building name and room number being requested
- Date & Time of meeting/event (example: 01/01/2018; 8:00AM-11:30AM)
- Please include setup and tear down times for your event.
- Purpose of reserving the room
- A complete description of your function and event needs. (Tables, chairs, etc.)
- For larger events, submitting a floor plan / diagram for set-up needs is highly encouraged.

If your reserved classroom or facility is locked upon arrival, please contact campus security at 304.367.4157 to have the room opened for you.

There are fees associated with reserving some campus facilities. For a complete listing of facility costs for student organizations see Rooms Descriptions and Pricing. There are several "free locations" available on campus for recognized student organizations to host events or set up informational booths/tables.

MEETING AND EVENT ROOM GUIDELINES

1. All RSOs using campus facilities for a meeting or event must reserve the space or facility through the ORSL by using the **Event Registration/Booking Request Form** on the Student Org Website.
2. Booking Requests must be made at least two weeks prior to the event/meeting date
3. Only RSO Advisors, Presidents, or a designated member should make requests for any facilities on campus.
4. All organizations are requested to keep their meeting or event to the scheduled times.
5. No food or drinks are to be served in classrooms. If you plan to have refreshments for your meeting or event, please reserve spaces other than a classroom.
6. Because of fire regulations, lighted candles or smoking are not allowed in campus facilities.
7. Organizations that do not clean their meeting or event rooms will be subject to a cleaning fee and possible loss of the room.
8. Meetings or events need to be finished before the campus facility or building closes. (Unless the RSO's Advisor or a Fairmont State University Full-Time staff/faculty member is present. The facilities manager should also be informed.)
9. Any time you move tables or chairs in any room, you must put them back in their original order when your event is over. Failure to do this creates an inconvenience for the next group or class using that room. You must clean up after your events and keep to the times and dates you specified when reserving the rooms. We also ask that you are courteous with your noise levels.
10. When submitting a request for space, please be prepared to describe room arrangement. For example, be prepared to include the preferred room setup; the number of tables and chairs; request of a podium; audio visual needs; and catering needs for your specific meeting or event. As a reminder, when requesting detailed room setups, your student organization may be assessed a fee. Simple rooms set ups, such as a few tables and chairs, will not incur a fee.
11. It is the RSO's responsibility, along with their RSO Advisors oversight, to request a quote from Aladdin Catering and Food Services for any fees assessed for their event. RSOs are responsible for paying all fees charged.



GENERAL REGULATIONS AND POLICIES

ALCOHOL AND ILLEGAL DRUGS

Fairmont State University does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on any campus, or in any Fairmont State University approved residence, or by recognized campus organizations. This is consistent with Interpretive Rule, State College System of West Virginia Board of Directors, Series No. 42.

Fairmont State University's position is to firmly discourage the use of alcoholic beverages without infringing upon the rights of those persons protected by the law. The legal age in West Virginia for purchasing alcoholic liquor, wine, or non-intoxicating beer is 21. Students are advised that they will be charged with violations of the student code of conduct for any violation of the law governing the use of alcohol or other illegal drugs. As adults, students are expected to obey the law and be responsible for their own conduct.

Individuals found in violation of alcohol policies or state law, or whom display prohibited or disruptive behavior as a result of intoxication while on the premises, or while participating in a Fairmont State University sponsored activity, may be charged with violations of the student code of conduct. Individuals found violating municipal ordinances or state laws relating to the purchase or consumption of alcoholic beverages while on any campus of Fairmont State University may also be subject to prosecution for the violation in the appropriate court. The imposition of disciplinary proceedings is not dependent upon nor determined by existence or outcome of any criminal prosecution. Counseling services are available for students who are concerned about their drinking or drug abuse. They are there to listen to you, help you understand the nature of alcohol and drug abuse and to suggest a program, if appropriate, to meet your needs. For more information, call (304) 333-3661.

Parental Notification of Alcohol and Drug Violations

Fairmont State University Policy: Per the guidelines of the Higher Education Amendments of 1998, Fairmont State University may notify the parents or legal guardians of students who are involved in disruptive or inappropriate behavior or incidents resulting in residence hall or campus disciplinary action and which involves the use or possession of alcohol or drugs.

The Higher Education Amendments of 1998 provides that:

Drug and Alcohol Violation Disclosure

"Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if-

(A) The student is under the age of 21; and

(B) The institution determines that the student has committed a disciplinary violation with respect to such use or possession."

See Board of Governors policy 5 & 39:

https://www.fairmontstate.edu/aboutFairmontStateUniversity/sites/default/files/bog-policies/FairmontStateUniversity_policy_05.pdf

http://www.fairmontstate.edu/aboutFairmontStateUniversity/sites/default/files/bog-policies/FairmontStateUniversity_policy_39.pdf.

ATHLETIC POLICY

In compliance with the policies recommended by the NCAA and recommended best practices of an NCAA II athletics department, the following minimum standards governing intercollegiate athletics are maintained:

-The ultimate responsibility for the academic and athletic success of the department rests with the Athletic Director.

-Students participating in intercollegiate athletics are admitted to Fairmont State University by the Director of Admissions, and their acceptance or denial is granted on the same basis as all other students.

-Fairmont State University student-athletes are required to maintain the same academic standards for continued enrollment as non-athletes.

-The awarding of scholarships, student loans, and student employment to student-athletes is made through the same agency and on the same basis as grants of aid to all other students. All student employees are required to give full and honest work for pay received.

-As an NCAA II member, Fairmont State University believes in the value of regional athletic competition against other NCAA II members of like educational and athletic values.

-Fairmont State University is a member of the Mountain East Conference (MEC) and the NCAA Division II. Athletic eligibility and participation are governed by NCAA II and MEC standards and bylaws.

Copies of eligibility and participation records are on file in the department of athletics. Questions can be directed to Greg Bamberger, Director of Athletics, at (304) 367-4220.



CAMPUS POLICY ON WEAPONS

It is prohibited to possess weapons on property owned or controlled by Fairmont State University or at any University sponsored event without the explicit authorization of the Campus Chief of Police, whether or not a federal or state license to possess the same has been issued to the possessor.

Exceptions

The only exceptions to this policy are as follows:

-Law enforcement officers

-Military personnel in performance of their official duties

-University sanctioned classes, groups, or events where a particular weapon(s) is required and regularly used as a part of the curriculum or activity, i.e. various Criminal Justice courses, martial arts classes, clubs, theatrical events, etc.

-Lawfully possessed weapons may be stored in a vehicle out of view, locked inside or locked to the vehicle while parked in a parking lot.

Violation

Applicable violation of this policy shall be charged with a misdemeanor. Upon conviction thereof, shall be fined not more than one thousand dollars or confined in the regional jail not more than six months, or both. (§61-7-14 WV Code). Exceptions to this policy may be requested in writing to the Campus Chief of Police.

Definitions

Firearm: Any weapon which will expel a projectile by action of an explosion, or any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc., as well as any ammunition for any such device.

Weapon: Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; any object that could be reasonably construed as a weapon; or any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.

Explosives: Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

COMPUTER ABUSE POLICY

Computer abuse will not be tolerated. Any abuse of campus computers and/or computing facilities is also subject to applicable sanctions of the Student Code of Conduct.

Computer Usage Guidelines:

- Users are to have a valid UCA
- Only use those computer resources that are specifically authorized
- Users may only use their UCA in accordance with its authorized purpose
- Users should not let another person use their UCA
- Passwords should be changed often to ensure that private and secure files are kept safe



Abuse or misuse of Fairmont State computing resources will also be subject to disciplinary action as determined by the institution. Students should refer to the Fairmont State University Acceptable Use Policy for complete guidelines.

DRUG-FREE AWARENESS PROGRAM

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State University has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Further inquiries rising from employment issues or concerns may be directed to the Assistant Vice President of Human Resources; student issues or concerns may be directed to the Vice President of Student Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. Students who want to review their educational records must complete the FERPA Document Request Form and allow 45 days for release. Students may not inspect records to which they have waived their rights of inspection and review.

FERPA applies to currently enrolled or formerly enrolled students (regardless of age or parental dependency status).

Certain information, defined as "Directory Information" may be disclosed by Fairmont State University for any purpose. The following items are designated as "Directory Information:"

- Name of student
- Address
- Telephone number
- Email address
- Place of birth
- Date of birth
- Major
- Dates of attendance
- Degrees and awards obtained
- Previous school(s) attended
- Participation in activities and sports
- Height/weight of members of athletic teams

Students may request that directory information be treated as confidential. This request must be submitted in writing to Student Services located in Turley Student Services Center. Fairmont State University is not responsible for Information released prior to the recording of the confidentiality request.

Within the Fairmont State community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the offices of Admissions, Recruiting, Records Processing, Registrar, Financial Aid, Business, academic colleges, schools and departments, academic advisors and athletic department. Occasionally, individuals outside of the Fairmont State community may also be identified as school officials, such as parties to whom the school has outsourced institutional services or functions

These school officials have a legitimate educational interest in the student's education record if the school official requires such information to: fulfill his or her responsibility or duty to the University; perform tasks within the scope of his or her employment or within the scope of a contract with the University; perform a task related to a student's education; perform a task related to the discipline of a student; provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, pastoral counseling, or financial aid; or maintain the safety and security of the campus.

Fairmont State University may disclose academic information to parents of students by having parents establish the student's dependency as defined by Internal Revenue Code. Dependency status may be

established by the presentation of a certified copy of the parents' most recent federal income tax form which lists the student as a dependent. Information that is protected from disclosure pursuant to the Family Educational Rights and Privacy Act (FERPA), such as grades, financial aid details, and student account/billing information is maintained in a secure online environment. A student may grant permission to a parent or guest to access this information and make payments through this portal.

Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time.

SOCIAL MEDIA GUIDELINES FOR STUDENTS

If you are a Fairmont State student who wishes to set up an official social media site for your department, club or organization, please contact us at socialmedia@fairmontstate.edu for approval and to help you plan for best results.

Social Media Guidelines for Student Organizations

Social networks such as Facebook, Twitter, Instagram and YouTube, as well as other digital media offer new and exciting opportunities for Fairmont State University students to share knowledge, express creativity and connect with people who have common interests.

When participating in social media it's important to always be upfront and honest about who you are and what you represent. Use common sense before you post or comment, and respect the values and etiquette of communities you join.

We've put together the following guidelines to help you use social media effectively with your personal and professional reputation and University policies in mind:

Be honest and transparent about your identity.

- If you are representing Fairmont State in social media, identify yourself as a Fairmont State student.
- Ask your supervisor about circumstances when you are empowered or when you may need approval to respond directly to users on social sites.
- If you participate in or maintain a social media site on behalf of the University, clearly state your role and goals.
- Never conceal your identity for the purpose of promoting Fairmont State social media websites. Post accurate, consider and useful information.
- Make sure that you have all of the facts before you post.
- To avoid having to post corrections or make retractions later, fact-check all information with appropriate sources before you post.
- If you participate in a social network, such as Facebook, or comment on someone's blog, make sure you are contributing information that will be of use to readers.
- Don't post self-promoting material or make "sale pitches" on social website.
- Cite and link to your sources whenever possible.
- If you have any questions about the appropriateness of posting on certain topics in your role as a Fairmont State employee, talk to your supervisor before you post.
- If you make an error, correct it quickly and visibly.
- Unlike writing for print, writing for the web should be quick, concise and easy to follow for



screen-weary eyes

Be respectful.

- Always respect the dignity of others and engage in civil and thoughtful discourse of opposing ideas.
- Post meaningful, respectful comments- don't spam or make remarks that are off-topic or offensive.
- If you ever feel angry or impassioned about a subject, refrain from posting until you are calm and levelheaded.
- Always give people proper credit for their work and make sure you have the right to use something with attribution before you publish.

Protect your identity.

- While you want to be honest about who you are, don't provide personal information that scam artists or identity thieves could use against you.
- Don't list your home address or telephone number or any other confidential personal information.

Be consistent with Fairmont State's brand.

- Only use the university logo created specifically for that department, organization, or any other university-related group. If a new logo needs to be created or changes need to be made, contact approvals@fairmontstate.edu.
- Don't use the Fairmont State name, logo, athletic logo or any other Fairmont State marks or images on any personal online sites you may maintain.
- Don't use Fairmont State's name, logos, marks, or images to promote or endorse any product, cause, political party, or candidate.

If you are unsure about what information to post or about what social media platform would be best to get your message out or for any student who wishes to establish and maintain an official Fairmont State social media presence please contact the social media and digital content specialist for guidance, approval and help to develop a strategy for best results.

This working draft is being developed by University Marketing and Communications. If you have suggestions, please contact University social media. We wish to acknowledge Brock University whose related policies and procedures provided important assistance, ideas and background in the development of these guidelines.

Best Practices for Posting and Commenting on Social Media

What should you post on social media?

- Announcements/Shout outs*- Announce upcoming events, achievements by students, faculty, or alumni, and important dates.
- Photos*-Post photos of campus, an event, or students and alumni.
- Stats/Facts/Rankings*-Highlight Fairmont State's inclusion in a ranking list (e.g., MacLean's university rankings) or a fun fact about the school or alumnus, as long as the information is not personal or protected.
- Question*-Ask an open-ended question (e.g., "What's your favorite...?").
- Link*-Link to an outside news story or press release.
- Video*-Incorporating a video attachment.
- Giveaway*-Contact socialmedia@fairmontstate.edu for any questions or concerns.
- Pre-Game/Score/Results*-Give updates on Falcons' scores, upcoming games and athletes.

When and how should you respond to posts made by others in social media?

Before responding to a post or comment in social media, ask yourself:

1. Does this comment or post need a response?
2. Am I the right person to respond? If not, who would be the right person?
3. Do I know the culture of the blog or online community? Am I familiar with what's been posted in the past?

Be Sure to respond to posts and comments with these tips in mind:

- Always try to speak in the first person (e.g., At Fairmont State, I think it's possible that we speak in the first person as much as possible).
- Whenever possible, share a link to an official source to clarify an issue and offer the help in the future.
- Focus on the subject matter, not the person.
- Be personable and respectful. Never respond if you are angry.
- Before posting, make sure that you're not accidentally leaking confidential information.
- Since your response will likely be seen by others and turn up in search engine results, proofread it at least 3 times before posting.

Do you think anything else should be added to this list? Let us know at socialmedia@fairmontstate.edu

Web and Social Media Monitoring Tools and Tips

Why monitor the web and social media?

Monitoring helps with branding and marketing. It can also be used to identify quality control or customer care problems that may have gone unnoticed. But monitoring is only one piece of the puzzle. It's important to find out who is saying what and where the conversation is happening so you can respond accordingly.

Monitoring Tools:

Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic. To get started using Google Alerts:

1. Go to www.google.com/alerts
2. Enter the topic or keywords you wish to monitor.
3. Enter your email address to have alerts automatically delivered to you.

Twitter Search is a powerful tool for mining Twitter's amazing real-time stream of information.

To use Twitter Search:

1. Go to search.twitter.com
2. Enter the topic or keywords you wish to monitor.
3. Subscribe to the real-time search results by clicking "Feed for this query".

(Note: you'll need to use an RSS feed reader such as Google Reader or Blog lines to subscribe) Tip: To get more specific search results, use Twitter Advanced Search.

FREE SPEECH POLICY

Fairmont State University highly regards First Amendment rights that guarantee freedom of speech, freedom of expression, and the right to assemble peaceably. These opportunities must be presented on an equal basis and adhere to the University's ability to remain neutral to the content of such expression and protect the rights of all individuals. All university policies, local ordinances, state and federal laws must be followed.

Under this statement, no person may:

- Interfere with regularly scheduled classes, events, ceremonies, or normal and essential operations.
- Impede pedestrian or vehicular traffic.
- Block building entrances.
- Create health and safety hazards.
- Use amplification systems that create undesirable noise levels.
- Create destruction of property
- Hold gatherings within 75 feet of entrance to any campus facility.
- Hold gatherings of 50 or more individuals without a permit.
- Cause a threat to public safety, according to the discretion of University Police.

Fairmont State University reserves the right to cancel any permit. Individuals may face civil and/or criminal sanctions for violations of state, local or federal law.

HAZING

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.

Hazing may be defined as the follows:

- To subject to cruel horseplay
- To harass or punish by the imposition of disagreeable tasks
- To frighten, scold, beat, or annoy by playing abusive tricks upon an individual

Fairmont State University prohibits any action, which subjects a new member, initiate, or member of a student organization to activities, which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiations, and informal activities. Hazing may also include but is not limited to any brutality such as:

- padding
- whipping
- forced calisthenics
- exposure to the elements
- forced consumption of any food, liquor, or other substance
- or any other forced physical activity which could adversely affect the physical health or safety of an individual.
- and shall include any activity which would subject the individual to extreme mental stress such as: (1) sleep deprivation, (2) forced exclusion from social contact, (3) forced conduct which could result in extreme embarrassment or adversely affect.

Students involved in hazing activities are subject to institutional disciplinary action and criminal prosecution.

PARKING AND VEHICLE REGULATIONS

General Statement

The purpose of these regulations is to provide for orderly parking by Fairmont State University faculty, students, and staff; to protect pedestrians; and to ensure access to all buildings by service and emergency personnel. These regulations apply to all Fairmont State University campuses.

- A.** These regulations are formulated by Fairmont State and are enforced by Campus Police Officers by authority of WV code 18-B-4-5 and 18-B-4-5 and Chapter 17c.
- B.** All motor vehicles are subject to these regulations, to state laws, and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.
- C.** Although the campus police officers will monitor parking lots, Fairmont State University assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- D.** The responsibility for finding a legal parking space rests with the vehicle operator. A permit merely authorizes the individual to park on campus; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of these regulations.
- E.** Selective on-street parking is allowed at times to accommodate as many vehicles as possible. On-street parking is allowed only on certain days and hours as directed by police officers and signs. Overnight parking is allowed only in select parking lots for housing students. Overnight parking, otherwise, is prohibited in most lots. Please note applicable signs at the entrance to parking lots.
- F.** Students are permitted to park in Faculty parking areas adjacent to the Falcon Center between 7:00 p.m. and 11:00 p.m.
- G.** Pedestrians shall at all times be given the right of way at intersections and cross walks.
- H.** The speed limit on campus is 15 miles per hour during normal conditions. When pedestrian traffic is heavy, vehicles should be driven more slowly.
- I.** Parking for persons visiting the campus is managed under the separate section. For information on visitor parking, click [here](#).

Parking Permits

- A.** Parking space on the campus is limited. Therefore, all spaces are decal or special permit parking only.
- B.** Student decals are included in tuition and may be picked up in either the Turley Student Services Center or Campus Police Department; Monday through Friday from 8:00 a.m. to 4:00 p.m. Faculty/Staff decals are \$180.00 for annual full-time and \$90.00 for annual full-time evening and weekends. Adjunct Faculty and Part-time employee decals are \$90.00 for annual day, \$45.00 for annual evening and week-ends and \$23.00 for one term only (fall, spring, summer) or evening and weekends.
- C.** Certain parking areas are designated as parking for faculty and staff only, such as the top level of the parking garage. Students are not authorized to park in those areas.
- D.** All individuals who park on campus must purchase a parking decal. Individuals living in Fairmont State residence halls will be required to purchase a parking decal if parking on campus.
- E.** Decals must be purchased and displayed by the end of the first full week after the beginning of a semester. Should a parking decal be lost or stolen, it shall be the individual's responsibility to purchase a new parking decal. Parking decals expire on May 31 of each year.
- F.** Faculty, staff, and student decals will be placed on the right, front passenger windshield toward the bottom. Please make sure bar codes and numbers are visible.

Faculty, staff, and students not attending the spring semester may present their decal for reimbursement for that period. Those beginning in January will be assessed half the annual rate.

Restricted Parking Areas

- A. Loading zones which are marked in red
- B. Spaces having a white, yellow, or red curb line or stripes
- C. Areas with painted diagonal stripes
- D. Areas where parking blocks the free flow of traffic
- E. Areas designated for the handicapped; \$200.00 fine for violators--no exceptions.
- F. Areas reserved for Fairmont State vehicles or other designated vehicles
- G. Areas reserved for faculty and staff with a valid parking permit
- H. Along roadways that do not have parallel parking lines, unless specifically authorized by Campus Police
- I. Along all two-way traffic roads, unless specifically authorized by Campus Police
- J. Areas designated "Compact Car Only."



Violations

By state law, Department of Public Safety officials have the authority to issue parking and traffic citations, to tow, and to collect a civil penalty for any violation of these regulations. Citations will be issued and vehicles may be towed for the following violations:

- A. Speeding or otherwise driving in a reckless manner
- B. Failure to stop, yield, or obey other traffic signals
- C. Failure to yield to pedestrians
- D. Failure to display a decal or permit
- E. Failure to park within the marked space
- F. Parking in an area other than a designated parking area.
- G. Parking or driving on sidewalks or grass.
- H. Unauthorized parking in spaces reserved for visitors.
- I. Unauthorized parking in spaces reserved for the handicapped, or blocking wheelchair access to side-walks and ramps; painted blue.
- J. Blocking fire lanes, other vehicles, roadways, fire hydrants, and entrances to buildings.
- K. Failure to move a vehicle when requested to do so for snow removal or for another emergencies.
- L. Driving a vehicle into an area that has been closed off by barricades.
- M. Parking or riding motorized vehicles in campus buildings.
- N. Parking overnight in lots designated as "no overnight parking"
- O. Other violations specified in WV Code, Chapter 17.
- P. Failure to pay campus parking meters.

Special Note: In addition to being issued a citation, vehicles parked or abandoned in such manner that they block or obstruct fire lanes, fire hydrants, roadways, building entrances, or in any way create a safety concern will be subject to towing and impoundments in addition to the issuance of a citation. Vehicles may also be impounded pursuant to an arrest of the vehicle owner/operator. Said vehicles will be towed off campus and stored by the towing agency. The towing agency must be reimbursed for the towing before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

Penalties

Campus Safety may issue two types of citations; a uniform traffic citation and a police/parking citation. Persons receiving a uniform traffic citation, issued for major traffic or other violation as indicated on citation, must report to a local magistrate or municipal judge as instructed on the citation. Once issued, Fairmont State will have no further jurisdiction and the recipient shall be subject to any fine and cost levied by the State or City court systems. Individuals receiving a police/parking citation must report to the Campus Police Department (Pence Hall), and pay a civil penalty of ten (\$10) dollars within ten (10) working days. Office hours are Monday through Friday 8:00 a.m. to 7:00 p.m., excluding Fairmont State declared holidays. Under provision of state law, should the individual fail to pay the penalty within the ten

(10) working day period, the citation may be turned over to the magistrate or municipal court, which will have jurisdiction over the case henceforth. Any person cited, and subsequently found guilty by a magistrate or municipal judge, shall be subject to a fine of not less than ten (\$10) dollars plus court costs for each offense. NOTE: Fine for misuse of space designated for disabled is \$200, WV Code 17c-13-6 effective June, 1995. Any appeal to have a parking fine adjudicated must be submitted within 10 working days of the date of citation. Appeal forms are available at the Campus Police Department. In addition to the above, those who fail or refuse to pay the prescribed penalty shall have their parking privileges revoked. Students who fail or refuse to pay the prescribed penalty shall also have their student records placed on hold until such a time that all penalties have been removed from the records.

Questions

Questions concerning traffic or parking regulations should be directed to the Campus Police at (304) 367-4157. You can also visit the Campus Police [website](#) for further information.

POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Fairmont State University is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, the West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, all as amended, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and

merit without regard to race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, and educational programs, and activities.

Fairmont State University neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, educational programs, and activities.

For more information, please refer to Board of Governor Policies GA-01 and GA-06. Further inquiries may be directed to the Title IX and Compliance located in 231 Hardway Hall, telephone (304) 367-4689, or the Accessibility Services Coordinator, located in 237 Hardway Hall,, (304) 367-4543.

POLICY ON SEXUAL MISCONDUCT AND SEXUAL ASSAULT

Fairmont state will not tolerate, in any manner, any sexual misconduct, including sexual assault and sexual harassment, domestic or dating violence, stalking, hostile environment or other forms of gender or sex discrimination on campus or at any campus-related facility, or in any institution-sponsored activity, program, trip or process and complies fully with all aspects of Title IX, including the Violence against Women Act (VaWA) and Campus Sexual Violence Elimination Act (Campus SaVE) of VaWA. Violators will be prosecuted to the fullest extent of campus processes and/or the law.

See the Title IX webpage here and the Board of Governors' Policy GA-01 and GA-6 here.

POSTING OF SIGNS AND NOTICES ON CAMPUS

The following regulations regarding posters, signs, and public notices of any type have been established:

-In order to comply with the Americans with Disabilities Act, all advertising literature of organizations sponsoring activities must indicate that the event will be made accessible to persons with disabilities, and auxiliary aids and services will be made available.

-Posters, signs, and public notices of any type may be displayed only on bulletin boards. Posting material on any internal or external walls, doors, windows, or any other surfaces is prohibited.

-No commercial notices may be posted on campus.

All flyers, posters, and other signage that announce activities of campus-wide nature may be displayed upon receipt of approval from the University Relations & Marketing department. Any item that is intended for an outside audience or uses university logos should be reviewed by URM at approvals@fairmontstate.edu. We will respond within 72 hours.

SOLICITATION

The purpose of this procedure is to establish a protocol regulating solicitation on the campus of Fairmont State University in order to avoid disruption of business operations or disturbance of faculty, staff, visitors, and students. This procedure applies to all University employees, students, and visitors, including those on satellite campuses.

“Soliciting” shall include canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and materials of any like kind on campus property or using University resources (including without limitation bulletin boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases)

These procedures also apply to solicitation for commercial purposes which means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on University property or using their resources.

Solicitations performed through verbal, written, or electronic means for commercial purposes are covered by this procedure.

Items to be distributed or offered for sale, which contain Fairmont State University trademarks, names (including building names) or design elements (T-shirts, posters, etc.), must be approved by University Relations & Marketing.

Procedure for Obtaining a Solicitation Permit

No solicitation, product sales or advertising shall be allowed on the campuses of Fairmont State University without a permit. The following conditions must be fulfilled for on-campus organizations and off-campus organizations to solicit and advertise on any University's main or satellite campuses.

On-Campus Organizations

- Must apply for and be granted a solicitation permit by the Falcon Center in order to solicit on campus.
- Are exempt from obtaining a solicitation permit when the activity pertains to University business or activities
- Must clearly identify the sponsoring organization.

Off-Campus Organizations

- Must apply for and be granted a solicitation permit by the Falcon Center in order to solicit on-campus.
- Must apply for and be granted a solicitation permit by the Falcon Center in order to solicit with intent to advertise and/or sell merchandise on campus.
- Must be sponsored by an on-campus organization in order to solicit on campus.

Vendors may obtain information from the Falcon Center. Individuals or organizations wishing to solicit funds from alumni parents and friends of the University must obtain permission from the Falcon Center.

Responsibility and Implementation

The responsibility for implementation of this procedure rests with faculty, staff, students, and all individuals associated with the University. Contact Robin Yeager in the Falcon Center to answer questions or provide additional information regarding this policy.

RSO's must submit a fundraising request form at least (2) weeks in advance for approval. An email will be sent back to the requester informing them if the request was approved or denied. (Fundraising Request Forms may be found on the Student Organizations web page under Important Forms). Sales are permitted only in approved Fairmont State University residence hall lobbies, designated areas in the Falcon Center, academic building lobbies, and approved outdoor locations. *Door-to-door solicitation is prohibited.* A facilities request must also be completed with the proper administrator in order to guarantee a location on campus for your fundraiser. (See section Facility Reservations for Meetings and Events for further information)

Funds and Gifts

No individual, firm, group, organization or corporation is permitted to solicit funds through sales, services, or donations on the Fairmont State University campus for either commercial or charitable purpose without authorization from the Fairmont State Foundation.

No student of Fairmont State University has the authority to participate in the solicitation of funds by sales or through donations, with the intention stated or implied, that funds so received are to be used for the benefit of Fairmont State University or the students of Fairmont State University without written authorization of the Fairmont State Foundation. This limitation applies to activities, either on or off campus.

No individual, firm, group, organization or other agency has the authority to use the name of Fairmont State University to secure funds for any purpose, by any means, without the written permission of the Fairmont State Foundation.

Lotteries and Raffles

Raising funds using lotteries, raffles, or any other form of wagering is restricted by West Virginia State Law and the Fairmont State University Regulations. Any on-campus lottery must first be approved by the Student Activities Office; student organizations contemplating an off-campus lottery should contact the Fairmont State Foundation.

A price charged for an item for sale or admission to the event must entitle the purchaser to something of full value for their money. The practice of offering for sale some item of little value whereby the holder may participate in a lottery drawing or other game of chance is prohibited. The use of "door prizes" at dances or other social events is legal as long as those paying the price of admission are provided with full value entertainment for the price paid, and as long as the door prize drawing is incidental and uses only as a minor feature of the occasion. "Door prizes" may be solicited from local business firms.

Notwithstanding any other provisions of this article to the contrary, any charitable or public service organization which has been in existence in this state for at least one year is hereby authorized to conduct raffles without compliance with the licensing provisions of this article: Provided, That any prize awarded in any single raffle at a raffle occasion may not exceed in value the sum of four thousand dollars: Provided, however, That the cumulative gross proceeds derived from the conduct of raffle occasions by any such charitable or public service organization shall not exceed fifteen thousand dollars during any calendar year: Provided further, That any such organization shall not be subject to the record keeping provisions of section sixteen of this article but shall maintain a separate accounting for the operation of raffles. All records required by this section shall be maintained for at least three calendar years and shall be available for reasonable inspection by the commissioner.

SMOKING

Policy Statement: The Fairmont State University campus is tobacco and smoke-free. Tobacco related products according to the Board Policy #60 are considered to be the following: Cigarettes, e-cigs, chewing tobacco, dip, pipes, cigars, cigarillos, hookah, water pipe smoking, snus, and snuff. No smoking or use of any tobacco is permitted in any area of the residential facility, including residents' rooms. All use of tobacco or any related product listed above must be done away from campus.

The Director of Human Resources, in cooperation with the Student Health Service Staff and the Staff Training and Development Committee, will schedule smoking cessation classes for

employees and students who wish to avail themselves of the classes. Anyone detecting a violation of this policy should be reported to Human Resources (faculty and staff) or the Office of Student Conduct (students).

SOCIAL JUSTICE POLICY

Consistent with its comprehensive mission, and recognizing that the development of human potential is a fundamental goal in a democratic society, the Fairmont State Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, without regard to race, color, gender, national origin, age, height, weight, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, and gender expression/association as identified and defined by law in employment, admissions, and educational programs, and activities.

ACADEMIC REGULATIONS AND POLICIES

ACADEMIC DISHONESTY

Dr. Tim Oxley

Associate Provost for Academic Affairs

210 Hardway Building

(304) 367-4239

All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty. Cheating in any form, including plagiarism, must be considered a matter of the gravest concern.

Cheating is defined here as:

- the obtaining of information during an examination
- the unauthorized use of books, notes, or other sources of information prior to or during an examination
- the removal of faculty examination materials
- the alteration of documents or records
- or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words, (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit.

ACADEMIC STANDING POLICY

Unsatisfactory Academic Standing

A student is deemed to be in Unsatisfactory Academic Standing when his/her/their cumulative grade point average, based upon coursework taken at Fairmont State University, is below 2.0.

Satisfactory Academic Standing

A student is deemed to be in Satisfactory Academic Standing when his/her/their cumulative grade point average, based upon coursework taken in Fairmont State University, is 2.0 or higher.



Academic Probation

- 1) The status of Academic Probation is automatically applied to a student when the cumulative grade point average, based upon coursework at Fairmont State University, falls below 2.0.
- 2) The status of Academic Probation will be removed only after the cumulative grade point average, based upon coursework taken at Fairmont State University, is 2.0 or higher.
- 3) A student who is placed on academic probation may continue to enroll on a full-time basis, but will be limited to 15 semester hours.
- 4) A student whose term GPA falls below a 2.0 but whose Fairmont State University overall GPA is higher than a 2.0 will be placed on Academic Warning. Academic Warning is not punitive but does not appear on the student's official transcript.

Academic Suspension

The academic records of students on probation will be reviewed at the end of each regular semester with regard to Academic Suspension. The following guidelines will be used in the review:

- 1) Academic Suspension occurs when a student's cumulative grade point average, based upon coursework taken at Fairmont State University, falls below the minimum required GPA in relation to the overall attempted institutional and transfer hours (listed below).

Credit Hours* GPA:

16-29.....1.45

30-59.....1.75

60+.....2.00

**Attempted hours at Fairmont State University plus transfer credits.*

- 2) The suspension list will be compiled at the end of the fall and spring semesters.
- 3) Students will be placed on probation for one semester before they are subject to academic suspension.
- 4) Students can be placed on suspension if they have been on probation in any previous semester.
- 5) No student with a current semester GPA of 2.0 or higher will be subject to academic suspension.
- 6) A student who is academically suspended will not be permitted to enroll in coursework at Fairmont State University for the following fall or spring full semester. One full fall or spring semester constitutes the required period of suspension.
- 7) A student is automatically eligible for readmission after the period of suspension is over, but must reapply through Enrollment Services to have his/her Academic Suspension hold removed.
- 8) Fairmont State University will not accept credit for course taken at any institution while a student is suspended.

Appeals

A student who is suspended may appeal the decision one time only by writing a letter to the Coordinator of the Academic Advising Center, 317 Turley Student Services Center, (304)367- 4709.

Note: Suspension and Probation are calculated on work done in your current institution.

Dismissal of a Student Due to False Credentials

A student admitted upon the basis of false credentials is subject to immediate dismissal from Fairmont State University.

ADDING AND DROPPING CLASSES

Students may not add new classes to their schedules after registration has ended. However, within the add/drop period identified in the Registrar's Calendar, students can drop and/or add classes without academic or financial penalty. Individual classes that are dropped during this period do not appear on students' transcripts.

Dropping a Class

Students may drop a course(s) with a "W" being recorded up to the Friday during the:

- a) 10th Week of a Full Semester
- b) 5th Week of the 1st 8 Week Session
- c) 5th Week of the 2nd 8 Week Session
- d) 3rd Week of the 1st 5 Week Summer Session
- e) 3rd Week of the 2nd 5 Week Summer Session
- f) 8th Week of the 10 Week Summer Session



Excessive Course Withdrawal Fee

Students who drop individual classes will be charged a \$50.00 fee for each course from which they withdraw or for each course they drop after the allowable maximum. Students may withdraw from a total of eight courses before the fee is charged.

APPLICATION FOR GRADUATION

Candidates for graduation must officially apply for a degree online through their FELiX account. Applications are due one academic year in advance. Specific due dates can be found on the Registrar's Calendar by going to

<http://www.fairmontstate.edu/student-services/registrar/graduation-information>

(located under "Departments" tab). A graduation fee of \$50.00 for undergraduate students and \$70.00 for graduate students is assessed at the time the graduation application is submitted. You may apply for Graduation online by logging in to your FELiX account. Once you log in with your UCA and password then select Student and Financial Aid, Student Records, then Apply to Graduate and follow the screen prompts. After the posted deadline for applications, a late fee of \$50.00 will also be assessed.

DEAN'S LIST

Dr. Tim Oxley

Associate Provost for Academic Affairs

210 Hardway Building

(304) 367-4239

Students who register and receive letter grades for 12 or more hours taken at Fairmont State University (excluding credit or audit marks) and receive a grade point average of 3.4 or better are considered honor students and are named to the Dean's List.

GRADUATION WITH HONORS

Dr. Tim Oxley

Associate Provost and for Faculty Affairs

210 Hardway Building

(304) 367-4239

Candidates for graduation with an associate's degree who maintain a grade point average 3.4 or better will receive the designation of "With Honors" on their diplomas and "Honors" on the commencement program.

Candidates for bachelor's degrees who have achieved special distinction in academic work will graduate with honors. Honors are determined by the cumulative quality point average of a student's work at graduation.

Three grades of honors are recognized:

-Cum laude for a point average of 3.4 – 3.69

-Magna cum laude for a point average of 3.70 – 3.84

-Summa cum laude for a point average of 3.85 or better

Honor designations on diplomas are based upon the entire academic record. Honor designations on the Commencement program are based upon the academic record at the conclusion of the semester prior to Commencement.

PROCEDURE FOR APPEALS FOR ACADEMIC PENALTIES

Section 6 (Appeals) of Fairmont State's Policy 18 (Student Academic Rights) contains the policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member of Fairmont State University.

Fairmont State provides published appeal procedures for final course grades, academic probation, and academic suspension. Other academic penalties not covered by published procedures, such as penalties imposed by an instructor in accordance with Section 5.2 of Policy 18, may be appealed as follows:

1. The student shall contact the instructor to resolve the matter. (At this point and at all levels, the required meeting shall be held as soon as possible but in no instance shall exceed the time limits set forth in Policy 18.)

2. If the student does not receive satisfaction after contacting the instructor, he or she may appeal to the chairperson or dean of the College of the instructor, indicating the purpose of the appeal in writing. (In the event that the instructor is also the chairperson or dean, this written appeal shall be sent to the Fairmont State University Provost and Vice President for Academic Affairs, who shall take the dean's or chair person's part in the procedure.)



3. If either the student or the instructor is not satisfied with the decision of the dean or chairperson, either of the two may submit a written appeal to the Chair of the Admissions and Credits Committee. The Chair of the Committee shall schedule a Committee meeting as soon as possible to hear the case, and the Committee shall render a decision. When conducting a hearing, the Committee shall observe the procedures set forth in Section 6.3.2 of Policy 18.

4. The student or the instructor may appeal the Committee's decision in writing to the President of Fairmont State University or designee. The decision of the President or designee shall be final.

The procedure prescribed herein shall also be followed in appeals of academic dismissal from a limited enrollment program, except such an appeal shall begin with the chair person of the appropriate School. Further, the provisions of Section 7 of Policy 18 shall be applied in appeals of academic dismissal.

PROTECTION AGAINST PREJUDICIAL OR INCONSTANT ACADEMIC EVALUATION

It is the policy of Fairmont State University that students are responsible for fulfilling prescribed course objectives, completing stated course assignments, and adhering to stated academic standards for each course in which they are enrolled. Students' grades will be based solely on performance measured by academic-related standards, and students will not be penalized for taking reasoned exception to views expressed in the academic forum.

The student who has evidence or believes evidence exists that an inappropriate grade was assigned as a result of a mechanical error; inconsistent grading with those assigned to other students; inconstant changes (without apparent reason); prejudiced academic evaluation; or reflects discrimination based on race, color, religion, national origin, age, gender, sexual orientation, or disability may employ the following procedures to seek modification of such an evaluation. The procedures are designed to ensure just, impartial, and expeditious investigation and resolution of a student's claim. In any grade appeal procedure, establishing good cause for changing final grade rests on the student.

When supported by sufficient evidence, any of the following reasons shall constitute good cause for challenging a final grade:

- The grade was a result of discrimination (as defined above).
- A successful appeal must demonstrate the instructor did not apply a consistent standard to all students in the classroom.
- The student making the appeal must show that the instructor did not apply the same grading standard to the appellant that was applied to other students in the course.
- The grade was awarded in an arbitrary or capricious manner.
- The grade was a result of an instructor error in calculating, recording, or reporting a final grade.

None of the following shall constitute good cause for appealing a final grade:

- Consequences a student might face as a result of the earned grade.
- Disagreement with the course requirements established by the instructor.
- Disagreement with the grading standards established by the instructor.
- The desire or need for a student to attain a certain grade.

Grade Appeal Procedures

The procedures outlined below must be followed in sequence by the student who believes their grade to be unfair for the above reasons, although the deadline dates may be accelerated with consent from both parties at the departmental level. Failure of the student to meet any of the deadlines in this process voids the appeal.

1. Student Contacts the Instructor

The student must contact the instructor of record within 15 days after the final grade was posted by the Registrar's Office to discuss the grade on an informal basis and determine whether a grade change will be made. Summer term grades may be appealed within the 15 days after final grades are posted. Errors in evaluation or misunderstanding of the grading system of the instructor may be resolved in this way. If the instructor finds no grade change is justified, the student can move to the next step of the appeals process.

If, for some unforeseen reason, the instructor is unavailable in that period, the Department Chair is then charged with contacting the instructor to attempt a resolution or act as the instructor of record.

2. Appeal to the Department Chair

The student must notify the Chair of the Department in writing of their intent to appeal within 15 school days following the instructor's decision. If the student fails to contact the Chair within 15 school days following the instructor's decision, the instructor's grade award shall be considered final. If the instructor is also the Chair, the appeal notice shall be sent to the College Dean, who shall take the Chair's part in the resolution.



The student's grade appeal to the Chair must be in the form of a written memo or letter and include the information below.

- Course Information (course number and title, course instructor, final grade);
- Grade the student believes they earned in the course;
- Specific reason for the appeal (mechanical error, inconsistent grading practices, prejudice on part of the instructor, etc.); and
- Statement and physical evidence available to support the appeal (e.g., course syllabus, exam or assignment scores, blackboard screen shots, email communication).

Upon receiving the appeal, the Chair shall review the appeal file. The appeal process may be done in person or in writing and may require the submission of additional information, all at the discretion of the Chair. If the Chair holds a hearing involving the instructor and student desiring a grade change, the meeting should be scheduled within 15 days, except for extraordinary circumstances, in which case it would be as soon as possible. At this meeting, in an informal conference, the Chair should try to resolve the issue between the student and instructor. All pertinent information must be presented to the issue. In the event the instructor is also the Chair, this notice of appeal shall be sent to the Dean who may take the Chair's part in resolving the case or appoint a delegate to act on behalf of the Chair.

Appeal Decision

Written notification of the appeal decision shall be sent to the student, instructor, and College Dean within 15 days of receiving the student's appeal. This correspondence should specify the next possible step in the appeal process and the exact deadline date of any further appeal (15 days following this notification). Both the student and instructor have the right to appeal the Department Chair's decision to the Dean of the College in which the course was taught.

-If the Chair determines a change in grade is warranted, and the instructor agrees with the decision, the instructor shall file a change of grade form with the Office of the Registrar within 15 days of the date of the decision.

-If the Chair determines a change in grade is warranted, but the instructor does not consent to the change, the Chair shall automatically forward the appeal file to the College Dean in which the course is taught.

3. Appeal to the Dean

If the student or instructor is not satisfied with the decision of the Chair, an appeal may be made to the Dean of the College within the specified deadline period. The appellant must send written notice of intent to the appeal within 15 days of the email date of the Chair's decision. The Dean will review the appeal file and may schedule a meeting with the student and instructor to hear the case. Subsequently, a decision will be made to either uphold the Chair's decision or reverse it.

In the event of the absence of the Dean, the Associate Provost of Academic Affairs shall serve as the administrative officer and act in this capacity.

Appeal Decision

Written notification of the appeal decision will be sent to the student, instructor, chair, and the Associate Provost for Academic Affairs. This correspondence shall also outline the next possible step in this process and specify the exact date deadline of any further appeal (15 days following this notification).

Both the student and the instructor have the right to appeal the decision of the Dean to the Associate Provost.

-If the Dean determines a change in grade is warranted, and the instructor agrees, the instructor shall file a change of grade form with the Office of the Registrar within 10 school days of the date of the decision.

-If the Dean determines a change in grade is warranted, but the instructor does not consent to the change, the Dean shall automatically forward the appeal file to the Associate Provost of Academic Affairs.

4. Appeal to the Associate Provost for Academic Affairs

If the student or the instructor is not satisfied with the decision of the Dean, an appeal may be made to the Associate Provost within the specified deadline period. The appellant must send written notice of intent to appeal within 15 days of the email date of the Dean's decision. The Associate Provost will review the appeal file and may schedule a meeting with the student and instructor to hear the case. Subsequently, a decision will be made to either uphold the Dean's decision or reverse it.

Appeal Decision

Written notification of the appeal decision will be sent to the student, instructor, Dean, and the Academic Appeals Board of the Faculty Senate. The correspondence shall also outline the next possible step in this process and specify the exact date (15 days following this notification) of the next appeal deadline.

Both the student and the instructor have the right to appeal the decision of the Associate Provost to the Academic Appeals Board.

-If the Associate Provost determines a change in grade is warranted, and the instructor agrees, the instructor shall file a charge of grade form with the Office of the Registrar within 10 school days of the date of the decision.

-If the Associate Provost determines a change in grade is warranted, but the instructor does not consent to the change, the Dean shall automatically forward the appeal file to the Academic Appeals Board of the Faculty Senate.

5. Appeal to the Academic Appeals Board of the Faculty Senate

If either the student or the instructor is not satisfied with the decision of the Associate Provost, an appeal may be made to the Academic Appeals of the Faculty Senate. The procedures of the Academic Appeals Board are available with the Faculty Handbook.

- The Chair of the Academic Appeals Board shall preside at appeals except where he/she is challenged by one of the parties to the appeal, of is a party to the appeal, or otherwise unavailable.
- At the start of each case, both the student and the instructor are entitled to dismiss two board members from hearing their particular case. Board members may recuse themselves from hearing a particular case with permission of the Board Chairperson.
- At least five members must be present for a formal meeting of the Board.
- Both the student and the instructor shall submit a written statement to the Board no later than five school days in advance of the hearing. Each statement shall be made available to the other party.
- Each party may have one advisor (faculty or student) from the Fairmont State University campus community and may call witnesses to present information directly related to the appeal case.
- The Board shall conduct its hearing and deliberation in private.
- The Board shall record the information presented by the parties involved. This recording shall then be submitted to the President of the University to be stored in a secure place until final resolution.
- The written decision of the Academic Appeals Board is final and shall be sent to the Provost and Vice President for Academic Affairs, the Associate Provost, the College Dean, the Department Chair, and the instructor and student involved.

[Note: updated grade appeal policy 6/2022; pending Faculty Senate approval]

STUDENT ATTENDANCE POLICY

Attendance

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. Regular attendance is necessary to the successful completion of a course of study and is an integral part of a student's educational experience. Although a student may jeopardize his/her grade by nonattendance, the final grade should reflect performance, not attendance only.

Absences

In the administration of its attendance policy, Fairmont State recognizes two kinds of excused absences: (1) the institutional absence, resulting from participation in an activity in which the student officially represents Fairmont State; and (2) the unavoidable absence, resulting from illness, death in the family, or other causes clearly beyond the student's control. Other types of student absences may be regarded as either excused or unexcused at the discretion of the student's instructor. Fairmont State relies chiefly on its faculty to encourage a reasonable

pattern of class attendance and on the maturity of its student body to establish such a pattern.

Each instructor shall make available on the first day of class what the attendance requirements are and what penalties shall be imposed for nonattendance.

If an instructor establishes a policy penalizing absent students by lowering their grades, the instructor MUST distribute a written statement of this policy to the student during the first-class period of the term. The statement should contain precise information relating to a percentage of grades cut per unexcused absence and the instructor's definition of an excused or unexcused absence. Responsibility for establishing that an absence is "excused" subsequently rests with the student, who must explain the absence to the instructor at the first-class meeting following the absence. The instructor is not permitted to require a doctor's excuse; however, the student should be prepared to give a plausible account of the absence.

Any instructor who establishes a policy penalizing a student must file his/her policy with his/her school chairperson. The Chairperson should review all policies and confer with any instructor whose policy seems unworkable.

Professors should be held to same time-table for determining excused or unexcused absences as the student and must be required to inform student of decision in a reasonable manner that gives the student time to appeal.

In all cases, students must be present for all major examinations.

REPEATING A COURSE

Fairmont State University enforces Series 22 of the West Virginia Higher Education Policy Commission as follows:

If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Courses passed with a grade of "C" or better may not be legally repeated.

Grades for courses repeated more than once or repeats of courses attempted in semesters following the one in which the sixtieth hour was attempted will be used in determining grade point average.

Courses completed at Fairmont State with a grade of "D" or "F" may be repeated at any West Virginia public institution, provided the course at the other institution is deemed an equivalent course by Fairmont State and the above stipulations are met. Regularly enrolled students

who complete work at another accredited institution must secure written permission from the Registrar before attempting such coursework. The transfer grade policy will apply to these grades.

Courses taken at other West Virginia public institutions that are legally repeated at Fairmont State will be a part of the repeat process, provided the course at the other institution is deemed an equivalent course by Fairmont State and the above stipulations are met.

WITHDRAWAL FROM THE INSTITUTION

Students can withdraw from the institution and all classes prior to the last week of classes. Students who fail to follow this procedure will receive grades of "F." To drop all classes in a semester, follow these links after logging into FELIX: Student and Financial Aid > Class Scheduling > Withdraw from Institution. Students are urged to print a copy of the transaction for their records.

Notes:

1. If you have a financial hold on your account or other problems, you will not be able to access your account online to withdraw. Please visit or call Enrollment Services in the Turley Student Services Center immediately for assistance. Once the hold has been lifted, you may not be able to access your online account until the next day.

2. DO NOT WAIT UNTIL THE LAST MINUTE TO WITHDRAW FROM CLASSES OR THE INSTITUTION. WE ARE UNABLE TO ASSIST YOU AFTER BUSINESS HOURS.

3. You are responsible for your schedule. Every time you add or drop or withdraw from a class, review your schedule online and make sure you are properly registered.

4. If you do not attend a course for the first two weeks, YOU WILL BE AUTOMATICALLY REMOVED FROM THE COURSE.

Any questions concerning the adding, dropping, or withdrawing from classes or questions concerning withdrawing from the institution should be directed to Enrollment Services, located on the 3rd floor of the Turley Student Services Center or by calling (304) 367-4141.